



CALL FOR APPLICATION FOR INCLUSION IN THE SPGRC SUPPLIER DATA BASE FOR THE SUPPLY OF VARIOUS GOODS, WORKS AND SERVICES.

Reference Number: ADMIN 01/2024-25

Procurement entity: The Southern African Development Community (SADC) Plant Genetics Resources Centre (SPGRC) *Plot 6300 Great East Road, Lusaka*

Ref: SPGRC/ADMIN 02/2024-25

1. The SPGRC is inviting suitable and qualified firms and individuals to register as approved suppliers of goods, works and services under the following categories:
 - i. Servicing and repair of De-humidifiers
 - ii. Servicing and repair of Seed drying cabinets and laboratory seed grinders
 - iii. Servicing and repair Seed germination chambers
 - iv. Servicing and repair Cold rooms, refrigerators and air-conditioning systems
 - v. Servicing and repair Laboratory water purifiers
 - vi. Servicing and repair Laboratory scales, seed counters and seed moisture testing meters
 - vii. Servicing and repair Autoclaves and Laminar air flow cabinets.
 - viii. Servicing and repair Printers, scanners and photocopiers
 - ix. Installation and repair CCTV
 - x. Servicing and repair Automatic fire suppression system
 - xi. Servicing and repair Lawn mowers and grass cutters
 - xii. Repair and servicing of tractors and other farm equipment (eg, ploughs, boom sprayers, tractor mounted lawn mowers.
 - xiii. Irrigation equipment repair and Installation
 - xiv. General Electrical repairs and installation services
 - xv. Plumbing services
 - xvi. General Welding Services
 - xvii. Grass mowing services
 - xviii. Building maintenance services (i.e. basic construction, roofing and building)
 - xix. Travel Agency Services
 - xx. Catering Services
 - xxi. Supply Information Communication Technology (ICT) Goods and Services
 - xxii. Translation Services (Firms only)
 - xxiii. Simultaneous Interpretation
 - xxiv. Courier Services
 - xxv. Catering services
 - xxvi. Stationery, office furniture and Office Consumables
 - xxvii. Cleaning materials
 - xxviii. Hotel, Conference and accommodation services
 - xxix. Car hire services
 - xxx. Supply and branding of promotional materials.

- xxxi. Provision of printing services.
- xxxii. Carpentry Works.
- xxxiii. Snakes and Bees removal
- xxxiv. Laboratory chemicals and consumables.

2. Please attach the following information along with the EOI:

- i. Latest Company Profile
- ii. Certificate of Incorporation/Registration
- iii. Valid Tax Clearance Certificate or Proof of Exemption if exempted
- iv. Proof of past experience i.e. copies of contracts or Purchase Orders for the stated category for business conducted in the last 3 years.
- v. Valid VAT Registration Certificate or Exemption from paying VAT
- vi. Statutory documents for the category being applied for i.e (EIZ, NCC, IATA) failure to submit will result in disqualification

3. Your submission, in PDF format, should be signed and submitted electronically as **ONE DOCUMENT** or **ONE ZIPPED FOLDER**, through the **COLLAB Link** <https://collab.sadc.int/s/ZeD5tF2zioZzJwX> **clearly marked with the category title, reference number and name of company/applicant.** Submissions should be addressed to: The Head – SPGRC, Attention - Assistant Procurement Officer.

4. The deadline for submission of expressions of interest is **6th September 2024 at Midnight local (Zambian) time. Late submissions will not be accepted.**

5. All expressions of interest should be submitted in PDF format through the **COLLAB Link:** <https://collab.sadc.int/s/ZeD5tF2zioZzJwX> Applications(s) by Fax or email will not be acceptable.

6. Suppliers who are already in the SPGRC supplier Database are required to re-submit their applications.

7. The closing date for receipt of requests for information and clarification shall be 26th August 2024 at 17:00hours. The closing date for responding to requests for information and clarification shall be 30th August 2024 midnight.

All questions received as well as the answer(s) will be posted on the SADC Secretariat's website.

8. **HARD COPY(IES) SUBMISSIONS WILL NOT BE ACCEPTED, neither will submissions received via email, telephone, fax, telex or facsimile.**

9. Only applicants with the above stated attachments will be considered for inclusion in the SPGRC Supplier Database.

10. The SPGRC reserves the right to reject any application not deemed suitable for inclusion in the Database and has no obligation to award contracts to any successful applicant upon inclusion in the Database.

All enquiries shall be sent to: ckasampi@sadc.int copy to tchabwera@sadc.int and jshava@sadc.int

Sincerely

A handwritten signature in blue ink, appearing to read 'Justify Shava', is positioned above the printed name.

Justify Shava
Head SPGRG



ANNEX 1: PREQUALIFICATION APPLICATION FORM

1. Basic Information

No	Requirement	Applicant Details
1	Category	
2	Name of applicant	
3	Name of Representative	
4	Job Title	
5	Email Address	
6	Postal Address	
7	Telephone Number	
8	Country	

2. Mandatory Documents

#	Requirement	Attached	
		Yes	No
1	Company Profile		
2	Certificate of Incorporation or equivalent		
3	Valid Tax Clearance Certificate		
4	VAT Registration Certificate or exemption		
5	Statutory documents for the category (EIZ, NCC, IATA)		

3. Experience in implementing similar contracts (List at least three)

Starting Month / Year	Ending Month / Year	Contract Identification	Role of Applicant
<i>[indicate month/ year]</i>	<i>[indicate month/ year]</i>	Contract name: <i>[insert full name]</i> Brief description of the contract performed: <i>[describe the scope of the contract]</i> Amount of contract: <i>[insert amount in US Dollars or Zambian Kwacha equivalent]</i> Total project value: Name of the Client: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i> Contact person for references <i>[indicate full name, position and contact points: address, phone, fax, email]</i>	<i>(insert "Contractor, Subcontractor, Lead Partner or Partner")</i>

Attach minimum of three (3) reference letters from clients that were provided similar goods or services being applied for.

4. Financial Capacity: **Annual Turnover and Value of Similar Contracts**

No.	Category	Cumulative average annual turnover for the past three (3) years in US\$	Cumulative value of similar contracts implemented for the past three (3) years in US\$
1	Servicing, repair and maintenance of equipment	50,000.00	100,000.00
2	Building maintenance services	50,000.00	100,000.00
3	Travel services	100,000.00	200,000.00
4	Supply Information Communication Technology (ICT) Goods and Services	200,000.00	500,000.00
5	Translation services (Firms Only)	100,000.00	100,000.00
6	Simultaneous Interpretation	50,000.00	50,000.00
7	Courier Services	50,000.00	100,000.00
8	Catering services	50,000.00	100,000.00
9	Stationery and Office Consumables	50,000.00	100,000.00
10	Cleaning materials	50,000.00	100,000.00
11	Hotel, Conference, and accommodation services	500,000.00	1,000,000.00
12	Car hire services	50,000.00	50,000.00
13	Supply and branding of promotional materials.	100,000.00	200,000.00
14	Provision of printing services	100,000.00	200,000.00

Attach

- i. Bank Letter indicating full banking details
- ii. Audited Financial Statements for the past (3) three years