



REQUEST FOR QUOTATION (RFQ)

RFB TITLE: PRODUCTION OF MOTION GRAPHICS FOR GENERIC ANIMATION VIDEOS FOR SADC QUALITY AWARDS. REFERENCE:
SADC/3/5/4/126

SADC Secretariat is inviting companies to submit a quotation for the Production of motion graphics for generic animation videos for SADC Quality Awards.

1. You should send only one quotation for this requirement.
2. Your quotation in PDF format should be submitted to this link:
3. For any additional information and/or clarification please direct the inquiries to:
tchabwera@sadc.int; dtimbo@sadc.int; lmpho@sadc.int Copy:
imbvundula@sadc.int
4. The deadline for submission of your quotation to the collab link indicated in below is: **25 February 2026** by midnight (Local Botswana Time) bids submitted after the closing date and time will be rejected.

Collab Link <https://collab.sadc.int/s/wFrGa57EiFTeyxw>

5. Your quotation should be submitted as per the following instructions, and in accordance with the Terms and Conditions of the Standard Purchase Order for SADC which is available on request.
 - (i) **PRICES:** The prices should be in Botswana Pula (BWP) currency, including all duties attached to the sale of the goods (such as VAT, customs duties, etc.) and transport to the final destination.
 - (ii) **EVALUATION AND AWARD OF PURCHASE ORDER:** Quotes determined to be administrative (see Paragraph 1,2,4,5 and 6) technically compliant to the requirements will be evaluated by comparison of their prices. The award will be made to the bidder offering an administrative and technically compliant quotation at the lowest total price.

- (iii) VALIDITY OF THE OFFER: Your quotations should be valid for a period of 120 days from the deadline for submission of quotation indicated in Paragraph 5 above.
 - (iv) DOCUMENTS TO BE ATTACHED: Company Profile, Valid Tax Clearance Certificate, Banking Details, Valid Trading Licence and Certificate of Incorporation, VAT certificate and exemption. These documents are mandatory.
6. The delivery period should be stipulated in the quotation. Goods must be delivered within 14 days from date of issue of purchase order or contract.
 7. Deadline for receipt of requests for clarifications is 23 February 2026 at 00:00hrs Midnight Botswana Local time.

The deadline for responses to the requests for clarification shall be 24 February 2026 at 15:00hrs (Local Botswana Time).

Sincerely,
Name: Purpose Chifani

OIC - Head Procurement Unit
19 February 2026

ANNEX 1: Item Description and Specification- Reference: SADC/3/5/4/126

ITEM	Description and Specification	Quantity	Compliance (YES/NO)	Comments
1.	<p>Motion Graphics for Generic animation videos for SADC Quality Awards in 3D and 2D (mix of both), full colour, High resolution graphics, 1 minute composition in English language. Animation to include SADC symbols, with mix of various visual elements and audio to convey the story for the 5 categories (3 winners per category).</p> <p>Refer to the competition guidelines: https://www.sadc.int/latest-news/call-submissions-entries2025-26-sadc-quality-awards</p>	1		
2.	<p>Motion Graphics for Generic animation videos for SADC Quality Awards in 3D and 2D (mix of both), full colour, High resolution graphics, 1 minute composition in French language. Animation to include SADC symbols, with mix of various visual elements and audio to convey the story for the 5 categories (3 winners per category).</p> <p>Refer to the competition guidelines: https://www.sadc.int/latest-news/call-submissions-entries2025-26-sadc-quality-awards</p>	1		
3.	<p>Motion Graphics for Generic animation videos for SADC Quality Awards in 3D and 2D (mix of both), full colour, High resolution graphics, 1 minute composition in Portuguese language. Animation to include SADC symbols, with mix of various visual elements and audio to convey the story for the 5 categories (3 winners per category).</p> <p>Refer to the competition guidelines:</p>	1		

	https://www.sadc.int/latest-news/call-entries-submissions-2025-26-sadc-quality-awards			
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Sample and previous video; <https://www.youtube.com/watch?v=f-87F91Ae4M>

The final Selection for the to produce motion graphics for generic animation videos for SADC Quality Awards will be based on the lowest quoted price. This selection will be from those who have passed the Technical Stage.

Annex 2: Financial proposal Template



Reference: SADC/3/5/4/126. PRODUCTION OF MOTION GRAPHICS FOR GENERIC ANIMATION VIDEOS FOR SADC QUALITY AWARDS
Bidders are required to quote for all items.

QTY	Description	Unit Price (USD)	Total) /(USD)
Subtotal			
VAT			
Total			

Goods must be delivered to the address below:
 SADC House
 Plot No. 54385
 Central Business District
 Gaborone
 Botswana



Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	b64ebe5f-43c1-4be4-832c-48ad4e8614e2	Timestamp:	2026-02-20 09:02:53 GMT
Signee Name:	Veronica Zulu. Chingalawa	Sender Name:	Veronica Zulu. Chingalawa
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	RFQ PRODUCTION OF MOTION GRAPHICS EXANTE.pdf	Document Size:	222.9 KB
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Email Evidence

Signee Email:	vchingalawa@sadc.int	Email Subject:	Not available in Silent Mode
Email Sent Timestamp:	Not available in Silent Mode	Email Opened Timestamp:	Not available in Silent Mode

Web Evidence

Signee IP Address:	160.242.95.226	Request Timestamp:	2026-02-20 09:02:23 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/145.0.0.0 Safari/537.36	Terms Accepted Timestamp:	2026-02-20 09:02:31 GMT

Annotations and Modifications

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Text Annotation Count:	0	Initial All Pages Count:	1
Single Initial Count:	0		

Signing Evidence

Signee Mobile:	+27000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	NONE
Action:	APPROVE	Reason for Action:	Cleared

Chain Of Custody Generation

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Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	2d710f75-1340-4346-919a-aa2d13d84115	Timestamp:	2026-02-20 09:33:33 GMT
Signee Name:	Purpose Chifani	Sender Name:	Purpose Chifani
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	RFQ PRODUCTION OF MOTION GRAPHICS EXANTE.pdf	Document Size:	328.0 KB
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Email Evidence

Signee Email:	pchifani@sadc.int	Email Subject:	Not available in Silent Mode
Email Sent Timestamp:	Not available in Silent Mode	Email Opened Timestamp:	Not available in Silent Mode

Web Evidence

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Annotations and Modifications

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Text Annotation Count:	0	Initial All Pages Count:	1
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Signing Evidence

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Security Challenge:	NONE	Part of Workflow:	NONE

Chain Of Custody Generation

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