REQUEST FOR QUOTATIONS (RFQ)
(*Goods*)

Title: SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION AND COMMISSIONING OF ICT NETWORK EQUIPMENT TO SADC RPTC.

Reference: SADC/ICT/RPTC/07/06/2026

Date: 24 November 2026

From: Southern African Development Community (SADC)
Private Bag 0095
Gaborone
Botswana

Dear Sir/Madam,

Southern African Development Community (SADC) is inviting you to submit your quotation for Supply, Delivery Installation, Configuration and Commissioning of ICT Network Equipment to SADCRPTC.

The minimum technical specifications for these "goods" are attached as Annex 1 to this RFQ.

1. This RFQ is issued in terms of the ***SADC Procurement and Grants Policy 2025*** and ***the Procurement Guidelines 2025***, which govern the procurement process.

2. **You are required to quote for all items** as per the quantities indicated in this RFQ. You should send only one quotation for these **"goods".**

3. Your quotation, in the required format **(See Annex 2 to this RFQ),** should be addressed and submitted to: -

SADC RPTC

Crichton Avenue
Marlborough Harare,
Zimbabwe

Tel: +263 242 338524-9

Submission Collab Link: https://collab.sadc.int/s/5WEnq9jjsnbXXk6

4. Your bid should be submitted as per the following instructions, and in accordance with the Terms and Conditions of the Standard Purchase Order.

   a PRICES: The prices should be quoted in **USD** only, including all taxes attached to the provision of these goods where applicable.

   b EVALUATION AND AWARD: Quotations determined to be administrative (see Paragraph 2,3,4, and 5) and technical compliant to the requirements will be evaluated by comparison of their prices (defined as above). The award will be made to the bidder offering an administrative and technically compliant quotation at the lowest total price.

   c VALIDITY OF THE OFFER: Your quotation should be valid for a period of **90 days** from the deadline for submission of quotations.

   d DOCUMENTS TO BE ATTACHED: Company profile, valid tax clearance certificate or exemption certificate, banking details, valid trading license and certificate of incorporation, valid VAT certificate or exemption certificate.

   e DELIVERY TIME & STOCK AVAILABILITY: Goods must be delivered within **30 days** from the signature of the Purchase Order. Bidders should indicate stock availability.

   f DECLARATION: Bidders must sign the declaration form included as Annex1

5. The items are expected to be delivered to the address indicated in paragraph 3 above.

6. The deadline for submission of your quotation is **02 December 2026 at 00:00Hrs Zimbabwe Local Time.**

7. Additional request for information and clarifications can be requested through the emails below:

Procuring entity: **SADC RPTC**
Contact person: **Mr Liberty Kabike**
Telephone: ***+263 242 338524-9/ 0778 116 630.***
email: lkabike@sadc.int , kmwelwa@sadc.int and fhassanally@sadc.int

The closing date for requests for clarification is **27 November** at **16:30hours Zimbabwe Local time**.

The last date for responding to requests for clarification is **30 November at 16:00 hours Zimbabwe Local Time**.

8. Privacy Notice: SADC Secretariat Procurement Function collects and uses your personal information for “Procurement Process” when you intend to compete and deliver any goods or related/ancillary services for the organization. The SADC privacy notice can be accessed from SADC Secretariat website as per link below:
   - https://www.sadc.int/sites/default/files/SADC_Privacy_Notice.pdf

ANNEXES:
ANNEX 1: **Declaration Statement**
ANNEX 2: **Technical Specifications**
ANNEX 3: **Quotation Form**

Sincerely,
Name:

Liberty Kabike
Procurement Assistant

ANNEX 1 – DECLARATION STATEMENT

(To be submitted on the headed notepaper of the legal entity concerned)

<*Date*>

To: Southern African Development Community (SADC) Secretariat

CBD Plot 54385

Gaborone, Botswana

Your ref: < *Publication reference* >

Dear Sir/Madam

1. In response to your Request for Quotation < *Publication reference* >, I, < *Name(s) of legal entity or entities*>, hereby declare that we do not fall into any of the following situations:

   a) are bankrupt or wound up, are having our affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from a similar procedure provided for in the national legislation or regulations of the SADC Member States;

   b) have been convicted of offences concerning our professional conduct by a judgment, which has the force of *res judicata*; (i.e. against which no appeal is possible);

   c) have been declared guilty of grave professional misconduct proven by any means which Procuring Entity can justify;

   d) have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity;

   e) are being currently subject to an administrative penalty;

   f) have been convicted by a final judgement or a final administrative decision or subject to financial sanctions by the United Nations or Country for involvement in a criminal organisation, money laundering, terrorist-related offences, child labour or trafficking in human beings; this criterion of exclusion is also applicable to legal Persons, whose majority of shares are held or factually controlled by natural or legal Persons which themselves are subject to such convictions or sanctions;

   g) are a shell company nor has our company been created specifically for this bid and confirm we are legally registered to operate a business under the Laws of {*insert country of registration*} since {*insert year of registration*};
   h) are involved in corruption: offering, giving, receiving or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;

i) do not comply with our national tax and trading laws.

2. I acknowledge that if any of these declarations are found to be false during evaluation, I will be disqualified and if the declarations are found to be false after award, then any contract(s) between ourselves and the Procuring Entity shall be terminated forthwith and I may be barred from future tendering for the Procuring Entity and liable to possible prosecution.

3. We further declare that where required we will provide necessary supporting documents that will prove compliance with any of the above.

We remain,

Yours sincerely,

Authorised Signature:

Name and Title of Signatory:

Name of Firm:

Address:

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

ANNEX 2 - DETAILED TECHNICAL SPECIFICATION

TECHNICAL SPECIFICATIONS FOR PROVISION FOR THE SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION AND COMMISSIONING OF ICT NETWORK EQUIPMENT TO SADC RPTC

NETWORK EQUIPMENT SPECIFICATIONS		
1. FIREWALL		
Specifications	**Requested**	**Proposed**
Manufacturer/Brand	Specify	
Quantity	**1**	
Model	**FG-201G**	
Warranty	**3 years**	
License	**1 Years FortiCare Premium and Fortiguard Unified Threat Protection (UTP)**	
New	Yes	
2. CORE ROUTER		
Specifications	**Requested**	**Proposed**
Manufacturer	Specify	
Quantity	**1**	
Model	Catalyst C8300-2N2S-4T2X	
Additional Module	Nim Module 4 port (4FXO Analog ports for Telephony)	
Warranty	**3 years**	
License	**3 Years Smartnet, DNA Advantage**	

New	Yes	
3. CORE SWITCH		
Specifications	**Requested**	**Proposed**
Manufacturer	Specify	
Quantity	**1**	
Model	C9300L-48P-4X-A, Catalyst 9300L 48p PoE, Network advantage, 4x10G Uplink	
Warranty	**3 years**	
License	**3 Years Smartnet, DNA Advantage**	
New	Yes	
4. PHONES		
Specifications	**Requested**	**Proposed**
Manufacturer/Brand	Specify	
Quantity	**7**	
Model	**CP-7811-K9= , UC Phone 7811**	
Warranty	**3 years**	
License	**3 Years Term SmartNet, DNA Advantage**	
Color	Black	
New	Yes	
5. WIRELESS ACCESS POINT (Aps)		
Specifications	**Requested**	**Proposed**
Manufacturer	Specify	
Quantity	**3**	

Model	**Catalyst 9136l Series, Internal Antennas, -A Regulator**	
Warranty	**3 years**	
License	**3 Years SmartNet, DNA On-Prem Advantage**	
New	Yes	
Supply, Delivery, Installation, Configuration, Migration, Training and Commissioning	**Yes**	

ANNEX 2. QUOTATION FORM

NB: Bidders should submit the quotation form on their Letter Head clearly indicating the date and name of bidder.

Name of Bidder:_____
Address of Bidder:_____
Date:_____

Item	Description	Quantity	Unit Price [currency]	Total Price [currency]
	FIREWALL	1	[insert the price]	[insert the price]
	CORE ROUTER	1		
	CORE SWITCH	1		
	PHONES	7		
	WIRELESS ACCESS POINT (Aps	3		
Subtotal				**[insert the subtotal price]**
VAT (where applicable)				

Grand TOTAL	**[insert the grand total price]**

Delivery Period:	
Quotation Validity Period:	
Sign & Date:	