



NEGOTIATED PROCEDURE

REQUEST FOR BIDS (RFB)

Reference Number: SADC/HR&ADMIN/UNIFORM/11/2019
Request for Bids Title: PROCUREMENT OF STAFF UNIFORM

Number of Lots: 2

SADC Secretariat is inviting your company to submit a bids for Procurement of Staff Uniform

1. You can only send one bid for Each Lot. However, Bidders are being requested to quote for ALL items under each Lot (s) to be considered responsive. The requirements are as detailed below;

LOT 1: UNIFORM FOR RECEPTIONISTS, DRIVERS, MALE & FEMALE OFFICE ORDERLIES

A) UNIFORM FOR FEMALE OFFICE ORDERLIES		
QUANTITY	ITEM/GOODS	DESCRIPTION OF THE ITEM/GOODS
6	Skirt	Refer to specifications at Annex 1
6	Skirt	Refer to specifications at Annex 1
6	Skirt	Refer to specifications at Annex 1
6	Blouse	Refer to specifications at Annex 1
6	Blouse	Refer to specifications at Annex 1
6	Top Tank	Refer to specifications at Annex 1
6	Top	Refer to specifications at Annex 1
6	Top	Refer to specifications at Annex 1
6	Poloneck	Refer to specifications at Annex 1
6	Poloneck	Refer to specifications at Annex 1
6	Jacket	Refer to specifications at Annex 1
6	Jacket	Refer to specifications at Annex 1
6	Dress	Refer to specifications at Annex 1
6	Jersey	Refer to specifications at Annex 1
6	Shoes	Refer to specifications at Annex 1
6	Shoes	Refer to specifications at Annex 1
6	Coat	Refer to specifications at Annex 1
6	Pentihose	Refer to specifications at Annex 1

B) UNIFORM DRIVERS		
QUANTITY	ITEM/GOODS	DESCRIPTION OF THE ITEM/GOODS
5	Suit	Refer to specifications at Annex
5	Suit	Refer to specifications at Annex
10	Safari Suit	Refer to specifications at Annex 1
15	Shirt	Refer to specifications at Annex 1
10	Shirt	Refer to specifications at Annex 1
10	Jersey	Refer to specifications at Annex 1
10	Ties	Refer to specifications at Annex 1
10	Shoes	Refer to specifications at Annex 1

25	Socks	Refer to specifications at Annex 1
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C) MALE OFFICE ORDERLY

QUANTITY	ITEM/GOODS	DESCRIPTION OF THE ITEM/GOODS
2	Suit	Refer to specifications at Annex 1
3	Shirt	Refer to specifications at Annex 1
2	Shirt	Refer to specifications at Annex 1
2	Trouser	Refer to specifications at Annex 1
1	Jersey	Refer to specifications at Annex 1
3	Ties	Refer to specifications at Annex 1
2	Shoes	Refer to specifications at Annex 1
3	Socks	Refer to specifications at Annex 1

D) UNIFORM FOR RECEPTIONISTS

QUANTITY	ITEM/GOODS	DESCRIPTION OF THE ITEM/GOODS
2	Skirt	Refer to specifications at Annex 1
2	Skirt	Refer to specifications at Annex 1
2	Skirt	Refer to specifications at Annex 1
2	Blouse	Refer to specifications at Annex 1
2	Blouse	Refer to specifications at Annex 1
2	Blouse	Refer to specifications at Annex 1
2	Trouser	Refer to specifications at Annex 1
2	Jacket	Refer to specifications at Annex 1
2	Dress	Refer to specifications at Annex 1
2	Jersey	Refer to specifications at Annex 1
2	Shoes	Refer to specifications at Annex 1
2	Shoes	Refer to specifications at Annex 1
2	Neck scarf	Refer to specifications at Annex 1
2	Vests	Refer to specifications at Annex 1
2	Pentihose	Refer to specifications at Annex 1

LOT 2: PROTECTIVE CLOTHING FOR THE ES DOMESTIC ASSISTANTS

QUANTITY	ITEM/GOODS	DESCRIPTION OF THE ITEM/GOODS
2	Ladies Overall	Refer to specifications at Annex 1
1	Chef Jacket	Refer to specifications at Annex 1
1	Chef trouser	Refer to specifications at Annex 1
1	Suit	Refer to specifications at Annex 1

1	Shoes	Refer to specifications at Annex 1
4	Socks	Refer to specifications at Annex 1
1	Kitchen cap	Refer to specifications at Annex 1
2	Apron	Refer to specifications at Annex 1

2. Detailed specifications of the required items are available as Annex1 in the following link : <http://www.sadc.int/procurement/opportunities>
3. Your quotation should be submitted in a sealed envelope, and addressed to;
“PROCUREMENT OF UNIFORM AND PROTECTIVE CLOTHING”

*Head – Procurement unit
SADC Secretariat
Plot 54385 CBD
Gaborone*

moreover, be dropped in the Tender Box situated at the reception of the above address.

Each Bid must be registered in the Bid depositing Register that is located at the Reception.

4. The deadline for submission of your quotation, to the address indicated in Paragraph 3 is: **Friday 29th November 2019, 1600Hours**

Late Bids will be rejected.

Bids will be opened immediately after closing.

5. Bids by Fax or E-mail **are not** acceptable.
6. Your bids should be submitted as per the following instructions;
 - (i) **PRICES:** The prices should be quoted in the local currency, including all duties attached to the sale of the **goods** (such as VAT, customs duties, etc.) and transport to the final destination, which is SADC Secretariat Headquarters, Gaborone, Botswana.
 - (ii) **SUBMISSION OF MANDATORY DOCUMENTS:** Bids should be accompanied by the following documents: **valid copies of Certificate of Incorporation, Trading Licence, Tax Clearance, PPADB Certificate, Banking Details and VAT certificates.**
 - (iii) **EVALUATION AND AWARD OF PURCHASE ORDER:** Bids determined to be administrative (see Paragraph 2,3,4,5 and 6) and technically

compliant to the requirements will be evaluated by comparison of their prices per lot (defined as above). The award will be made to the bidder offering an administratively and technically compliant quotation at the lowest total price for each lot separately.

- (iv) VALIDITY OF THE OFFER: Your bids should be valid for a period of 90 days from the date of deadline for submission of bids indicated in Paragraph 4 above.

7. The **goods** are expected to be delivered at the address indicated below within a maximum period of **7 days** from the signature of the Purchase Order. Specific delivery period must be indicated for each lot and this is very critical.

8. Additional information and clarifications can be requested **in writing**, not later than a day prior to deadline indicated in the paragraph 4 above, from:

Procuring entity: **SADC Secretariat**

Contact person: **Isaac Moatshe**

Telephone: +267 3951863

Fax: +267 3972848

E-mail: imoatshe@sadc.int; tlengoasa@sadc.int;

ANNEXES:

ANNEX 1: **Technical Specifications**

Sincerely,

Name: Isaac Moatshe
For/Head of Procurement
Date: 22nd November 2019

Annex 1

Lot 1: Specifications for Uniform

C) UNIFORM FOR FEMALE OFFICE ORDERLIES		
QUANTITY	ITEM/GOODS	DESCRIPTION OF THE ITEM/GOODS
6	Skirt	<ul style="list-style-type: none"> - A line pattern - Black colour - 63% Polyester, 32% Rayon, 5% spandex - Zip on the side - Sizes 10, 12, 14, 16, 18, 20 and 22
6	Skirt	<ul style="list-style-type: none"> - A line pattern - Navy blue colour - 63% Polyester, 32% Rayon, 5% spandex - Zip on the side - Sizes 10, 12, 14, 16, 18, 20 and 22
6	Skirt	<ul style="list-style-type: none"> - A line pattern - Grey colour - 63% Polyester, 32% Rayon, 5% spandex - Zip on the side - Sizes 10, 12, 14, 16, 18, 20 and 22
6	Blouse	<ul style="list-style-type: none"> - Formal - Long sleeved - Cream White colour - Regular fit - Front buttons - 93% cotton and 7% Rayon - Sizes 10, 12, 14, 16, 18, 20 and 22

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6	Blouse	<ul style="list-style-type: none"> - Formal - Long sleeved - Sky blue colour - Regular fit - Front buttons - 93% cotton and 7% Rayon - Sizes 10, 12, 14, 16, 18, 20 and 22
6	Top Tank	<ul style="list-style-type: none"> - Long sleeved - Black colour - Regular fit - Front buttons - 93% cotton and 7% Rayon - Sizes S, M, L, XL (2) and XXL
6	Top	<ul style="list-style-type: none"> - Long sleeved - Light pink colour - Regular fit - No buttons - 93% polyester and 7% Rayon - Sizes S, M, L, XL (2) and XXL -
6	Top	<ul style="list-style-type: none"> - Short sleeved - Dark Blue colour - Regular fit - No buttons - 93% polyester and 7% Rayon - Sizes S, M, L, XL (2) and XXL -
6	Poloneck	<ul style="list-style-type: none"> - Long sleeved - Black colour - Regular fit - 94% polyester and 6% spandex - Sizes 10, 12, 14, 16, 18, 20 and 22

6	Poloneck	<ul style="list-style-type: none"> - Long sleeved - Light grey colour - Regular fit - 94% polyester and 6% spandex - Sizes 10, 12, 14, 16, 18, 20 and 22
6	Jacket	<ul style="list-style-type: none"> - Formal – Long sleeved - Black colour - Button down - Regular fit - 94% polyester, 5% viscose and 1% spandex - Sizes 10, 12, 14, 16, 18, 20 and 22
6	Jacket	<ul style="list-style-type: none"> - Formal – Long sleeved - Navy blue colour - Button down - Regular fit - 94% polyester, 5% viscose and 1% spandex - Sizes 10, 12, 14, 16, 18, 20 and 22
6	Dress	<ul style="list-style-type: none"> - Formal - Black colour - 96% rayon and 4% spandex - Long sleeved - Regular Fit - Sizes 10, 12, 14, 16, 18, 20 and 22 -
6	Jersey	<ul style="list-style-type: none"> - Slim fit - Beige colour - Long sleeved - 100% wool - Sizes 10, 12, 14, 16, 18, 20 and 22

6	Shoes	<ul style="list-style-type: none"> - Sandal - Formal shoes - Navy blue colour - Heeled - Soft flexy - Sizes 4,5 (2),6,7,8 (2)
6	Shoes	<ul style="list-style-type: none"> - Half/ankle boots with zip on the side - Black colour - Flat heel - Sizes 4,5 (2),6,7,8 (2)
6	Coat	<ul style="list-style-type: none"> - 100% polyester - Charcoal colour - Long sleeved - Regular fit - Sizes 10, 12, 14, 16, 18, 20 and 22 -
6	Pentihose	<ul style="list-style-type: none"> - 96% rayon and 4% spandex - Blackmail/Black/ Barely black Colour - Sizes S, M, L, XL (2) and XXL

D) UNIFORM DRIVERS		
QUANTITY	ITEM/GOODS	DESCRIPTION OF THE ITEM/GOODS
5	Suit	<p>Jacket</p> <ul style="list-style-type: none"> - Navy Blue colour - 95% cotton and 5% spandex - Slim and straight fit - 2 button jacket - Centre vent - Straight collar - Standard notch lapel - Sizes 32, 34, 38, 43 and 44 <p>Trouser</p> <ul style="list-style-type: none"> - Navy blue colour - 95% cotton and 5% spandex - Slim and straight fit - Flat front - Sizes 32, 36, 38 (x2) and 40
5	Suit	<p>Jacket</p> <ul style="list-style-type: none"> - Grey colour - 95% cotton and 5% spandex - Slim and straight fit - 2 button jacket - Centre vent - Straight collar - Standard notch lapel - Sizes 32, 34, 38, 43 and 44 <p>Trouser</p> <ul style="list-style-type: none"> - Grey colour - 95% cotton and 5% spandex

		<ul style="list-style-type: none"> - Slim and straight fit - Flat front - Sizes 32, 36, 38 (x2) and 40
10	Safari Suit	<ul style="list-style-type: none"> - 100% cotton - Khakhi colour - Straight/regular fit shirt & trouser - 4/5 button shirt - Short sleeved shirt - Sizes 32, 34, 38, 43 and 44
15	Shirt	<ul style="list-style-type: none"> - Formal - Long sleeved - White colour - 100% cotton - Regular fit - Button down collar - Sizes 40 (x2), 42 (x2) and 43
10	Shirt	<ul style="list-style-type: none"> - Formal - Long sleeved - Light blue colour - 100% cotton - Regular fit - Button down collar - Sizes 40 (x2), 42 (x2) and 43
10	Jersey	<ul style="list-style-type: none"> - Regular and Slim fit - Navy blue colour - Sleeveless

		<ul style="list-style-type: none">- 100% wool- Sizes 40 (x2), 42 (x2) and 43
10	Ties	<ul style="list-style-type: none">- 96% rayon and 4% spandex- Assorted colours
10	Shoes	<ul style="list-style-type: none">- Formal shoes- Black & brown colour- Flat heel- Sizes 7, 8(x3) and 9
25	Socks	<ul style="list-style-type: none">- 96% cotton and 4% spandex- Assorted colours- Various sizes

E) MALE OFFICE ORDERLY		
QUANTITY	ITEM/GOODS	DESCRIPTION OF THE ITEM/GOODS
2	Suit	<p>Jacket</p> <ul style="list-style-type: none"> - Navy Blue and grey colour - 95% cotton and 5% spandex - Slim and straight fit - 2 button jacket - Centre vent - Straight collar - Standard notch lapel - Sizes 32, 34 and 36 <p>Trouser</p> <ul style="list-style-type: none"> - Navy blue colour - 95% cotton and 5% spandex - Slim and straight fit - Flat front - Sizes 32, 34 and 36
3	Shirt	<ul style="list-style-type: none"> - Formal - Long sleeved - White colour - 100% cotton - Regular fit - Button down collar - Sizes 34, 36 and 38
2	Shirt	<ul style="list-style-type: none"> - Formal - Long sleeved - Light blue colour - 100% cotton - Regular fit

		<ul style="list-style-type: none"> - Button down collar - Sizes 34, 36 and 38
2	Trouser	<ul style="list-style-type: none"> - Chino trouser - Khakhi colour - Regular fit - 100% cotton - Sizes 32, 34 and 36
1	Jersey	<ul style="list-style-type: none"> - Regular and Slim fit - Navy blue colour - Sleeveless - 100% wool - Sizes 40 (x2), 42 (x2) and 43
3	Ties	<ul style="list-style-type: none"> - 96% rayon and 4% spandex - Assorted colours
2	Shoes	<ul style="list-style-type: none"> - Formal shoes - Black & brown colour - Flat heel - Sizes 7, 8 and 9
3	Socks	<ul style="list-style-type: none"> - 96% cotton and 4% spandex - Assorted colours - Various sizes

F) UNIFORM FOR RECEPTIONISTS		
QUANTITY	ITEM/GOODS	DESCRIPTION OF THE ITEM/GOODS
2	Skirt	<ul style="list-style-type: none"> - A line pattern - Black colour - 63% Polyester, 32% Rayon, 5% spandex - Zip on the side - Sizes 18 and 20
2	Skirt	<ul style="list-style-type: none"> - A line pattern - Navy blue colour - 63% Polyester, 32% Rayon, 5% spandex - Zip on the side - Sizes 18 and 20
2	Skirt	<ul style="list-style-type: none"> - A line pattern - Grey colour - 63% Polyester, 32% Rayon, 5% spandex - Zip on the side - Sizes 18 and 20
2	Blouse	<ul style="list-style-type: none"> - Formal - Long sleeved - Cream White colour - Regular fit - Front buttons - 93% cotton and 7% Rayon - Sizes 18 and 20 -
2	Blouse	<ul style="list-style-type: none"> - Formal - Long sleeved - Sky blue colour - Regular fit - Front buttons - 93% cotton and 7% Rayon

		<ul style="list-style-type: none"> - Sizes 18 and 20
2	Blouse	<ul style="list-style-type: none"> - Formal - Long sleeved - White colour - Regular fit - Front buttons - 93% cotton and 7% Rayon - Sizes 18 and 20
2	Trouser	<ul style="list-style-type: none"> - Formal – Long - Black colour - Zip on the side - Regular fit - 94% polyester, 5% viscose and 1% spandex - Sizes 18 and 20
2	Jacket	<ul style="list-style-type: none"> - Formal – Long sleeved - Black colour - Button down - Regular fit - 94% polyester, 5% viscose and 1% spandex - Sizes 18 and 20
2	Dress	<ul style="list-style-type: none"> - Formal - Black colour - 96% rayon and 4% spandex - Long sleeved - Regular Fit - Sizes 18 and 20
2	Jersey	<ul style="list-style-type: none"> - Slim fit - Ox red colour - Long sleeved - 100% wool

		- Sizes 18 and 20
2	Shoes	- Formal shoes - Black colour - Heeled - Sizes 5 and 8
2	Shoes	- Half/ankle boots with zip on the side - Black colour - Flat heel - Sizes 5 and 8
2	Neck scarf	- 96% cotton and 4% spandex - Navy blue colour
2	Vests	- 96% rayon and 4% spandex - White colour - Long sleeved - Sizes 18 and 20 - Regular fit
2	Pentihose	- 96% rayon and 4% spandex - Blackmail/Black/ Barely black Colour - Size – Extra Large

LOT 2: Specification for Protective Clothing 2019

QUANTITY	ITEM/GOODS	DESCRIPTION OF THE ITEM/GOODS
2	Ladies Overall	<ul style="list-style-type: none"> - Light Blue colour - 90% cotton, 10% polyester - Regular fit - Straight collar - Size 38/97
1	Chef Jacket	<ul style="list-style-type: none"> - Regular fit - 90% cotton, 10% spandex - White colour - Long Sleeved - Size 38/97
1	Chef trouser	<ul style="list-style-type: none"> - Regular fit - 90% cotton, 10% spandex - White colour - Size 38/97
1	Suit	<ul style="list-style-type: none"> - 2 piece acid rain suit - Green colour - 60% cotton, 35% polyester and 5% spandex - Regular fit - zip jacket - Straight collar - Size 38
1	Shoes	<ul style="list-style-type: none"> - Safety shoes - Low cut - Black colour - Sizes 8
4	Socks	<ul style="list-style-type: none"> - 96% cotton and 4% spandex - Black colour - Size 8

1	Kitchen cap	<ul style="list-style-type: none">- Regular fit- 90% cotton, 10% spandex- White colour- Size M
2	Apron	<ul style="list-style-type: none">- Regular fit- 90% cotton, 10% spandex- White & Khakhi colour