



NEGOTIATED PROCEDURE

REQUEST FOR BIDS (RFB)

Reference Number: SADC/DRR/EQUIP/09/2019
Request for Bids Title: **Supply and Delivery of Printers, Camera, Projectors, Laptops and Accessories SADC/DRR**

Number of Lots: 1

SADC Secretariat is inviting your company to submit a bids for **Supply and Delivery of Printers, Camera, Projectors, Laptops and Accessories Material for SADC/DRR**

Bidders are being requested to quote for ALL items to be considered responsive. The requirements are as detailed below;

1. Detailed specifications of the required items are available as Annex1 in the

Printers, Camera, Laptops & Accessories	Item	Quantity
1	Laptop and accessories	5
2	MFP Laser Colour Printer	3
3	Projector	1
4	Digital Camera & Accessories (video & stills)	2

following link : <http://www.sadc.int/procurement/opportunities>

2. Bidders are being requested to quote for ALL items to be considered responsive.
3. Your quotation should be submitted in sealed envelope, clearly marked **“Supply and Delivery of Printers, Camera, Projectors, Laptops for SADC/DRR”** and addressed to;

*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: **24th January 2020, 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**, no later than 3 working days prior to deadline indicated in the paragraph 4 above, from:

Procuring entity: **SADC Secretariat**
Contact person: **Taisekwa Nyamukondiwa**
Telephone: +267 3951863
Fax: +267 3972848
E-mail: tnyamukondiwa@sadc.int; tlengoasa@sadc.int;

ANNEXES:

ANNEX 1: Technical Specifications

Reference Number: SADC/DRR/EQUIPMENT/09/2019

Sincerely,

Name: *Taisekwa Nyamukondiwa*

For/Head of Procurement

Date:

ANNEX 1. TECHNICAL SPECIFICATIONS

SPECIFICATIONS FOR LOT 1: PRINTERS, PROJECTOR, CAMERA, LAPTOPS & ACCESSORIES

1	LAPTOP & ACCESSORIES SPECIFICATIONS	
		Please fill this column
	Specifications	Requested Proposed
	Laptop Manufacturer	HP
	Laptop Model	Elitebook 830 G5 or higher generation
	Warranty	At least 1 year
	New	Yes
	Unused	Yes
	Laptop	Yes
	Laptop Bag (Backpack)	Yes
	21" HP Monitor	Yes
	Docking Station for laptop	Yes
	External HP Optical Keyboard (wired)	Yes
	External HP Optical Mouse (standard desktop size)	Yes
	TWO (2) Security Cables:	
	Laptop Security Cable	Yes
	Docking Station Security Cable (Capable of locking BOTH laptop and Docking Station)	Yes
	External Optical DVD-RW Drive	Yes
	Display	
	Screen size	13"-14"
	2. Processor	

Processor	At least Intel Corei7	
Compatibility	64 bit	
3. Operating System		
Required Operating System	Preloaded with Windows 10 Pro 64bit	
4. RAM		
RAM capacity	At least 16GB	
5. KEYBOARD		
Type	English (QWERTY)	
6. Networking		
10/100/1000 RJ45 Network Interface Card	Yes	
IEEE 802.11a/b/g/n Wireless Network Card	Yes	
Bluetooth	Yes	
7. Ports		
USB 2.0 or higher Ports	At least 2	
8. STORAGE		
Hard disk Capacity	At least 500GB	
10. Multimedia facilities		
Microphone jack	yes	
Headphone jack	yes	
Integrated Camera	yes	
11. MISCELLANEOUS		

	Electrical Connections (Socket type)	South African Standard	
	Power input	100-240V AC	
2	CAMERA & ACCESSORIES SPECIFICATIONS		
	Nikon D810 is a digital SLR camera, with a new Nikon FX-format CMOS sensor with no optical low-pass filter, adoption of the latest EXPEED 4 image-processing engine, an effective pixel counts of 36.3-million pixels, and a standard range of sensitivities from ISO 64 to ISO 12800, 36.3MP Full Frame FX Format Sensor, EXPEED 4 Image Processor, No Optical Low-Pass Filter, ISO Sensitivity 64 to 12800, Extremely Accurate AF, with camera belt or string for Nikon, and camera SD card for 8GB	Yes	
	24-70mm f/2.8G ED Lens from Nikon, 24-70mm zoom range (DX equivalent: 36-105mm), Nano Crystal coat reduces ghost and flare, Slim, durable and lightweight barrel, SWM (Silent Wave Motor) for whisper quiet and fast autofocus, ED glass to minimize chromatic aberration, Closest focusing distance: 0.38 m, preferably Nikon	Yes	
	Black ProTactic 450 AW SLR Camera & Laptop by LowePro, Carry and protect 1-2 Pro DSLRs, including 2 with an attached 70-200mm f/2.8 lens and 24-70mm zoom in this blackProTactic 450 AW Camera and Laptop Backpack from Lowepro. The bag also accommodates 8 extra lenses or flash units, as well as a tripod and a 15" laptop.	Yes	
3	MFP LASER COLOR PRINTER SPECIFICATIONS		
	Specifications	SADC Requirement	
	Printer Brand	HP	

Printer Model	HP LaserJet Pro 500 color MFP M570dn
Warranty	At least 1 year
New	Yes
Unused	Yes
FUNCTIONS	
Fax	Yes
Print	Yes
Copy	Yes
Scan	Yes
Digital Send	Yes
Easy Access USB	Yes
Multitasking supported	Yes
AutoDocumentFeederCapacity	Yes
PRINTING SPECIFICATIONS	
Print Technology	Laser
Print speed black (normal, letter)	Up to 31 ppm
Print speed color (normal, letter)	Up to 31 ppm
Print resolution, color	Up to 600 x 600 dpi
Print resolution, black	Up to 600 x 600 dpi
PAPER HANDLING	
Paper handling standard,input	100-sheet multipurpose tray, 250-sheet input tray 2, 50-sheet automatic document feeder; 250-sheet face-down output bin; Auto Document Feeder Capacity: Standard, 50 sheets; Envelope Feeder: No;

	Standard Paper Trays: 2; Input Capacities: Up to 350 sheets;
Paper handling standard,output	Up to 250 sheets; Up to 10 envelopes; Up to 100 sheets
Duplex printing (printing on both sides of paper)	Automatic (standard);
Paper Size	Envelope, A4
ADDITIONAL SPECIFICATIONS	
Processor speed	800 MHz
Memory	Standard : 256 MB NAND Flash, 256 MB DRAM;
CONNECTIVITY	
Connectivity, standard	1 Hi-Speed USB 2.0; 1 Host USB; 1 Gigabit 10/100/1000T Ethernet; 1 RJ -11 (Fax); 1 RJ-11 (Phone)
Compatible Operating Systems	Win 10,8,7,XP Windows Server 2008/12/R2
Miscellaneous	
Display	LCD
Accessories	Cables, toners, etc. to be provided
Power Supply	South Africa Standard
Other Features proposed by supplier	
PROJECTOR SPECIFICATIONS	
WUXGA, 1920 x 1200, 16:10, Full HD, 5.000 lumen- 3.800 lumen (economy), 15.000 :	

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1, USB 2.0 Type A, USB 2.0 Type B, RS-232C, Ethernet interface (100 Base-TX / 10 Base-T), Gigabit ethernet interface, WLAN (optional), Wireless LAN IEEE 802.11b/g/n (optional), VGA in (2x), VGA out, HDMI in (2x), Display Port, Composite in, RGB in (2x), RGB out, MHL, Stereo mini jack audio out, Stereo mini jack audio in (2x), 4,8 kg, 16 W, VGA cable, Power cable, Remote control incl. batteries, Software (CD), User Manual (CD-ROM), Warranty card, 5 Year Carry In, Lamp: 5 Years or 1000 h		
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Note:

The conditions below are mandatory:

1. All items will be on at least one year warranty after commissioning of the equipment.
2. All prices quoted should be inclusive of taxes and duties applicable.