



NEGOTIATED PROCEDURE

REQUEST FOR BIDS (RFB)

Reference Number: SADC/DRR/EQUIP, STA & VISIBILITY/09/2019
Request for Bids Title: **Stationery for SADC/DRR**

Number of Lots: 1

SADC Secretariat is inviting your company to submit a bids for **Stationery 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 following link : <http://www.sadc.int/procurement/opportunities>

Stationery	Item	Quantity
1	Activity Planner (wall mounted)	7
2	Printing Paper – A4, White	10 boxes
3	Staplers No.56	6
4	Staples No.56	12 boxes
5	Desktop Calculator EL -2128V	6
6	Pens BIC (blue and black)	6 boxes
7	Two hole puncher - medium	6
8	Arc Lever Files PVC - 1450	20
9	Pair of scissors - Medium	6
10	Paper Clips Different sizes (33mm, 50mm & 78mm)	6 boxes
11	Quotation Folders	50
12	Multi-Colored Permanent Markers	20
13	Flip Charts	50

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 Stationery 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

Sincerely,

Name: *Taisekwa Nyamukondiwa*
For/Head of Procurement
Date:

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.

