



NEGOTIATION PROCEDURE REQUEST FOR BIDS (RFB)

Reference Number: SADC/ORGAN/01/2020
RFB Title: PROVISION OF SEOM REGALIA
Contract Title: PROVISION OF SEOM REGALIA

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Dear Sir/Madam,

1. The SADC Secretariat is inviting suitable and qualified companies to submit bids for provision of SEOM Regalia.

Technical Specifications and drawings for procurement of SEOM Regalia for the 2020 SEOM

See detailed under Annex 1 below.

2. Your submission, in the required format (See Annex 2 to this RFB), should be submitted to the following email: seomregalia@sadc.int

SADC/ORGAN/01/2020
PROVISION OF SEOM REGALIA
Attention: Mrs. Veronica Chingalawa

3. The deadline for submission of your quotations, to the address above is **21st August 2020, 15:00hours local time.**
4. All quotations should be submitted to the following email: seomregalia@sadc.int and quotations by fax will NOT be accepted.
5. Your quotation(s) should be submitted as per the following instructions, and in accordance with the Terms and Conditions of the Standard Purchase Order.:
 - i. **PRICES:** The prices should be quoted CIP (as per Incoterms 2010) in the local currency, including all duties attached to the sale (such as VAT, customs duties, etc.) and transport to the final destination.

- ii. **EVALUATION AND AWARD OF PURCHASE ORDER:** Quotations determined to be administratively (see Paragraph 2, 4, 5 and 6) and technically 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 technical compliant quotation at the lowest evaluated total price.
- iii. **VALIDITY OF THE OFFER:** Your quotation should be valid for a period of 90 days from the date of submission of quotation.
- iv. **DOCUMENTS TO BE ATTACHED:** Company Profile, Valid Tax Clearance Certificate, PPADB Certificate, Banking Details, Valid Trading Licence and Certificate of Incorporation.
- v. **Delivery time and stock availability:** Bidders must indicate delivery period and stock availability.

6. The items are expected to be delivered at the address indicated in the Paragraph 3 above within **14 calendar days** from the signature of the Purchase Order/Contract. The terms and conditions of the Purchase Order are available on request prior to submission of quotations.

7 Additional request for information and clarifications can be made, no later than 5 days prior to deadline indicated in the paragraph 4 above, from:

Procuring entity: **SADC Secretariat**

Contact person: **Mrs. Veronica Chingalawa**

Telephone: **+2673951863**

Fax: **+2673972848**

E-mail: pchifani@sadc.int; tenders@sadc.int and tlengoasa@sadc.int

Copy; vchingalawa@sadc.int gmalebang@sadc.int; and mmafiri@sadc.int;

ANNEXES:

ANNEX 1: Technical Specifications

ANNEX 2: Bid Form

Sincerely,



Veronica Zulu Chingalawa
Ag. Senior Officer - Procurement


31st July 2020

ANNEX 1.

TECHNICAL SPECIFICATIONS FOR SEOM REGALIA





TERMS OF REFERENCE (TORs) FOR PROCUREMENT OF SEOM REGALIA FOR THE 2020 SEOMS

Item	Description (Specifications)	Quantity	Unit of measure
1.	<p>Navy Blue US Basic Jackets with White Stripes on the Sides - Embroidery with SADC logo (front) for SEAC & Secretariat officers</p> 	<p><u>All Gender</u> M = 60 L = 90 XL = 90 2XL = 40 3XL = 20</p>	300
2.	<p>Royal Blue US Basic Jackets with White Stripes on the Sides - Embroidery with SADC logo (front)</p>	<p><u>All Gender</u> M = 60</p>	300

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	<p>for SEAC & Secretariat officers</p> 	<p>L = 90 XL = 90 2XL = 40 3XL = 20</p>		
<p>3.</p>	<p>White Golf shirts - Embroidered SADC logo (front) Embroidered SADC logo and SADC Election Observer (Embroidered) at the back Baron</p> 	<p><u>Female</u> M = 10 L = 40 XL = 20 2XL = 20 3XL = 10</p>	<p><u>Male</u> M = 30 L = 60 XL = 50 2XL = 30 3XL = 30</p>	<p>300</p>
<p>4.</p>	<p>Navy Blue Golf shirts - Embroidered SADC logo (front) Embroidered SADC logo and SADC Election Observer (Embroidered) at the back Baron</p>	<p><u>Female</u> M = 10 L = 40 XL = 20 2XL = 20 3XL = 10</p>	<p><u>Male</u> M = 30 L = 60 XL = 50 2XL = 30 3XL = 30</p>	<p>300</p>

				
5.	<p>Royal Blue Golf shirts - Embroidered SADC logo (front) Embroidered SADC logo and SADC Election Observer (Embroidered) at the back Baron</p> 	<p>Female M = 10 L = 40 XL = 20 2XL = 20 3XL = 10</p>	<p>Male M = 30 L = 60 XL = 50 2XL = 30 3XL = 30</p>	300
6.	<p>Navy Blue Caps with white stripes - with SADC LOGO – Embroidered</p> 	One Size Fits All		300
7.	<p>Navy Blue or Royal Blue First Aid Kits - with SADC LOGO – Embroidered</p>			3000

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8.	Navy Blue Back Packs with SADC Logo – Printed				200
9.	750ml Navy Blue Water Bottles with SADC Logo				300

				
10.	COVID-19 Health Regalia and Utensils	Sky Blue or Navy Washable Face Masks		400
				
11.		Sky Blue Disposable Surgical Masks		400
12.		200ml Steri Alcohol Hand Liquid 70% Isopropyl		500

13			<u>Latex Examination Hand Gloves</u>		100 Boxes
14	<p>Optically clear, no distortion, wrap-around face shield.</p> 		<u>Face Shield Masks</u>		300

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