



## **NEGOTIATED PROCEDURE**

### **REQUEST FOR BIDS (RFB)**

**Reference Number:** SADC/HR & ADMIN/11/2019

**Request for Bids Title:** Supply of Various Stationery, Design and Delivery of 2019 Christmas Cards and 2020 Calendars

**Number of Lots:** 3

**SADC Secretariat** is inviting your company to submit a bids for Supply of Various Stationery, Design and Delivery of ChristmasCards-2019 Cards and Calendars-2020

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.

**LOT 1: Supply of Various Stationery**

Quantity	Description
500	Accessible files (80 per box)-blue
500	Create a cover Bantex files1223-blue (25 per box)
200	Create a cover Bantex files1498-blue (15 per box)
225	Bantex files1450 -red, lime, green
200	Quotation Folders Bantex A4,3200 -blue
500 reams	Photocopying Paper A4-White (5 reams per box)
100 reams	Photocopying Paper A4-Coloured (5 reams per box)
10	Giant Puncher
5	Puncher Blades (R8013 & R8033)
5	Puncher Discs (R8013 & R8033)
50	Memory sticks 8GB
10	Paper Pro Stapler No. 56 (10 per box)
10	Staples No. 56 (10 per box)
15	Rubber bands ( 10 per packet)
60	100 x 500mm Self Adhesive Labels
50	76 x76mm Self stick on notes (10 per box)
50	76 x127mm Self stick on notes (10 per box)
150	Buff Packaging tape

30 reams	Photocopying Paper A3-White
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**LOT 2: Design and Delivery of 2019 Christmas Cards**

Quantity	Description
350	<p>Size: 210mm x 295 mm                      Stock: 300 gsm curious metal Gold                      Finish: Matte                      Colour: Full bleed                      Layout: Landscape                      Placement of SADC Logo</p> <p>Inside Insert:                      Placement: Tied in with a Gold Ribbon                      Stock: Translucent 90gsm</p> <p><b>Other Requirements:</b></p> <p>i) 200 cards with salutation from the Executive Secretary</p> <p>Text: English/Portuguese/French to be Provided by the SADC Secretariat</p> <p>Font &amp; Font Size + colour: to be Provided by the SADC Secretariat</p> <p>ii) 150 cards bearing same design but without salutation</p> <p>An electronic version of the card should be made available to the Secretariat</p> <p>Your quotation should be accompanied by three (3 no.) designs from which the best shall be picked and improved.</p>
600	A5 SADC logo branded white envelopes

**LOT 3: Design and Delivery of 2020 Calendars**

Quantity	Description
1500	<b>PYRAMID CALENDAR</b> 12 leaves wiro bound, 200 mm x 180 mm, Repro, print and trim on glossy paper 230 gsm, full colour, wiro bound with a three thousand microns hard backing board, collate 12 leaves and wiro bound along 180 mm edge with plain backing, landscape, design in full colour. Contains holidays for SADC Member States
600	<b>A2 DESK CALENDAR</b> 12 leaves wiro bound, Repro, print and trim on glossy paper 230 gsm, full colour, paste to 600 micron backing board, pad at head A2 landscape, 2 x PVC corners, design in full colour. Contains holidays for SADC Member States.  An electronic version of the Calendars should be made available to the Secretariat

2. Your quotation in sealed envelope, clearly marked “**Supply of Various Stationery, Design and Delivery of Christmas Cards-2019 and Calendars-2020**” should be addressed to ;

**Attention I. Moatshe**  
*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 29<sup>th</sup> 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 **3 days for Lot 1 and 14 days for Lot 2 & 3** 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 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](mailto:imoatshe@sadc.int); [tlengoasa@sadc.int](mailto:tlengoasa@sadc.int);

Sincerely,

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**Name: Isaac Moatshe**  
**For/Head of Procurement**  
**Date: 22<sup>nd</sup> November 2019**

