



# **REQUEST FOR QUOTATIONS (RFQ)**

**REFERENCE: SADC/3/5/4/110**

**SUPPLY AND DELIVERY OF BANNERS AND  
POSTERS FOR AUDIT HOTLINE.**

**4 December 2024**

*A. J. Jones*



# SOUTHERN AFRICAN DEVELOPMENT COMMUNITY SECRETARIAT

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Dear Sir / Madam:

## REQUEST FOR QUOTATIONS (RFQ) – SUPPLY AND DELIVERY OF BANNERS AND POSTERS FOR AUDIT HOTLINE.

1. We kindly request you to submit your quotation for “**Supply and Delivery of Banners and Posters for Audit Hotline**” as detailed in the attached **Specification**.

#	Description	Qty
1.	<b>X-type banners</b> Design, printing and delivery of x-type banners for audit hotline, fit grommets 0.8m x 2m size banners, Made with ABS and fiberglass for light weight and strong material. Banner grommets ID need >0.35, CMYK colours, design in three (3) kinds in English (quantity = 3), French (quantity = 2) and Portuguese (quantity = 2).	7
2.	<b>Aluminum silver posters, English</b> Design, printing and delivery of posters for audit hotline in English language; measurements A2 size portrait, CMYK, Hi Q Titan Matt 350gsm - 340gsm gloss, snap poster frame, waterproof aluminium poster silver snap frame clip frame with front plastic cover, graphics design, infographics services required in SADC corporate colours, hooks for wall mounting provided, designer to supply soft copy of publication in PDF format in high resolution (for reprint) and low resolution (for online use).	18
3.	<b>Aluminum silver posters, French</b> Design, printing and delivery of posters for audit hotline in French language; measurements A2 size portrait, CMYK, Hi Q Titan Matt 350gsm - 340gsm gloss, snap poster frame, waterproof aluminium poster silver snap frame clip frame with front plastic cover, graphics design, infographics services required in SADC corporate colours, hooks for wall mounting provided, designer to supply soft copy of publication in PDF format in high resolution (for reprint) and low resolution (for online use).	18
4.	<b>Aluminum silver posters, Portuguese</b> Design, printing and delivery of posters for audit hotline in Portuguese language; measurements A2 size portrait, CMYK, Hi Q Titan Matt 350gsm - 340gsm gloss, snap poster frame, waterproof aluminium poster silver snap frame clip frame with front plastic cover, graphics design, infographics services required in SADC corporate	18

colours, hooks for wall mounting provided, designer to supply soft copy of publication in PDF format in high resolution (for reprint) and low resolution (for online use).	
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2. You must quote for all items and quantities indicated in the lot of this RFQ. You are required to submit only one quotation for these goods.
3. The deadline for submission of quotations, to the Collab link provided in Paragraph 4 is: **23 December 2024** at or before **MID-NIGHT** Local Time. Late submissions will not be considered.
4. Your submission, in PDF format (See Annex 2 to this RFB), should be submitted to the following link: <https://collab.sadc.int/s/5KQKRRbk66RwjQf> bearing the subject title; SADC/3/5/4/110- SUPPLY AND DELIVERY OF AND BANNERS POSTERS FOR AUDIT HOTLINE.

Attention: Mr. Thomas Chabwera  
Head of Procurement Unit  
SADC Secretariat  
Plot 54385 CBD  
Gaborone  
Botswana

- 4.1 The rates offered should be in US\$ (VAT inclusive). If quoted in local currency, the exchange rate used should be indicated in the quote. If not included, the contracting authority shall use the exchange rate ruling at the time of opening the quotes.
- 4.2 Where applicable, all duties and any other taxes applicable to their importation shall be included in the price.
5. VALIDITY OF THE OFFER: Your quotation must be valid for a period of **120** days from the quotation submission deadline as indicated in **Paragraph 3** above.
6. EVALUATION AND AWARD OF CONTRACT: Quotations determined to be administratively (see Paragraph 2, 3, 4, 5, 6, and 7) 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 administratively and technically compliant quotation at the lowest total price.
7. Additional information or clarifications can be requested through the following email addresses: [dtimbo@sadc.int](mailto:dtimbo@sadc.int), [tchabwera@sadc.int](mailto:tchabwera@sadc.int), [mmotlhabane@sadc.int](mailto:mmotlhabane@sadc.int) and [lmpho@sadc.int](mailto:lmpho@sadc.int).

8. The deadline for receiving Request for clarifications is **13 December 2024**  
Midnight Local time.
9. The deadline for responding to Request for clarification is **17 December 2024 at 16:30** Hours Local time.

**ANNEXES:**

**ANNEX 1: Technical Specifications**

**ANNEX 2: Quotation Form**

**Yours Sincerely,**



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**Name: Thomas Chabwera**

**Title: *Head of Procurement***

**Date: 4 December 2024**

# ANNEX 1

## TECHNICAL SPECIFICATIONS

#	Description	Qty
1.	<b>X-type banners</b> Design, printing and delivery of x-type banners for audit hotline, fit grommeted 0.8m x 2m size banners, Made with ABS and fiberglass for light weight and strong material. Banner grommets ID need >0.35, CMYK colours, design in three (3) kinds in English (quantity = 3), French (quantity = 2) and Portuguese (quantity = 2).	7
2.	<b>Aluminum silver posters, English</b> Design, printing and delivery of posters for audit hotline in English language; measurements A2 size portrait, CMYK, Hi Q Titan Matt 350gsm - 340gsm gloss, snap poster frame, waterproof aluminium poster silver snap frame clip frame with front plastic cover, graphics design, infographics services required in SADC corporate colours, hooks for wall mounting provided, designer to supply soft copy of publication in PDF format in high resolution (for reprint) and low resolution (for online use).	18
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Done at:..... on ...../...../..... By [Name].....



On behalf of .....[Supplier's name and Signature]

D. Jones



