



ESWATINI
NATIONAL
YOUTH
COUNCIL

The Kingdom of Eswatini

Eswatini National Youth Council

Request for Proposal (RFP) Document for Procurement of Consultancy Services

Procurement Method: <i>[open tender or limited tender]</i>	Open Tender
Subject of Procurement:	Request for Proposals for ENYC External Audit
Procurement Reference Number:	03 of ENYC 2026/2
Date of Issue:	23 September 2026
Participation <i>[International or National]:</i>	National



Standard Request for Proposals Document

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Standard Invitation to Consultants



Invitation to tender for ENYC External Audit services. - 03 OF ENYC 2026/27

1. The ESWATINI NATIONAL YOUTH COUNCIL has allocated funds to be used for the acquisition of ENYC EXTERNAL AUDIT SERVICES.
2. The Entity invites your sealed proposals for the provision of the above services.
3. Bidding will be conducted in accordance with the Government of Eswatini's Public Procurement Act and Regulations 2020 and the procedures described in Part 1: Proposal Procedures.
4. You may obtain further information at the address given below at 7(a) from 8AM, 24 September 2026.
5. Proposals must be delivered to the address below at 7(c) at or before 10AM, 23 October 2026. Late proposals shall be rejected. Proposals will be opened in the presence of the consultants' representatives who choose to attend at the address below at 7(d) at 10:30, 23 October 2026.
6. There shall **not** be a pre – proposal meeting/ site visit.
7. Address and contact details:

(a)	Information about proposal can be accessed from:	Eswatini National Youth Council at Dairy Board Building Ground Floor Suite#G03, Manzini 25053754/09 finance@snyc.org.sz or vusanim@snyc.org.sz ESPPRA website - https://esppra.co.sz
(b)	Documents will be issued from:	ESPPRA website - https://esppra.co.sz
(c)	Bids must be delivered to:	Eswatini National Youth Council Boardroom at Dairy Board Building First Floor, Manzini
(d)	Address of proposal opening:	Eswatini National Youth Council Boardroom at Dairy Board Building First Floor, Manzini

Standard Invitation to Consultants

8. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
(a) Issue of invitation to tender letter	23 September 2026
(b) Pre-proposal meeting/ Site visit (where applicable)	N/A
(c) Proposal closing date	23 October 2026
(d) Evaluation process	Within 15 days of closing date
(e) Publication and communication of best evaluated consultant notice	Within 10 days of evaluation day
(f) Contract Signature	<i>After expiry of at least 10 working days from publication of the Notice of Tender Results</i>

Signature:

Name:

Position of Authorized Official:



PART 1 – Proposal Procedures

Section 1: Instructions to Consultants

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Section 1. Instructions to Consultants

A. General

1. Scope of Proposal

- 1.1 The Procuring Entity indicated in the Proposal Data Sheet (PDS), invites proposals for the provision of the Services specified in Section 6, Statement of Requirements (SOR) or Terms of Reference (TOR) to commence on the date indicated in the SOR/TOR.
- 1.2 Procurement will be undertaken in compliance with the Public Procurement Act, and its Regulations of 2020.
- 1.3 The Instructions to Consultants (ITC) should be read in conjunction with the PDS. The subject and procurement reference number are provided in the PDS.
- 1.4 Throughout this Request for Proposals Document:
 - (a) the term “in writing” means communicated in written form with proof of receipt;
 - (b) if the context so requires, singular means plural and vice versa;
 - (c) “day” means calendar day unless specified as working day.

2. Source of Funds

- 2.1 The Procuring Entity has an approved budget towards the cost of the procurement described in the PDS. The Procuring Entity intends to use these funds to place a contract for which this Request for Proposals Document is issued.
- 2.2 Payments will be made directly by the Procuring Entity and will be subject in all respects to the terms and conditions of the resulting contract placed by the Procuring Entity.

3. Corrupt Practices

- 3.1 It is the policy of the Government of The Kingdom of Eswatini through ESPPRA to require that Procuring Entities, as well as Consultants, observe the highest standards of ethics during procurement and the execution of contracts.
- (a) In pursuit of this policy, the Government of Eswatini; defines, for the purposes of this provision, the terms set forth below as follows:
- (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value, to influence the action of a public official in the procurement process or in contract execution;
 - (ii) “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - (iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - (iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- (b) The procuring entity will reject a recommendation for award if it determines that the Consultant recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract;
- (c) The Agency will suspend a Consultant from engaging in any public procurement proceeding for a stated period of time, if it at any time determines that the Consultant has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government contract.
- 3.2 Furthermore, Consultants shall be aware of the provision stated in Sub Clause 15.1(g)-(h) and Sub Clause 2.2 of the General Conditions of Contract.
- 3.3 In pursuit of the policy defined in Sub-Clause 3.1, the Procuring Entity may terminate a contract if it at any time determines that corrupt, fraudulent, collusive or coercive practices were engaged in by representatives of the Procuring Entity or of a Consultant during the procurement or the execution of that contract.
- 3.4 In pursuit of the policy defined in Sub-clause 3.1, . the Code of Ethical Conduct for Consultants and Providers as provided in the bidding forms shall be signed by the Consultant and submitted together with the other bidding forms. The Government of Eswatini may suspend a Consultant from engaging in any public procurement or process for a period determined by the Eswatini Public Procurement Regulatory Agency (herein referred to as the Agency), where the Consultant is suspended from the procurement processes of an international agency of which Eswatini is a member.
- 3.5 Any communications between a Consultant and the Procuring Entity related to matters of alleged fraud or corruption must be made in writing and addressed to the Controlling Officer of the Procuring Entity.

4. Eligible Consultants

- 4.1 A Consultant, and all parties constituting the Consultant, shall meet the following criteria to be eligible to participate in public procurement:
- (a) the Consultant has the legal capacity to enter into a contract;
 - (b) the Consultant is not:
 - (i) insolvent;
 - (ii) in receivership;
 - (iii) bankrupt; or
 - (iv) being wound up
 - (c) the Consultant's business activities have not been suspended
 - (d) the Consultant is not the subject of legal proceedings for any of the circumstances in (b); and
 - (e) the Consultant has fulfilled his or her obligations to pay taxes and social security contributions.
- 4.2 A Consultant may be a natural person, private entity, government-owned entity, subject to ITC Sub-Clause 4.6 or any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a joint venture, consortium, or association. In the case of a joint venture, consortium, or association, unless otherwise specified in the PDS, all parties shall be jointly and severally liable. In the case of a consortium or association, the formal intent shall be by way of Memorandum of Understanding which shall be registered with the Registrar of documents if signed in Eswatini or if signed outside Eswatini, shall be notarized.
- 4.3 A Consultant, and all parties constituting the Consultant including sub-contractors and key professional staff, shall have the nationality of an eligible country, in accordance with Section 5, Eligible Countries. A Consultant shall be deemed to have the nationality of a country if the Consultant is a citizen or is constituted, or incorporated, and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed subcontractors for any part of the Contract including related works or supplies.
- 4.4 A Consultant shall not have a conflict of interest, as defined in ITC Clause 5. All Consultants found to be in conflict of interest shall be disqualified.
- 4.5 A firm that is under a suspension by the Agency in accordance with ITC Clause 3.1 (c) or 3.4, at the date of the deadline for proposal submission or thereafter before contract signature, shall be disqualified.
- 4.6 Government-owned enterprises shall be eligible only if they can establish that they are legally and financially autonomous and operate under commercial law.
- 4.7 Consultants shall provide such evidence of their continued eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.



5. Conflict of Interest

- 5.1 The Eswatini Public Procurement Regulatory Framework requires that Consultants provide professional, objective, and impartial advice and at all times hold the Procuring Entity's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other Procuring Entities, or that may place them in a position of not being able to carry out the assignment in the best interests of the Procuring Entity.
- 5.2 A Consultant may be considered to have a conflict of interest with one or more parties in this procurement process, if they:
- (a) have controlling shareholders in common; or
 - (b) receive or have received any direct or indirect subsidy from any of them; or
 - (c) have the same legal representative for purposes of this proposal; or
 - (d) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the proposal of another Consultant, or influence the decisions of the Procuring Entity regarding this procurement process; or
 - (e) submit more than one proposal in this procurement process. However, this does not limit the participation of subcontractors in more than one proposal, or as Consultants and subcontractors simultaneously; or
 - (f) have been engaged, or any of their affiliates have been engaged, by the Procuring Entity to provide supplies or works for the same project: or
 - (g) may be in conflict with another of their, or their affiliates' assignments by performing this assignment.
- 5.3 Consultants hired to provide consultancy services for the preparation or implementation of a project, and any of their affiliates, shall be disqualified from subsequently providing supplies, works or services related to the initial assignment (other than a continuation of the Consultant's earlier consulting services) for the same project.
- 5.4 Consultants may be hired for downstream work, when continuity is essential, in which case this possibility shall be indicated in the PDS and the factors used for the selection of the consultant will take the likelihood of continuation into account. It will be the exclusive decision of the Procuring Entity whether or not to have the downstream assignment carried out, and if it is carried out, which consultant will be hired for the purpose.
- 5.5 Any previous or ongoing participation in relation to the assignment by the Consultant, its professional staff, or its affiliates or associates under a contract with the Procuring Entity or the Government of Eswatini may result in rejection of the proposal. Consultants should clarify their situation in that respect with the Procuring Entity before preparing the proposal.

B. Request for Proposals Document

6. Contents of Request for Proposals Document

- 6.1 This Request for Proposals Document consists of Parts 1, 2, and 3, which include all the Sections indicated below, and should be read in conjunction with any addenda issued in accordance with ITC Clause 8.

PART 1 Procurement Procedures

- Section 1. Instructions to Consultants (ITC)
- Section 2. Proposal Data Sheet (PDS)
- Section 3. Evaluation Methodology and Criteria
- Section 4. Proposal Forms
- Section 5. Eligible Countries

PART 2 Statement of Requirements

- Section 6. Statement of Requirements

PART 3 Contract

- Section 7. General Conditions of Contract (GCC) for the Procurement of Consultancy Services
- Section 8. Special Conditions of Contract (SCC)
- Section 9. Contract Forms

- 6.2 The Consultant is expected to examine all instructions, forms, terms, and requirements in the Request for Proposals Document. Failure to furnish all information or documentation required by the Request for Proposals Document may result in the rejection of the proposal.

7. Clarification of Request for Proposals Document

A prospective Consultant requiring any clarification of the Request for Proposals Document shall contact the Procuring Entity in writing at the Procuring Entity's address indicated in the PDS. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received no later than the date indicated in the PDS. The Procuring Entity shall forward copies of its response to all Consultants who have acquired the Request for Proposals Document directly from it, including a description of the inquiry but without identifying its source. Should the Procuring Entity deem it necessary to amend the Request for Proposals Document as a result of a clarification, it shall do so following the procedure under ITC Clause 8 and Sub-Clause 24.2.



8. Amendment of Request for Proposals Document

- 8.1 Prior to the deadline for submission of proposals, the Procuring Entity may amend the Request for Proposals Document by issuing addenda.
- 8.2 Any addendum issued shall be part of the Request for Proposals Document and shall be communicated in writing to all who have obtained the Request for Proposals Document directly from the Procuring Entity.
- 8.3 To give prospective Consultants reasonable time in which to take an addendum into account in preparing their proposals, the Procuring Entity may, at its discretion, extend the deadline for the submission of proposals, pursuant to ITC Sub-Clause 24.2.

C. Preparation of Proposals

9. Cost of Proposals

The Consultant shall bear all costs associated with the preparation and submission of its proposal, including any negotiations with or visits to the Procuring Entity, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

10. Language of Proposal and Communications

- 10.1 The medium of communication shall be in writing.
- 10.2 The proposal, as well as all correspondence and documents relating to the proposal exchanged by the Consultant and the Procuring Entity, shall be written in English unless otherwise specified in the PDS.
- 10.3 Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in ITC Sub-Clause 10.2, in which case, for purposes of interpretation of the proposal, such translation shall govern.

11. Preparation of Proposals

- 11.1 Consultants are required to prepare and submit separate technical and financial proposals. The proposal submission method shall be a one stage two-envelope method, unless otherwise specified in the PDS. The one stage two-envelope submission method requires a consultant to submit a single envelope containing two separately sealed envelopes, labelled technical and financial proposals which are opened on different dates at separate proposal openings.
- 11.2 A pre-proposal meeting will be held where necessary and shall be indicated in the PDS. Attendance at the pre-proposal meeting is optional.

12. Joint Ventures, Associations and Sub-contracting

- 12.1 If a Consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) or other Consultants or entities in a joint venture or by sub-contracting as appropriate, unless otherwise specified in the PDS.



- 12.2 Consultants must obtain the approval of the Procuring Entity to enter into a joint venture with Consultants not invited for this assignment or other short-listed Consultants.
- 12.3 International Consultants for large contracts are encouraged to seek the participation of national Consultants by entering into a joint venture with, or subcontracting part of the assignment to national Consultants.

13. Professional Staff

- 13.1 For assignments on a staff-time basis, the estimated number of professional staff-months or budget is given in the PDS. The proposal shall, however, be based on the number of professional staff-months estimated by the Consultant.
- 13.2 It is desirable that the majority of the key professional staff proposed are permanent employees of the Consultant or have an extended and stable working relationship with the Consultant.
- 13.3 Proposed professional staff must, as a minimum, have the experience indicated in the Statement of Requirements/Terms of Reference, preferably working under conditions similar to those prevailing in Eswatini.
- 13.4 The consultant and the professional staff shall confirm their availability for the assignment using the Forms included in section 4.
- 13.5 Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
- 13.6 As the determination of the Best Evaluated Proposal will be based, among other factors, on an evaluation of proposed key professional staff, the Procuring Entity expects to award a contract on the basis of the experts and specialists named in the proposal.
- 13.7 The Procuring Entity will not consider substitutions unless both parties agree that undue delay in the procurement process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the proposal may be rejected.

14. Technical Proposal

- 14.1 The technical proposal shall provide the following information using the standard forms contained in Section 4, Proposal Forms:
- (a) The declarations included in the Technical Proposal Submission Sheet (Section 4.1.1);
 - (b) An outline of recent experience on assignments of a similar nature (Section 4.1.3). For each assignment, the outline should indicate, inter alia, the profiles of the staff proposed, the duration of the assignment, the contract amount and the Consultant's involvement;
 - (c) Any comments or suggestions on the Terms of Reference (Section 4.1.4);
 - (d) A description of the methodology for performing the assignment (Section 4.1.5);
 - (e) The list of the proposed staff team by specialism, the proposed assignment of tasks for each staff team member and their timing (Section 4.1.6);



- (f) CVs of the proposed professional staff, signed by both the staff member and the authorised representative submitting the proposal (Section 4.1.7). Key information should include the number of years working for the Consultant and the degree of responsibility held in various assignments; Confirmation of availability of staff (Section 4.1.8)
- (g) Estimates of the total staff input (professional and support staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Section 4.1.9);
- (h) A description of the Work or Activity Schedule for performing the assignment (Section 4.1.10)
- (i) A Tender Security or Tender Securing Declaration, as required by the ITC Clause 21 (Section 4.1.11 and 4.1.12);
- (j) Written confirmation authorising the signatory of the proposal to commit the Consultant, in accordance with ITC Sub-Clause 22.2;
- (k) Documentary evidence in accordance with ITC Clause 18 establishing the Consultant's eligibility;
- (l) Documentary evidence in accordance with ITC Clause 19 establishing the Consultant's qualifications to perform the contract if its proposal is accepted;
- (m) Any additional information requested in the PDS.

14.2 The technical proposal shall not include any financial information.

15. Financial Proposal

15.1 The financial proposal shall list all costs associated with the assignment, using the following standard forms contained in Section 4, Proposal Forms:

- (a) Financial Proposal Submission Sheet (Section 4.2.1);
- (b) Summary of Proposal Price Breakdown of Lump Sum (Section 4.2.2);
- (c) Breakdown of Fees (Section 4.2.3);
- (d) Breakdown of Reimbursables (Section 4.2.4) for staff (foreign and national in the field and at headquarters); such as subsistence (per diem, housing), transportation (international and local for mobilisation and demobilisation);
- (e) Breakdown of Miscellaneous Expenses (Section 4.2.5), printing of documents, etc.;
- (f) Any additional information requested in the PDS.

15.2 The total proposal price shall be broken down into the following cost components using the appropriate forms:

- (a) Fees
- (b) Reimbursable expenditure
- (c) Miscellaneous expenses

15.3 Where indicated in the PDS, the total proposal price shall be broken down into the separate activities indicated in Section 6, Statement of Requirements with the cost elements in ITC Sub Clause 15.2 expressed for each activity.

15.4 The financial proposal should clearly estimate, as a separate amount, the local taxes (including social security), duties, fees, levies, and other charges imposed under the applicable law, on the Consultant and their personnel (other than nationals of or permanent residents in Eswatini), unless the PDS specifies otherwise.



15.5 The completed financial proposal forms will be used to compile the Breakdown of Contract Price in any resulting Agreement as adjusted if necessary, during evaluation or negotiation. The Breakdown of Contract Price will determine prices for any additional Services or costs.

15.6 Where commissions and gratuities have or shall be paid by the Consultant in relation to the assignment these shall be listed in the Financial Proposal Submission Sheet.

16. Proposal Prices

16.1 Prices quoted by the Consultant shall be fixed during the Consultant's performance of the Contract and not subject to variation on any account, unless otherwise specified in the PDS. A proposal submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to ITC Clause 30. However, if in accordance with the PDS, prices quoted by the Consultant shall be subject to adjustment during the performance of the Contract, a proposal submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.

17. Currencies of Proposal

17.1 Unless otherwise specified in the PDS, proposal prices shall be quoted in the following currencies:

- (a) for Services originating in Eswatini, the proposal prices shall be quoted in Eswatini currency (Lilangeni), unless otherwise specified in the PDS; and
- (b) for Services originating from outside Eswatini, the proposal prices shall be quoted in the currency of the expense or in the currency of the Consultant's country.

17.2 If a Consultant wishes to be paid in a currency or a combination of currencies different from the one in which it was requested to express its quotation, it shall as part of its offer:

- (a) indicate its requirement to be paid in other currencies, including the amount in each currency or the percentage of the quoted price corresponding to each currency;
- (b) justify, to the Procuring Entity's satisfaction, the requirement to be paid in the currencies requested; and
- (c) utilise the rate of exchange specified by the Procuring Entity to express its offer in the currency required by the Procuring Entity. The source, date, and type of exchange rate to be used is indicated in ITC Clause 35.

18. Documents Establishing the Eligibility of the Consultant

18.1 To establish their eligibility in accordance with ITC Clause 4, Consultants shall complete the eligibility declarations in the Technical Proposal Submission Sheet, included in Section 4, Proposal Forms and submit the documents required in Section 3, Evaluation Methodology and Criteria.



19. Documents Establishing the Qualifications of the Consultant

- 19.1 To establish its qualifications to perform the Contract, the Consultant shall submit any evidence specified in Section 3, Evaluation Methodology and Criteria.

20. Period of Validity of Proposals

- 20.1 Proposals shall remain valid until the date specified in the PDS. A proposal valid for a shorter period shall be rejected by the Procuring Entity as non-compliant.
- 20.2 During this period, the Consultant is expected to keep available the professional staff proposed for the assignment. The Procuring Entity will make its best effort to complete the procurement process within this period.
- 20.3 In exceptional circumstances, prior to the expiration of the proposal validity period, the Procuring Entity may request Consultants to extend the period of validity of their proposals. The request and the responses shall be made in writing. If a Tender Security or Tender Securing Declaration is requested in accordance with ITC Clause 21, it shall also be extended for a corresponding period. A Consultant may refuse the request without being liable for forfeiture of its Tender Security or execution of its Tender Securing Declaration. A Consultant granting the request shall not be required or permitted to modify its proposal.

21. Tender Security

- 21.1 The Consultant shall furnish as part of its proposal a Tender Security or Tender Securing Declaration, in original form and in the case of a Tender Security, in the amount and currency specified in the PDS.
- 21.2 The Tender Security or Tender Securing Declaration shall be submitted using the Form included in Section 4, Proposal Forms. The Tender Securing Declaration shall be valid until the date specified in the PDS.
- 21.3 Any proposal not accompanied by a Tender Security or substantially responsive Tender Securing Declaration, if one is required in accordance with ITC Clause 21, shall be rejected by the Procuring Entity as non-compliant.
- 21.4 The Tender Security of all consultants shall be returned within the period stipulated in Regulation 52(17) of the Public Procurement Regulations of 2020.
- 21.5 If a Consultant withdraws its proposal during the period of proposal validity specified by the Consultant on the Proposal Submission Sheet, except as provided in ITC Sub-Clause 20.3; or
- (a) The Tender Security may be forfeited, or Tender Securing Declaration executed if the successful Consultant fails to:
- (i) sign the Contract in accordance with ITC Clause 43;
 - (ii) furnish any Performance Security required in accordance with ITC Clause 45; or
 - (iii) accept the correction of its proposal price pursuant to ITC Sub-Clause 31.5



22. Format and Signing of Proposal

- 22.1 The Consultant shall prepare one original of each of the documents comprising the technical and the financial proposal as described in ITC Clauses 14 and 15 and clearly mark both “ORIGINAL”. In addition, the Consultant shall submit copies of both the technical and financial proposals, in the number specified in the PDS and clearly mark each of them “COPY”. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 22.2 The original and all copies of the proposal shall be typed or written in indelible ink and shall be signed by a person duly authorised to sign on behalf of the Consultant
The name and position held by each person signing the authorisation must be typed or printed below the signature. All pages of the proposal, except for unamended printed literature, shall be signed or initialled by the person signing the proposal.
- 22.3 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the proposal.

D. Submission and Opening of Proposals

23. Sealing and Marking of Proposals

- 23.1 The original and all copies of the technical proposal shall be placed in a sealed envelope clearly marked “Technical Proposal,” and the original and all copies of the financial proposal in a separate sealed envelope clearly marked “Financial Proposal”. The envelopes shall be securely sealed in such a manner that opening and resealing cannot be achieved undetected.
- 23.2 The envelopes containing the technical and financial proposals shall:
- (a) bear the name and address of the Consultant;
 - (b) be addressed to the Procuring Entity in accordance with ITC Clause 24.1; and
 - (c) bear the Procurement Reference Number of this procurement process.
- 23.3 The financial proposal shall also bear a warning “Do Not Open with the technical proposal”.
- 23.4 The two envelopes shall be placed in an outer envelope which shall be securely sealed in such a manner that opening and resealing cannot be achieved undetected.
- 23.5 The outer envelope shall:
- (a) bear the name and address of the Consultant;
 - (b) be addressed to the Procuring Entity in accordance with ITC Sub-Clause 24.1;
 - (c) bear the Procurement Reference number of this procurement process; and
 - (d) bear a warning not to open before the time and date for proposal opening, in accordance with ITC Sub-Clause 24.1.
- 23.6 If all envelopes are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the proposal.



24. Deadline for Submission of Proposals

- 24.1 Proposals must be received by the Procuring Entity at the address and no later than the date and time indicated in the PDS.
- 24.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of proposals by amending the Request for Proposals Document in accordance with ITC Clause 8, in which case all rights and obligations of the Procuring Entity and Consultants previously subject to the deadline shall thereafter be subject to the deadline as extended.

25. Late Proposals

- 25.1 The Procuring Entity shall not consider any proposal that arrives after the deadline for submission of proposals, in accordance with ITC Clause 24. Any proposal received by the Procuring Entity after the deadline for submission of proposals shall be declared late, rejected, and returned unopened to the Consultant.

26. Withdrawal and Replacement of Proposals

- 26.1 A Consultant may withdraw or replace its proposal after it has been submitted at any time before the deadline for submission of proposals by sending a written notice, duly signed by an authorised representative, which shall include a copy of the authorisation in accordance with ITC Sub-Clause 22.2. Any corresponding replacement of the proposal must accompany the respective written notice. All notices must be:
- (a) submitted in accordance with ITC Clauses 22 and 23 (except that withdrawals notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL” or “REPLACEMENT”; and
 - (b) received by the Procuring Entity prior to the deadline prescribed for submission of proposals, in accordance with ITC Clause 24.
- 26.2 Proposals requested to be withdrawn in accordance with ITC Sub-Clause 26.1 shall be returned unopened to the Consultant.
- 26.3 No proposal may be withdrawn or replaced in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Consultant on the Proposal Submission Sheet or any extension thereof.
- 26.4 Proposals may only be modified by withdrawal of the original proposal and submission of a replacement proposal in accordance with ITC Sub-Clause 26.1. Modifications submitted in any other way shall not be taken into account in the evaluation of proposals.

27. Proposal Opening

- 27.1 The Procuring Entity shall conduct the proposal opening in the presence of Consultants' designated representatives who choose to attend, at the address, date and time specified in the PDS.
- 27.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding proposal shall not be opened but returned to the Consultant. No proposal withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorisation to request the withdrawal and is read out at the proposal opening.
- 27.3 All other outer envelopes including those marked "REPLACEMENT" shall be opened and the technical proposals within them opened. Replacement proposals shall be recorded as such on the record of the proposal opening. The corresponding proposal that is being replaced shall be returned unopened to the consultant.
- 27.4 All technical proposals shall be opened one at a time, reading out: the name of the Consultant; the presence of a Tender Security or Tender Securing Declaration, if required; and any other details as the Procuring Entity may consider appropriate. No proposal shall be rejected at the proposal opening.
- 27.5 Only envelopes that are opened and read out at the proposal opening shall be considered further.
- 27.6 The financial proposals shall remain sealed until the time and date notified for the opening of the financial proposals. Evaluators of technical proposals shall have no access to the financial proposals until the detailed evaluation is concluded and the result established.
- 27.7 The Procuring Entity shall prepare a record of the proposal opening that shall include, as a minimum: the name of the Consultant, the presence or absence of a Proposal Securing Declaration where required and any other information that is required to be stated at the public opening as indicated in the request for proposals. The Consultants' representatives who are present shall be requested to sign the record. The omission of a Consultant's signature on the record shall not invalidate the contents and effect of the record.

E. Evaluation of Proposals

28. Confidentiality

- 28.1 Information relating to the examination, evaluation, comparison, and post-qualification of proposals, and recommendation of contract award, shall not be disclosed to Consultants or any other persons not officially concerned with such process until information detailing the Best Evaluated Consultant is communicated to all Consultants.
- 28.2 Any effort by a Consultant to influence the Procuring Entity in the examination, evaluation, comparison, and post-qualification of the proposals or contract award decisions may result in the rejection of its proposal.
- 28.3 Notwithstanding ITC Clause 28.2, from the time of proposal opening to the time of Contract award, if any Consultant wishes to contact the Procuring Entity on any matter related to the procurement process, it should do so in writing.

29. Clarification of Proposals

- 29.1 To assist in the examination, evaluation, comparison and post-qualification of the proposals, the Procuring Entity may, at its discretion, ask any Consultant for a clarification of its proposal. Any clarification submitted by a Consultant that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change in the price or substance of the proposal shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the evaluation of the financial proposals, in accordance with ITC Clause 31.4.
- 29.2 If a Consultant does not provide clarifications of its Proposal by the date and time set in the PE's request for clarification, its Proposal may be rejected.

30. Compliance and Responsiveness of Proposals

- 30.1 The Procuring Entity's determination of a proposal's compliance and responsiveness shall be based on the contents of the proposal itself.
- 30.2 A substantially compliant and responsive proposal is one that conforms to all the terms, conditions, and requirements of the Request for Proposals Document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
- (a) is inconsistent with the request for proposal and which may limit in any substantial way, the rights of the procuring entity or the obligations of the consultant under the contract;
 - (b) if corrected would unfairly affect the competitive position of the other consultants whose proposals are administratively compliant; or
 - (c) impacts the key factors of a procurement including cost, risk, time and quality and causes unacceptable -
 - (i) time schedules, where it is stated in the request for proposals that time is of the essence;



- (ii) alternative technical details, such as design, materials, workmanship, specifications, standards or methodologies; or
 - (iii) counter proposals with respect to key contract terms and conditions, such as payment terms, price adjustment, liquidated damages, sub-contracting or warranty.
- 30.3 If a proposal is not substantially compliant and responsive to the Request for Proposals Document, it shall be rejected by the Procuring Entity and may not subsequently be made compliant and responsive by the Consultant by correction of the material deviation, reservation, or omission.

31. Nonconformities, Errors, and Omissions

- 31.1 Provided that a proposal is substantially compliant and responsive, the Procuring Entity may waive any non-conformity or omission in the proposal that does not constitute a material deviation.
- 31.2 Provided that a proposal is substantially compliant and responsive, the Procuring Entity may request that the Consultant submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the proposal. Failure of the Consultant to comply with the request may result in the rejection of its proposal.
- 31.3 Provided that a proposal is substantially compliant and responsive, the Procuring Entity shall rectify nonmaterial nonconformities or omissions. To this effect, the proposal price may be adjusted, for comparison purposes only, to reflect the price of the missing or non-conforming item or component. The cost of any missing items will be added to the proposal price using the highest price from other consultants.
- 31.4 Provided that the proposal is substantially compliant and responsive, the Procuring Entity shall correct arithmetic errors on the following basis:
- (a) if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
 - (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and
 - (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- 31.5 If the Consultant that submitted the best evaluated bid does not accept the correction of errors, its proposal shall be rejected.

32. Preliminary Examination of Proposals – Eligibility and Administrative Compliance

- 32.1 The Procuring Entity shall examine the legal documentation and other information submitted by Consultants to verify the eligibility of Consultants in accordance with ITC Clause 4.
- 32.2 If after the examination of eligibility, the Procuring Entity determines that the Consultant is not eligible, it shall reject the proposal.
- 32.3 The Procuring Entity shall examine the technical proposals to confirm that all documents and technical documentation requested in ITC Clause 14 has been provided, and to determine the completeness of each document submitted.
- 32.4 The Procuring Entity shall confirm that the following documents and information have been provided in the technical proposal. If any of these documents or information is missing, the offer shall be rejected.
- (a) Technical Proposal Submission Sheet, including:
 - (i) a brief description of the services offered; and
 - (ii) the correct validity date of the proposal
 - (b) separately sealed financial proposal;
 - (c) written confirmation of authorisation to commit the Consultant; and
 - (d) a Tender Security or Tender Securing Declaration, if required.
- 32.5 Eligibility and administrative compliance shall be determined on a pass or fail basis and a proposal which is not eligible or administratively compliant shall be rejected at the preliminary stage of evaluation.

33. Detailed Evaluation

- 33.1 The Procuring Entity shall technically evaluate the proposals on the basis of the Consultant's responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and methodology specified in Section 3. A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve any minimum technical score indicated in Section 3.
- 33.2 The Procuring Entity may, where so indicated in the PDS, conduct interviews with the key staff stated in the PDS. The expected method and date of interview shall be as indicated in the PDS. All costs associated with any interviews shall be for the account of the consultant(s) concerned. Consultants shall be provided with adequate notice of any interviews planned.
- 33.3 The proposals proceeding to the financial evaluation shall be determined in accordance with the methodology and criteria specified in Section 3.

34. Opening of Financial Proposals

- 34.1 After the detailed evaluation is completed, the Procuring Entity shall notify those Consultants whose proposals did not qualify for the financial opening, indicating reasons why their proposal was disqualified and that their financial proposals will be returned unopened after of at least 10 working days from display of the best evaluated consultant notice.



- 34.2 The Procuring Entity shall simultaneously notify the Consultant(s) whose proposals passed the technical evaluation stage, indicating the date and time set for the opening of financial proposal(s). The opening date shall not be sooner than fourteen (14) days after the notification date where foreign tenderers are included, or seven (7) days where all tenderers are national. The notification will be sent in writing.
- 34.3 The financial proposal(s) shall be opened in the presence of the Consultants' representatives who choose to attend. The name of the Consultant, the technical score, and the proposal price(s) shall be read out and recorded when the financial proposal(s) are opened. The Procuring Entity shall prepare minutes of the public opening.

35. Conversion to Single Currency

- 35.1 For evaluation and comparison purposes, the Procuring Entity shall convert all proposal prices expressed in the amounts in various currencies into a single currency. The exchange rate shall be the prevailing Central Bank of Eswatini exchange rate and shall not precede the tender submission deadline by less than twenty one (21) days. Should this date be a non-working day, the selling exchange rate on the date prior to this non-working day shall be used for currency conversion or as otherwise specified in the PDS.

36. Margin of Preference

- 36.1 Unless otherwise specified in the PDS, a margin of preference shall apply. Where a Margin of Preference applies, its application and detail shall be specified in Section 3, Evaluation Methodology and Criteria.

37. Financial Comparison of Proposals

- 37.1 The Procuring Entity shall financially compare each financial proposal that has been opened.
- 37.2 To financially evaluate a proposal, the Procuring Entity shall only use the criteria and methodologies defined in this Clause and in Section 3, Evaluation Methodology and Criteria. No other criteria or methodology shall be permitted.
- 37.3 In the calculation of the evaluated price of each proposal, the Procuring Entity shall include the costs stated in Section 3, Evaluation Methodology and Criteria.
- 37.4 To determine the evaluated price, the Procuring Entity shall consider the following:
- (a) the proposal price;
 - (b) price adjustment for correction of arithmetic errors in accordance with ITC Sub-Clause 31.4;
 - (c) adjustment for nonconformities and omissions in accordance with ITC Sub-Clause 31.3; and
 - (d) adjustments due to the application of a margin of preference, in accordance with ITC Clause 36.



38. Determination of Best Evaluated Proposal

- 38.1 The Procuring Entity shall compare all substantially compliant and responsive proposals to determine the best evaluated bid/proposal, in accordance with Section 3, Evaluation Methodology and Criteria.

39. Post-qualification of the Consultant

- 39.1 If so stated in Section 3, the Procuring Entity shall determine to its satisfaction whether the Consultant that is selected as having submitted the best evaluated proposal is qualified to perform the Contract satisfactorily.
- 39.2 The determination shall be based upon an examination of the documentary evidence of the Consultant's qualifications submitted by the Consultant, pursuant to ITC Clause 19, to clarifications in accordance with ITC Clause 29 and the qualification criteria indicated in Section 3, Evaluation Methodology and Criteria. Factors not included in Section 3 shall not be used in the evaluation of the Consultant's qualifications.
- 39.3 An affirmative determination shall be a prerequisite for award of the Contract to the Consultant. A negative determination shall result in disqualification of the proposal, in which event the Procuring Entity shall proceed to the next best evaluated proposal to make a similar determination of that Consultant's capabilities to perform satisfactorily.
- 39.4 If pre-qualification has been conducted, no post-qualification will be conducted but pre-qualification information shall be verified.

40. Negotiations

- 40.1 Negotiations may be held with the best evaluated Consultant following the evaluation of proposals.
- 40.2 The cost of any negotiations or technical discussions shall be borne by the respective parties themselves.

F. Award of Contract

41. Award Procedure

- 41.1 The Procuring Entity shall issue a Notice of Intention to Award within ten (10) working days after a decision of the relevant approvals authority to award a contract, to all Consultants who participated and the Agency for publication on its website.
- 41.2 A Procuring Entity shall not award a contract to the best evaluated consultant until the lapse of ten (10) working days after the date of issuance of the notice of intention to award.
- 41.3 The Procuring Entity shall award the Contract to the Consultant whose offer has been determined to be the best evaluated proposal, provided that the Consultant is determined to be qualified to perform the Contract satisfactorily and subject to satisfactory negotiations.



42. Procuring Entity's Right to Accept or Reject Any or All Proposals

42.1 The Procuring Entity reserves the right to accept or reject any proposal, and to annul the procurement process and reject all proposals at any time prior to contract signature and issue by the Procuring Entity, without thereby incurring any liability to Consultants, subject to adherence to Regulation 26 and 27 of the Public Procurement Regulations of 2020.

43. Signing and effectiveness of the Contract

43.1 On expiry of the ten (10) working days after the date of issuance of the Letter of Appointment/ Letter of award, the Procuring Entity shall sign a contract with the successful Consultant.

43.2 Failure by the successful Consultant to sign the contract shall constitute sufficient ground for annulment of the contract award.

43.3 Effectiveness of the Contract shall be subject to any conditions specified in the Contract.

44. Debriefing

44.1 Where a Consultant requests information on the reasons for their success or failure of their proposal, after a Notice of Intention to Award has been issued, the Procuring Entity shall give the Consultant a written debrief.

45. Procurement Related Complaints and Administrative Review

45.1 The procedures for making a Procurement-related Complaint are as **specified in the PDS**.

46. Abnormal Low and Abnormally High Prices

46.1 Abnormally Low Prices

46.1.1 An Abnormally Low Price is one where the financial price, in combination with other constituent elements of the proposal, appears unreasonably low to the extent that the price raises material concerns with the Procuring Entity as to the capability of the Consulting firm to perform the Contract for the offered price.

46.1.2 In the event of identification of a potentially Abnormally Low Price by the evaluation committee, the Procuring Entity shall seek written clarification from the firm, including a detailed price analyses of its price in relation to the subject matter of the contract, scope, delivery schedule, allocation of risks and responsibilities and any other requirements of the RFP document.

46.1.2 After evaluation of the price analyses, if the Procuring Entity determines that the firm has failed to demonstrate its capability to perform the contract for the offered price, the Procuring Entity shall reject the firm's proposal.



46.2 Abnormally High Prices

- 46.2.1 An abnormally high price is one where the proposal price, in combination with other constituent elements of the proposal, appears unreasonably too high to the extent that the Procuring Entity is concerned that it (the Procuring Entity) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Consultants is compromised.
- 46.2.2 In case of an abnormally high tender price, the Procuring Entity shall make a survey of the market prices, check if the estimated cost of the contract is correct, and review the RFP to check if the Terms of Reference, scope of work and conditions of contract are contributory to the abnormally high proposals. The Procuring Entity may also seek written clarification from the Consultants on the reason or the high proposal price. The Procuring Entity shall proceed as follows:
- i) If the proposal price is abnormally high based on wrong estimated cost of the contract, the Procuring Entity may accept or not accept the proposal depending on the Procuring Entity's budget considerations.
 - ii) If Terms of Reference, scope of work and/or conditions of contract are contributory to the abnormally high proposal prices, the Procuring Entity shall reject all proposals and may re-invite for proposals for the contract based on revised estimates, Terms of Reference, scope of work and conditions of contract.
- 46.2.3 If the Procuring Entity determines that the Proposal Price is abnormally too high because genuine competition between Consultants is compromised (often due to collusion, corruption or other manipulations), the Procuring Entity shall reject all Proposals and shall institute or cause competent Government Agencies to institute an investigation on the cause of the compromise and inform the Agency, before re-inviting for proposals.

Part 2: Section 2. Proposal Data Sheet

Section 2: Proposal Data Sheet

Instructions to Consultants Reference	Data relevant to the ITC
A. General	
ITC 1.1	The Procuring Entity is: Eswatini National Youth Council
ITC 1.3	Subject: The subject of the procurement is: External Audit Services
ITC 1.3	Reference: The Procurement Reference Number is: 03 of ENYC 2026/27
ITC 4.2	Joint Ventures: The individuals or firms in a joint venture, consortium or association <i>shall</i> be jointly and severally liable.
ITC 5.4	Downstream work: The Procuring Entity shall envisage the need for continuity for downstream work.
B. Request for Proposals Document	
ITC 7	Clarification: For clarification purposes only the Procuring Entity's address is: Attention: Finance and Admin Manager Physical Address: Dairy Board Building Ground floor, suite#3 Manzini Email: vusanim@snyc.org.sz The Procuring Entity will respond to any request for clarification provided that such request is received no later than 16 October 2026.
C. Preparation of Proposals	
ITC 11.1	Submission Method: The proposal submission method shall be: Physical
ITC 11.2	Pre-Proposal meeting: A Pre-Proposal meeting not be held. The contact details of the Procuring Entity's official(s) are: Name and position: Physical Address: Telephone: E mail:



Part 2: Section 2. Proposal Data Sheet

ITC 12.1	Joint ventures: Short-listed Consultants shall not be permitted to associate with individual Consultants or other Consultants or entities in a joint venture.
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Instructions to Consultants Reference	Data relevant to the ITC
ITC 12.2	Prior to granting approval to enter into a joint venture, the Procuring Entity shall conduct an assessment of Consultants not invited for this assignment.
ITC 13.1	Estimated Man Months: The estimated number of professional staff-months required for the assignment in 3 man months.
ITC 14.1(m)	Additional information in Technical Proposal: Additional information required in the Technical Proposal includes: Indicated in the TOR's
ITC 15.1 (f)	Additional information in Financial Proposal: Additional information required in the Financial Proposal includes: PAYMENT TERMS
ITC 15.3	Price Breakdown: The Financial Proposal Must be broken down into the price for each Activity.
ITC 15.4	Taxes: The Financial Proposal Must indicate taxes etc as a separate amount.
ITC 16.1	Prices: The prices quoted by the Consultant shall be: Fixed
ITC 17.1 (a)	Currency: For Services originating in Eswatini the currency of the proposal shall be: Emalangeni
ITC 17.1 (b)	Currency: For Services originating from outside of Eswatini the currency of the proposal shall be: Emalangeni
ITC 20.1	Validity: Proposals must remain valid until: 31 March 2027
ITC 21.1	Tender Security or Tender Securing Declaration: A Tender Security or Tender Securing Declaration shall not be required.
ITC 21.2	Validity of Tender Security or Tender Securing Declaration: The Tender Security or Tender Securing Declaration shall be valid until: N/A
ITC 22.1	Number of Copies: In addition to the original of the technical and financial proposal, the number of copies of each required is: Three(3) <i>[Amend the statement if submission of proposals by electronic means is permissible]</i>



Part 2: Section 2. Proposal Data Sheet

ITC 22.2	Form of Authorisation: Power of Attorney or a Notarised Power of Attorney if signed outside Eswatini.
D. Submission and Opening of Proposals	
ITC 24.1	Proposal Submission: For proposal submission purposes only, the Procuring Entity's address is : Eswatini National Youth Council

Part 2: Section 2. Proposal Data Sheet

Instructions to Consultants Reference	Data relevant to the ITC
	Physical Address: Dairy Board Building, ENYC Boardroom First floor Manzini The deadline for proposal submission is: Date: 23 October 2026 Time (local time): 10AM
ITC 27.1	Proposal Opening: Dairy Board Building, ENYC Boardroom First floor Manzini Date: 23 October 2026 Time (local time): 10AM
ITC 33.2	Interviews: Interviews <i>shall not</i> be held. Key Staff/staff to be interviewed: N/A Anticipated method/mode of Interviews: N/A Anticipated date of Interviews: N/A
E. Evaluation of Proposals	
ITC 35	Exchange Rate: The currency that shall be used for financial comparison purposes to convert all proposal prices expressed in various currencies into a single currency is: Emalangeni The source of exchange rate shall be: Central Bank of Eswatini. The date for the exchange rate shall be:
ITC 36.1	Margin of Preference: A margin of preference <i>shall not</i> apply.
ITC 45.1	The procedures for making a Procurement-related Complaint are detailed in the ESPPRA website https://esppra.co.sz If a Consultant wishes to make a Procurement-related Complaint, the Consultant shall submit its complaint following these procedures, in writing (by the quickest means available, that is by email), to: Title/position: The CEO/ Procuring Entity: Eswatini National Youth Council Email address: lwazim@snyc.org.sz In summary, a Procurement-related Complaint may challenge any of the following:

Part 2: Section 2. Proposal Data Sheet

Instructions to Consultants Reference	Data relevant to the ITC
	1. the terms of the Bidding Documents; and 2. the Procuring Entity's decision to award the contract.



Part 2: Section 3. Evaluation Methodology and Criteria

Section 3. Evaluation Methodology and Criteria

A Evaluation Methodology

1. Methodology Used

The evaluation methodology to be used for the evaluation of proposals received shall be

Least Cost Selection (LCS) will be undertaken where the lowest bidder who has passed the technical evaluation will be awarded. The minimum score required to pass the technical evaluation will be **75 percent**. The percentages which can be obtained for each evaluation criterion is specified below and indicates the relative significance or weight of the item in the overall evaluation process.

	Maximum Points
1.Experience:	
1.1 Ten (10) years of experience with External Audits of similar engagements	15%
1.2 Extensive knowledge of accounting and auditing procedures.	10%
1.3 At least Three (3) reference letters from clients who were provided external audit and quality control services by Audit Firm	15%
1.4 Familiarity with ENYC's business and purpose through proposed methodology and work plan presenting the tasks of each staff member.	10%
1.5 Curriculum Vitae (CV's) of partner in charge and key audit staff	10%
1.6 Experience in Quality Assurance (QA) reviews (partner in charge of conducting QA should not be the same as designated to sign the audit report) for quality control for every assignment.	10%
2. Capabilities	
3.1 Ability to develop an audit program and prepare detailed audit reports to the Finance Committee and Board.	10%
3.2 Description of computer aided audit tools (CAAT) used by the Firm and how it is used supported with copy of Software License/ Certificate	10%
3.3 Depth of available staff and ability to provide the hours required to perform internal audit services for the ENYC.	10%
	100%



2. Summary of Methodology

The evaluation shall be conducted in three sequential stages –

- (a) a preliminary examination to determine the eligibility of consultants and the administrative compliance of bids received;
- (b) a detailed evaluation to determine the commercial and technical responsiveness of the eligible and compliant proposals; and
- (c) a financial comparison to compare costs of the eligible, compliant, responsive proposals received and determine the best evaluated bid.

Failure of a proposal at any stage of the evaluation shall prevent further consideration at the next stage of evaluation.

B Preliminary Examination Criteria

3. Eligibility Criteria

3.1 The eligibility requirements shall be determined for: -

- (a) Eligible Consultants in accordance with ITC Clause 4 and Section 40 of the Public Procurement Act, 2011; and

3.2 The documentation required to provide evidence of eligibility shall be: -

- a. Detailed Company profile
- b. Certified copy of Valid Trading license
- c. Certificate of incorporation
- d. Original and Valid Tax Compliance certificate
- e. VAT Registration Certificate
- f. Labor Compliance
- g. ENPF Compliance Certificate
- h. Form J and Form C for companies
- i. Police Clearance for all directors.
- j. Certified ID copies for all Directors
- k. Curriculum Vitae (CVs) for key personnel.
- l. Letters from at least three relevant trade references
- m. Signed Declaration of Eligibility

Procuring Entity shall include “or equivalent document” in respect of international tenders and shall indicate the information provided by the corresponding document obtainable from the Eswatini jurisdiction appreciation of foreign bidders to submit corresponding documents.



Part 2: Section 3. Evaluation Methodology and Criteria

¹ Refers to suspension by the Eswatini Public Procurement Regulatory Agency



Part 2: Section 3. Evaluation Methodology and Criteria

3.3 A Power of Attorney signed outside Eswatini shall be notarized authorising signature of the bid on behalf of the Consultant.

3.4 For a Joint Venture, the documentation in Section 3.2 shall be required for each member of the Joint Venture and the following additional documentation shall be required:

- (a) a certified copy of the Joint Venture Agreement or letter of intent to enter into such an agreement, which is legally binding on all partners, showing that:
 - (i) all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;
 - (ii) one of the partners will be nominated as being in charge, and receive instructions for and on behalf of any and all partners of the joint venture; and
 - (iii) the execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.
- (b) a Power of Attorney from each member of the JV nominating a Representative in the JV and a Power of Attorney from the JV nominating a representative who shall have the authority to conduct all business for and on behalf of any and all the parties of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution.

4. Administrative Compliance Criteria

The evaluation of Administrative Compliance shall be conducted in accordance with ITB Sub-Clauses 32.3 and 32.4.

Part 2: Section 3. Evaluation Methodology and Criteria

C Detailed Evaluation Criteria

5. Technical Criteria

- 5.1 Technical responsiveness shall be evaluated in accordance with ITB Clause 33.
- 5.2 The Terms of Reference in the Statement of Requirements details the minimum technical requirements expected from the consultant. The Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals shall be as follows:

	Maximum Points
2.Experience:	
1.1 Ten (10) years of experience with External Audits of similar engagements	15%
1.2 Extensive knowledge of accounting and auditing procedures.	10%
1.3 At least Three (3) reference letters from clients who were provided external audit and quality control services by Audit Firm	15%
1.4 Familiarity with ENYCs business and purpose through proposed methodology and work plan presenting the tasks of each staff member.	10%
1.5 Curriculum Vitae (CV's) of partner in charge and key audit staff	10%
1.6 Experience in Quality Assurance (QA) reviews (partner in charge of conducting QA should not be the same as designated to sign the audit report) for quality control for every assignment.	10%
2. Capabilities	
3.1 Ability to develop an audit program and prepare detailed audit reports to the Finance Committee and Board.	10%
3.2 Description of computer aided audit tools (CAAT) used by the Firm and how it is used supported with copy of Software License/ Certificate	10%
3.3 Depth of available staff and ability to provide the hours required to perform internal audit services for the ENYC.	10%
	100%



Part 2: Section 3. Evaluation Methodology and Criteria

D Financial Comparison Criteria

6. Financial Proposals for QBS, and SSS

Following the ranking of the Technical Proposals, when the selection is based on QBS the top-ranked Consultant is invited to negotiate the Contract. Only the Financial Proposal of the technically top-ranked Consultant is opened by the opening committee. All other Financial Proposals shall be returned unopened after the Contract negotiations are successfully concluded and the Contract is signed with the successful Consultant.

When the selection is based on the SSS method and if the invited Consultant meets the minimum technical score required passing, the financial proposal shall be opened and the Consultant invited to negotiate the contract.



7. Financial Proposals for QCBS, FBS, LCS

Following the ranking of the Technical Proposals, and after internal approvals, the Procuring Entity shall simultaneously notify in writing those Consultants whose Proposals were considered responsive to the RFP and TOR, and that have achieved the minimum qualifying technical score, advising them the following: (i) their Proposal was responsive to the RFP and TOR and met the minimum qualifying technical score; (ii) provide information relating to the Consultant's overall technical score, as well as scores obtained for each criterion and sub-criterion; (iii) their Financial Proposal will be opened at the public opening of Financial Proposals; and (iv) notify them of the date, time and location of the public opening and invite them for the opening of the Financial Proposals.

8. Combined Quality and Cost Evaluation

a. Quality and Cost Based Selection (QCBS) Method

- 8.1 In the case of Quality and Cost Based Selection (QCBS), the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions below. The Consultant that achieves the highest combined technical and financial score will be notified and invited for negotiations.

The lowest evaluated Financial Proposal (F_m) is given the maximum financial score (S_f) of 100.

The formula for determining the financial scores (S_f) of all other Proposals is calculated as following:

$S_f = 100 \times F_m / F$, in which “ S_f ” is the financial score, “ F_m ” is the lowest price, and “ F ” the price of the proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are:

T = 80, and

P = 20

Proposals are ranked according to their combined technical (S_t) and financial (S_f) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following:

$S = S_t \times T\% + S_f \times P\%$.

b. Fixed Budget Selection (FBS) Method

- 8.2 In the case of FBS, those Proposals that exceed the budget indicated in ITC 13.1 of the Data Sheet shall be rejected. The Procuring Entity's evaluation



Part 2: Section 3. Evaluation Methodology and Criteria

committee will select the Consultant with the highest-ranked Technical



Part 2: Section 3. Evaluation Methodology and Criteria

Proposal that does not exceed the budget indicated in the RFP, notify and invite such Consultant to negotiate the Contract.

c. Least Cost Selection (LCS) Method

- 8.3 In the case of Least-Cost Selection (LCS), the Procuring Entity's evaluation committee will select the Consultant whose Proposal is the lowest evaluated total price among those Proposals that achieve the minimum technical score required to pass, notify the Consultant and invite the Consultant to negotiate the Contract.



Part 1: Section 4 Proposal Forms

Section 4. Proposal Forms

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Part 1: Section 4 Proposal Forms

[This Proposal Submission Sheet should be on the letterhead of the Consultant and should be signed by a person with the proper authority to sign documents that are binding on the Consultant. It should be included by the Consultant in its technical proposal]

4.1.1 Technical Proposal Submission Sheet

Date: *[insert date (as day, month and year) of proposal submission]*

Procurement Reference No: *[insert Procurement Reference number]*

To: *[insert complete name of Procuring Entity]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Request for Proposals Document, including Addenda No.: *[insert the number and issuing date of each Addenda]*;
- (b) We offer to provide the services in conformity with the Request for Proposals Document for the *[insert a brief description of the Services]*;
- (c) We hereby submit our proposal which includes this technical proposal, and a financial proposal sealed under a separate envelope;
- (d) Our proposal shall be valid until the date specified in ITC Clause 20.1 and it shall remain binding upon us and may be accepted at any time before and including that date;
- (e) We, including any subcontractors or consultants for any part of the contract resulting from this procurement process, are eligible to participate in public procurement in accordance with ITC Clause 4.1;
- (f) We, including any associates, Joint Venture partners or Sub-contractors for any part of the contract, have nationals from eligible countries *[insert the nationality of the Consultant, including that of all parties that comprise the Consultant, if the Consultant is a Joint Venture, consortium or association, and the nationality of each subcontractor]*;
- (g) We have signed and undertake to abide by the Code of Ethical Conduct for Consultants attached during the procurement process and the execution of any resulting contract;
- (h) We are not participating, as Consultants, in more than one proposal in this procurement process;
- (i) We, including any subcontractors or consultants, do not have any conflict of interest and have not participated in the preparation of the original project for the Procuring Entity;
- (j) We, our affiliates or subsidiaries—including any subcontractors for any part of the contract—have not been suspended by ESPPRA from participating in public procurement;
- (k) Our Proposal is binding upon us, subject to modifications agreed during any contract negotiations, and we undertake to negotiate on the basis of the staff proposed in our Proposal;
- (l) We understand that this Proposal, shall not be binding on the Entity until a formal contract is prepared and executed;
- (m) We understand that you are not bound to accept the lowest proposal or any other proposal that you may receive;

Signed: *[signature of person whose name and capacity are shown below]*



Part 1: Section 4 Proposal Forms

Name: *[insert complete name of person signing the Proposal]*

In the capacity of *[insert legal capacity of person signing the proposal]*

Duly authorised to sign the proposal for and on behalf of: *[insert complete name of Consultant]*

Dated on _____ day of _____, _____ *[insert date of signing]*



4.1.2 CODE OF ETHICAL CONDUCT IN BUSINESS FOR CONSULTANTS

1. Ethical Principles

Consultants and providers shall at all times-

- (a) maintain integrity and independence in their professional judgement and conduct;
- (b) comply with both the letter and the spirit of-
 - i. the laws of Eswatini; and
 - ii. any contract awarded.
- (c) avoid associations with businesses and organisations which are in conflict with this code.

2. Standards

Consultants and providers shall-

- (a) strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided;
- (b) comply with the professional standards of their industry or of any professional body of which they are members.

3. Conflict of Interest

Consultants and providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with any Procuring Entity. Consultants and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

4. Confidentiality and Accuracy of Information

- (1) Information given by consultants and providers in the course of procurement processes or the performance of contracts shall be true, fair and not designed to mislead.
- (2) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

5. Gifts and Hospitality

Consultants and providers shall not offer gifts or hospitality directly or indirectly, to staff of a Procuring Entity that might be viewed by others as having an influence on a government procurement decision.

6. Inducements

- (1) Consultants and providers shall not offer or give anything of value to influence the action of a public official in the procurement process or in contract execution.
- (2) Consultants and providers shall not ask a public official to do anything which is inconsistent with the Act, Regulations, Guidelines or the Code of Ethical Conduct in Business.

7. Fraudulent Practices

Consultants and providers shall not-

- (a) collude with other businesses and organisations with the intention of depriving a Procuring Entity of the benefits of free and open competition;
- (b) enter into business arrangements that might prevent the effective operation of fair competition;
- (c) engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;
- (d) misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity; or utter false documents;

Part 1: Section 4 Proposal Forms

- (e) unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the PE;
- (f) withholding information from the PE during contract execution to the detriment of the PE.

I.....agree to comply with the above code of ethical conduct in business.

AUTHORISED SIGNATORY

NAME OF CONSULTANT



Part 1: Section 4 Proposal Forms

[The information requested is required in the format provided below and should be included by the Consultant in its proposal]

4.1.3 Consultant's References

Relevant services carried out in the last years (*Insert number of years required*) that best illustrate experience.

Using the format below, provide information on each assignment for which the Consultant, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Consultant's Name: _____

Assignment name:		Country:
Location within country:		Professional Staff provided by consultant (profiles):
Name of client:		Nº of staff:
Address:		Nº of Staff-Months; Duration of assignment:
Start date (Month/Year):	Completion date (Month/Year):	Approx. Value of services (in Currency SZL):
Name of Associated Consultants, if any:		Nº of Months of Professional Staff provided by Associated Consultants:
Name of senior staff (Project Director/Coordinator, Team Leader) involved, and functions performed:		
Narrative description of Project:		
Description of actual services provided by your Staff:		



Part 1: Section 4 Proposal Forms

[The information requested is required in the format provided below and should be included by the Consultant in its proposal. If none, include form and state "None"]

4.1.4 Comments and Suggestions on the Terms of Reference

[Comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the Client, including: administrative support, office space, local transportation, equipment, data, etc.]

A - On the Terms of Reference

{Improvements to the Terms of Reference, if any}

B - On Counterpart Staff and Facilities

{Comments on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any}



Part 1: Section 4 Proposal Forms

[The information requested is required in the format provided below and should be included by the Consultant in its proposal]

4.1.5 Description of the Methodology for performing the Assignment

A description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal}:

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing}

- a) **Technical Approach and Methodology.** {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}
- b) **Work Plan.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}
- c) **Organization and Staffing.** {Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}



Part 1: Section 4 Proposal Forms

[The information requested is required in the format provided below and should be included by the Consultant in its proposal]

4.1.6 Team Composition and Task Assignments

1. Technical/Managerial Staff		
Name	Position	Task(s)

2. Support Staff		
Name	Position	Task(s)



Part 1: Section 4 Proposal Forms

[The information requested is required in the format provided below and should be included by the Consultant in its proposal]

4.1.7 Format of Curriculum Vitae for Proposed Professional Staff

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., A-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2000-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. A2 , Project manager]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____



Part 1: Section 4 Proposal Forms

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH-5 in which the Expert will be involved)	

Expert's contact information : (e-mail....., phone)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{day/month/year}

Name of Expert
Date

Signature

{day/month/year}



Part 1: Section 4 Proposal Forms



Name of authorized
Signatur
e Date
Representative of the Consultant
(the same who signs the Proposal)



Part 1: Section 4 Proposal Forms

4.1.8 Format for confirmation of availability of Key Professional Staff

Subject of procurement:		Procurement reference number	
-------------------------	--	------------------------------	--

Consultant	
------------	--

List of key professional staff	Competencies of key professional staff	Percentage of time for which key staff shall be available

Confirmation

I.....(insert name of consultant) hereby certify that the staff described above shall be available as indicated

Signature: _____ Name: _____



Part 1: Section 4 Proposal Forms

[The information requested is required in the format provided below and should be included by the Consultant in its proposal. Consultants may reproduce this format in landscape format if more practical but are responsible for its accurate reproduction.]

4.1.9 Estimated Time Schedule for Professional Staff

Name	Position	Reports Due/Activities	Months (in the Form of a Bar Chart)												Number of Months
			1	2	3	4	5	6	7	8	9	10	11	12	
															Subtotal (1)
															Subtotal (2)
															Subtotal (3)
															Subtotal (4)

Full-time: _____ Part-time: _____

Signature: _____

(Authorised Representative)

Full Name: _____ Title: _____

Consultant: _____



Part 1: Section 4 Proposal Forms

[The information requested is required in the format provided below and should be included by the Consultant in its proposal. Consultants may reproduce this format in landscape format if more practical but are responsible for its accurate reproduction]

4.1.10 Activity (Work) Schedule

A. Technical Input

	<i>[1st, 2nd, etc. are months from the start of assignment.]</i>											
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
Activity (Work)												

B. Completion and Submission of Reports and other Deliverables

Reports	Date
1. Inception Report	
2. Interim Progress Reports (a) First Status Report (b) Second Status Report	
3. Draft Final Report	
4. Final Report	
5. Other Deliverables	



Part 1: Section 4 Proposal Forms

4.1.11 Tender Securing Declaration

[The Consultant shall fill in this Form in accordance with the instructions indicated. If the Consultant is a Joint Venture, Consortium or Association the Proposal Securing Declaration must be in the name of the Joint Venture, Consortium or Association that submits the proposal. If the Joint Venture has not been legally constituted at the time of bidding, the Proposal Securing Declaration shall be in the names of all future partners as named in the letter of intent]

Date: *[insert date (as day, month and year) of Proposal Submission]*

Procurement Reference No.: *[insert reference number of selection process]*

To: *[insert complete name of Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, proposals must be supported by a Proposal Securing Declaration.
2. I/We accept that I/we may be debarred for three years by the Agency from being eligible for bidding in any contract with the Government of Eswatini, if we are in breach of our obligation(s) under the Request for Proposals conditions, because we:
 - a. have withdrawn our proposal during the period of proposal validity specified by us in the Technical Proposal Submission Sheet, except as provided in ITC Sub-Clause 20.3; or
 - b. having been notified of the acceptance of our proposal by the Procuring Entity, during the period of proposal validity, fail or refuse to:
 - (i) sign the Contract in accordance with ITC Clause 43;
 - (ii) furnish the Performance Security, in accordance with the ITC Clause 45; or
 - (iii) accept the correction of our bid by the Procuring Entity, pursuant to ITC sub-Clause 31.4.
3. I/We understand this Proposal Securing Declaration shall expire on *[Insert date as per ITC Clause 21]*.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Proposal Securing Declaration]*

Name: *[insert complete name of person signing the Proposal Securing Declaration]*

Duly authorized to sign the proposal for and on behalf of: *[insert complete name of Consultant]*

Dated on _____ day of _____, _____ *[insert date of signing]*



Part 1: Section 4 Proposal Forms

[This Proposal Submission Sheet should be on the letterhead of the Consultant and should be signed by a person with the proper authority to sign documents that are binding on the Consultant. It should be included by the Consultant in its financial proposal]

4.1.12 Tender Security

Tender Security (Bank Guarantee)

[The Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]

Beneficiary: _____

Date: _____

TENDER GUARANTEE No.: _____

We have been informed that _____ (hereinafter called "the Tenderer") has submitted to you its Tender dated (hereinafter called "the Tender") for the execution of _____ under Invitation for Tenders No. _____ ("the IFB").

Furthermore, we understand that, according to your conditions, Tenders must be supported by a Tender guarantee.

At the request of the Tenderer, we _____ hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of _____ (_____) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Tenderer is in breach of its obligation(s) under the Tender conditions, because the Tenderer:

- (a) has withdrawn its Tender during the period of Tender validity specified by the Tenderer in the Form of Tender; or
- (b) having been notified of the acceptance of its Tender by the Procuring Entity during the period of Tender validity, (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the performance security, if required, in accordance with the Instructions to Tenderers.

This guarantee will expire: (a) if the Tenderer is the successful Tenderer, upon our receipt of copies of the contract signed by the Tenderer and the performance security issued to you upon the instruction of the Tenderer; or (b) if the Tenderer is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of your notification to the Tenderer of the name of the successful Tenderer; or (ii) twenty-eight days after the expiration of the Tenderer's Tender.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[signature(s)]



Part 1: Section 4 Proposal Forms

Tender Security (Tender Bond)

[The Surety shall fill in this Tender Bond Form in accordance with the instructions indicated.]

BOND NO. _____

BY THIS BOND _____ as Principal (hereinafter called “the Principal”), and _____, **authorized to transact business in** _____, as Surety (hereinafter called “the Surety”), are held and firmly bound unto _____ as Obligee (hereinafter called “the Procuring Entity”) in the sum of _____² _____, for the payment of which sum, well and truly to be made, we, the said Principal and Surety, bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Principal has submitted a written Tender to the Procuring Entity dated the _____ day of _____, 20____, for the construction of _____ (hereinafter called the “Tender”).

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Principal:

- (a) withdraws its Tender during the period of Tender validity specified in the Form of Tender; or
- (b) having been notified of the acceptance of its Tender by the Procuring Entity during the period of Tender validity; (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the Performance Security, if required, in accordance with the Instructions to Tenderers.

then the Surety undertakes to immediately pay to the Procuring Entity up to the above amount upon receipt of the Procuring Entity’s first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

The Surety hereby agrees that its obligation will remain in full force and effect up to and including the date 28 days after the date of expiration of the Tender validity as stated in the Invitation to Tender or extended by the Procuring Entity at any time prior to this date, notice of which extension(s) to the Surety being hereby waived.

IN TESTIMONY WHEREOF, the Principal and the Surety have caused these presents to be executed in their respective names this _____ day of _____ 20____.

Principal: _____ Surety: _____
Corporate Seal (where appropriate)

² The amount of the Bond shall be denominated in the currency of the Procuring Entity’s country or the equivalent amount in a freely convertible currency.



Part 1: Section 4 Proposal Forms

(Signature)
(Printed name and title)

(Signature)
(Printed name and title)



Part 1: Section 4 Proposal Forms

4.1.13

Declaration of Eligibility

[The Tenderer must provide a signed declaration on its company letterhead in the following format. If the Proposal is being presented by a joint venture or consortium all members must each sign their declaration.]

[>>>Name of Tenderer, Address, and Date>>>]

Re Tender Reference

In accordance with the eligibility requirements of the Invitation to Tender documents we hereby declare that: -

- (a) We, including any joint venture partners or consortium partners, are a legal entity and have the legal capacity to enter into the contract.
- (b) We are not insolvent, in receivership, bankrupt or being wound up, our affairs are not being administered by a court or a judicial officer, our business activities have not been suspended and we are not the subject of legal proceedings for any of the foregoing.
- (c) We have fulfilled our obligations to pay taxes and social security contributions.
- (d) We declare that we adhere to basic labour legislation.
- (e) We have not, and our directors or officers have not, been convicted of any criminal offence related to our/their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a contract within a period of five years preceding the commencement of the procurement proceedings; and
- (f) I/We declare that we are eligible to participate in the above-mentioned public procurement tender as per paragraphs (a) – (e) above.
- (g) We further declare that we are not Politicians and or Public Officers.
- (h) That we do not have a conflict of interest in relation to the procurement requirement as defined in the Instructions to Tenderers.
- (i) I/We are aware that, where it shall be found that any or all of the below mentioned directors of our Company have provided misleading information in preparing this tender document, the tender will be cancelled, and contracts awarded shall be terminated immediately.

Name _____ (In the capacity of) _____

Authorised Representative Signature _____ Date _____



Part 1: Section 4 Proposal Forms

4.2.1 Financial Proposal Submission Sheet

Date: *[insert date (as day, month and year) of proposal submission]*

Procurement Reference No: *[insert Procurement Reference number]*

To: *[insert complete name of Procuring Entity]*

We, the undersigned, declare that:

- (a) The total price of our Proposal is: *[insert the total proposal price in words and figures, indicating the various amounts and the respective currencies]*, inclusive of local taxes;
- (b) The following commissions, gratuities, or fees have been paid or are to be paid with respect to this procurement process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity. If none has been paid or is to be paid, indicate "none"]*;

Name and address of Recipient	Purpose/ Reason	Currency and Amount

Name: _____ *[insert complete name of person signing the proposal]*

In the capacity of _____ *[insert legal capacity of person signing the proposal]*

Signed: _____ *[signature of person whose name and capacity are shown above]*

Duly authorised to sign the proposal for and on behalf of: _____ *[insert complete name of Consultant]*

Dated on _____ day of _____, _____ *[insert date of signing]*



Part 1: Section 4 Proposal Forms

[Consultants may reproduce this sheet in landscape format if more practical but are responsible for its accurate reproduction. State currency or currencies of proposal. If three currencies are not used state "nil" as appropriate. If the PDS requires the proposal price to be quoted separately for different Activities, complete this form as a "Summary of Proposal Price" for each activity and complete one overall Summary of prices.]

4.2.2 Summary of Proposal Price (Breakdown of Lump Sum)

Cost item	Currency	Amount(s)
Fees – currency 1		
Fees – currency 2		
Reimbursables – currency 1		
Reimbursables – currency 2		
Miscellaneous Expenses –currency 1		
Miscellaneous Expenses –currency 2		
Local taxes		
Total Lump Sum/Cost Estimate – currency 1		
Total Lump Sum/Cost Estimate – currency 2		



Part 1: Section 4 Proposal Forms

4.2.3 Breakdown of Fees

[Consultants may reproduce this sheet in landscape format if more practical but are responsible for its accurate reproduction. The Consultant should complete a separate form for each currency or add currency columns and show up to three totals. Complete this form for the total proposal or for each activity as indicated in the ITC]

State activity name or total proposal: _____

Name	Position	Input Qty	Unit (Days/months etc.)	Rate	Total
Grand Total					



Part 1: Section 4 Proposal Forms

4.2.4 Breakdown of Reimbursables

[Consultants may reproduce this sheet in landscape format if more practical but are responsible for its accurate reproduction. The Consultant should complete a separate form for each currency or add currency column and show up to three totals. Complete this form for the total proposal or for each activity as indicated in the ITC]

State activity name or total proposal: _____

Currency: _____

Description of Cost	Quantity	Unit of Measure	Unit Price	Total Price
Grand Total				

Notes: Local transportation costs are not to be included if local transportation is being made available by the Procuring Entity. Similarly, the project site, office rent/accommodations/clerical assistance costs are not to be included if being made available by the Procuring Entity.



Part 1: Section 4 Proposal Forms

4.2.5 Breakdown of Miscellaneous Expenses

[Consultants may reproduce this sheet in landscape format if more practical but are responsible for its accurate reproduction. The Consultant should complete a separate form for each currency or add currency column and show up to three totals. Complete this form for the total proposal or for each activity as indicated in the ITC].

State activity name or total proposal: _____ **Currency:** _____

Description of Cost	Quantity	Unit of Measure	Unit Price	Total Price
Grand Total				



Part 1: Section 5 Eligible Countries

Section 5. Eligible Countries

Procurement Reference Number:

All countries are eligible except countries subject to the following provisions.

A country shall not be eligible if:

- (a) as a matter of law or official regulation, the Government of Eswatini prohibits commercial relations with that country, provided that the Government of Eswatini is satisfied that such exclusion does not preclude effective competition for the provision of services required; or
- (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government of Eswatini prohibits the provision of Services from that country or any payments to persons or entities in that country.

PART 2 - Statement of Requirements

Section 6. Statement of Requirements

Procurement Reference Number:

1. Terms of Reference

1. Background

The Eswatini National Youth Council (ENYC) is a Category A Parastatal that was established through a Memorandum of Understanding with the Government of Eswatini under the Ministry of Sports, Culture and Youth Affairs. It is further regulated under the Public Enterprises (Control & Monitoring) Act of 1989. The Parastatal is under the Ministry of Sports Culture & Youth Affairs. The Eswatini National Youth Council (ENYC) is mandated to coordinate and support youth development initiatives and facilitate collaboration among stakeholders contributing to youth development in Eswatini.

2) OBJECTIVES

The principal objectives of the financial audit are:

- **Audit Opinion:** To express an independent opinion on whether the ENYC's financial statements present fairly, in all material respects, its financial position and results of operations for FY 2026/27, FY 2027/28, FY 28/29, in accordance with the applicable financial reporting framework.
- **Compliance Assurance:** To assess compliance with the ENYC's Policies, the Public Enterprises (Control and Monitoring) Act, 1989, the Public Finance Management Act, 2017, and all other applicable laws and regulations. This includes verifying that receipts and expenditures are properly authorized and used solely for ENYC's statutory purposes.
- **Internal Controls and Risk:** To evaluate the adequacy of ENYC's internal financial controls and risk management systems. Identify any material weaknesses or non-compliance in accounting and operational controls and recommend improvements.

Part 2: Section 6. Statement of Requirements

- **Reporting:** To report on any significant issues affecting ENYC's accounts or governance, and to provide timely management recommendations. The audit should be conducted in accordance with the International Standards on Auditing (ISA), ensuring all significant areas are covered. The auditor should plan work to complete the audit within three months and deliver a final report to the Finance Committee of the Board.

3) STAKEHOLDER RESPONSIBILITIES

The following parties have key responsibilities relating to the audit process:

- **Board of Directors/Finance Committee:** The Directors are responsible for the preparation and fair presentation of the annual financial statements of the ENYC. They oversee ENYC's financial reporting and internal controls. Review and approve the final audited financial statements and management letter. Ensure management addresses audit findings. The ENYC Finance Committee is the primary body to which the auditor reports and which reviews the audit deliverables.
- **Management:** Prepare complete and accurate financial statements and disclosures. Implement and maintain effective accounting systems and internal controls. Provide the auditors with full access to records, documentation, and personnel. Respond to auditor requests and draft management's representation letter. Ensure that audit recommendations are implemented. Prepare schedules, reconciliations and supporting evidence for all account balances and transactions. Maintain up-to-date records of ENYC's receipts and expenditures. Facilitate the auditor's on-site work by providing workspace, data and explanations of ENYC's operations.
- **External Auditor:** Exercise independence and professional skepticism. Carry out the audit in accordance with the agreed Terms of Reference and professional standards. Communicate with management and the Finance Committee regularly about audit progress and emerging issues. Issue a formal audit opinion and report on the financial statements and compliance.

4) SCOPE OF AUDIT

The audit will cover all financial records and activities of the ENYC for FY 2026/27, FY 2027/28, and FY 28/29.

The scope includes, but is not limited to:

- **Financial Transaction Testing:** Verification of all material transactions and balances. Confirm the accuracy and completeness of accounts by tracing transactions through to source documents.
- **Financial Statements:** Examination of the full set of year-end financial statements to ensure they fairly present ENYC's financial position and performance.
- **Internal Controls:** Assessment of ENYC's internal control environment. Test key controls over authorization, recording and reporting of transactions. Identify any control deficiencies or breakdowns.
- **Compliance:** Review compliance with the ENYC Policies; Public Enterprises (Control and Monitoring) Act, 1989; Public Finance Management Act, 2017. Verify that ENYC has met statutory deadlines and that funds are used only for authorized operations.
- **Accounting Standards:** Ensure that ENYC's accounting policies and financial statements conform to the applicable standards (e.g IFRS) Review all significant estimates and disclosures for appropriateness and compliance with policy. The auditor should plan fieldwork to allow timely completion within three months, working closely with ENYC's staff. All audit procedures must be documented to provide evidence supporting the audit opinion.



Part 2: Section 6. Statement of Requirements

5) FINANCIAL STATEMENTS

The audit will cover the annual financial statements of ENYC, which shall include at minimum:

- Statement of Financial Position as at 31 March 2027, 2028 and 2029.
- Statement of Comprehensive Income for the year ended 31 March 2027, 2028, and 2029.
- Statement of Cash Flows for the year ended 31 March 2027, 2028, and 2029.
- Statement of Changes in Equity for the year ended 31 March 2027, 2028, and 2029.
- Notes and Disclosures: A full set of notes to the financial statements, including accounting policies and explanations of significant balances and transactions.

6) AUDIT REPORT

The auditor shall issue an independent audit report that includes:

- **Audit Opinion:** A clear opinion on whether the financial statements are free of material misstatement and comply with the applicable financial reporting framework.
- **Basis for Opinion:** A statement that the audit was conducted in accordance with International Standards (or any equivalent national standards) and in compliance with relevant Eswatini legislation.
- **Key Audit Matters (if applicable):** Identification of any issues encountered that were of most significance in the audit of the current period.
- **Emphasis of Matter / Other Matter:** Any issues that do not qualify as misstatements but warrant highlighting (for example, going concern considerations or pending legislation).
- **Report on Compliance:** The auditor shall report on any material instances of non-compliance with applicable laws, regulations and other relevant requirements identified during the course of the audit, to the extent that such matters are relevant to the audit and fall within the auditor's professional and statutory responsibilities.
- **Management Letter:** A separate management letter detailing internal control weaknesses, misstatements (if any), and recommendations for improvement.

7) AUDITOR'S EXPERIENCE AND QUALIFICATIONS

The audit firm and key personnel must have the following qualifications and experience:

- **Audit Firm:** Registered and licensed with the Institute of Chartered Accountants of Eswatini (or equivalent professional body). Demonstrated experience in auditing government agencies, parastatals, or other public sector entities. Familiarity with Eswatini's public financial management laws and accounting standards is required.

The key audit team will comprise, at least:

- (a) **Audit Partner:** must be a Registered Auditor in Eswatini (CA (SD), ACCA/SAICA with a minimum of 10 years post qualification experience of which 5 years should have been in the audit field of either, government agencies, parastatals, or other public sector entities.
- (b) **Audit Manager:** must be a Chartered Accountant (CA(SD/SA)) with a minimum of 5 years post qualification experience of which majority in the audit of either, government agencies, parastatals, or other public sector entities.
- (c) **Audit Supervisor:** Professional Accountant (CA, ACCA, CPA, etc.) with a minimum of 5 years post qualification experience of which 3 years should have been in the audit of either, government agencies, parastatals, or other public sector entities.



Part 2: Section 6. Statement of Requirements

8) DELIVERABLES AND TIMELINE OF ACTIVITIES

The consultant is expected to produce the following deliverables, at a minimum, in draft and final form. The audit for FY2026/27 is expected to take twelve (12) weeks from contract award to final recommendation. For the subsequent years, FY2027/28 and FY2028/29, the consultant shall undertake the annual audits in accordance with the same Terms of Reference, with the applicable timelines and deadlines to be agreed with the Fund for each financial year.

Deliverables	Description	Timelines from Commencement of Audit
Inception of Audit Work	- Understanding of ENYC's mandate. - Audit methodology and approach. - Audit work plan and staffing schedule. - List of documents and schedules required from management.	End of week 2
Draft Financial Audit Report	- Audit opinion on the Financial Statements for the year ended 31 March 2027. - Assessment of compliance with applicable legislation. - Review of ENYC's receipts and Expenditures. - Evaluation of financial disclosures and accounting policies. - Draft Management Letter detailing control weaknesses and recommendations	End of week 10
Final Audit Report	Complete Final Audit Report Package	End of week 12

9) EVALUATION CRITERIA FOR CONSULTANT SELECTION

Proposals will be evaluated on a ***Least Cost Selection (LCS)***. Key criteria is included in Section 3 of the Request for Proposals.

	Maximum Points
Experience:	
1.1 Ten (10) years of experience with External Audits of similar engagements	15%
1.2 Extensive knowledge of accounting and auditing procedures.	10%
1.3 At least Three (3) reference letters from clients who were provided external audit and quality control services by Audit Firm	15%
1.4 Familiarity with ENYC's business and purpose through proposed methodology and work plan presenting the tasks of each staff member.	10%
1.5 Curriculum Vitae (CV's) of partner in charge and key audit staff	10%
1.6 Experience in Quality Assurance (QA) reviews (partner in charge of conducting QA should not be the same as designated to sign the audit report) for quality control for every assignment.	10%



Part 2: Section 6. Statement of Requirements

2. Capabilities	
3.1 Ability to develop an audit program and prepare detailed audit reports to the Finance Committee and Board.	10%
3.2 Description of computer aided audit tools (CAAT) used by the Firm and how it is used supported with copy of Software License/ Certificate	10%
3.3 Depth of available staff and ability to provide the hours required to perform internal audit services for the ENYC.	10%
	100%

Least Cost Selection Method (LCS): will be undertaken where the lowest bidder who has passed the technical evaluation will be awarded. The minimum score required to pass the technical evaluation will be **75 percent**. The percentages which can be obtained for each evaluation criterion is specified below and indicates the relative significance or weight of the item in the overall evaluation process.

10) Confidentiality and Conflict of Interest

The consultant must adhere to strict confidentiality regarding all company information and avoid any conflicts of interest that may arise during the consultancy, therefore undertakes to disclose and declare any potential conflict of interest and will not share any information of ENYC emanating from the assignment to any third party.

11) REPORTING, COMMUNICATION AND NOTICES

All communications and all notices, shall be directed to the following address:

The Chief Executive Officer

ENYC

Manzini, Eswatini

12) LANGUAGE OF ASSIGNMENT

The language of the assignment shall be English Language.

13) PAYMENT SCHEDULE

This is a Lump Sum fixed price Contract - payments will be based on submission and acceptance of deliverables.

Note: The Contract shall have a duration of 3 years.



PART 3 - Contract

Section 7: General Conditions of Contract for the Procurement of Consultancy Services

GENERAL CONDITIONS OF CONTRACT (GCC)

1. DEFINITIONS

- .1 In this Contract, the following terms shall be interpreted as indicated:
- a) "Applicable Law" means the Laws of Eswatini and any other instruments having the force of law in Eswatini, as they may be issued and in force from time to time.
 - b) "Applicable Regulations" means Public Procurement Regulations, 2020
 - c) "The Contract" means the agreement entered between the Procuring Entity and the Consultant, as signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - d) "The Contract Price" means the price payable to the Consultant under the Contract for the full and proper performance of its contractual obligations.
 - e) "The Service" means all of the activities, decisions and/or advice which the Consultant is required to provide to the Procuring Entity under the Contract.
 - f) "The Procuring Entity" means the Eswatini National Youth Council, an organization purchasing the services.
 - g) "The Consultant" means the individual or firm providing the services required under this Contract.
 - h) "Day" means a working day unless indicated otherwise.
 - i) "Effective Date" means the date on which this Contract comes into force and effect pursuant to Clause GCC 11.
 - j) "Experts" means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or JV member(s) assigned by the Consultant to perform the Services or any part thereof under the Contract
 - k) "GCC" means these General Conditions of Contract.
 - l) "Joint Venture (JV)" means an association with or without a legal personality distinct from that of its members, of more than one entity where one member has the authority



Part 3: Section 7 Special Conditions of Contract

to conduct all businesses for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Procuring Entity for the performance of the Contract.

- m) “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose Curricula Vitae (CV) was taken into account in the technical evaluation of the Consultant’s proposal.
- n) “Local Currency” means the currency of Eswatini.
- o) “Party” means the Procuring Entity or the Consultant, as the case may be, and “Parties” means both of them.
- p) “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented but not over-written.
- q) “Sub-consultants” means an entity to whom/which the Consultant subcontracts any part of the Services while remaining solely liable for the execution of the Contract.

2. RELATIONSHIP BETWEEN THE PARTIES

- 2.1 Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the Procuring Entity and the Consultant. The Consultant, subject to this Contract, has complete charge of the Experts and Sub-consultants, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

3. APPLICATION

- 3.1 These Contract Terms and Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

4. STANDARDS

- 4.1 The Goods supplied under this Contract shall be new, unused and of the latest design and must conform to the highest standards and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the concerned institution.

5. USE OF CONTRACT DOCUMENTS AND INFORMATION

- 5.1 The Consultant shall not, without the Procuring Entity's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Entity in connection therewith, to any person other than a person employed by the Consultant in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall



Part 3: Section 7 Special Conditions of Contract

extend only so as may be necessary for purposes of such performance.

5.2 The Consultant shall not, without the Procuring Entity's prior written consent, make use of any document or information enumerated in Clause 4.1 except for purposes of performing the Contract.

5.3 Any document, other than the Contract itself, shall remain the property of the Procuring Entity and shall be returned (in all copies) to the Procuring Entity on completion of the Consultant's performance under the Contract if so required by the Procuring Entity.

6. PATENT RIGHTS

6.1 The Consultant shall indemnify and hold harmless the Procuring Entity against all third-party claims of infringement of patent, trademark, industrial design, or intellectual property rights arising from the implementation of this services.

7. PAYMENT

1.1 The method and conditions of payment to be made to the Consultant under this Contract shall be specified in the Contract document.

1.2 The Consultant's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the services rendered in part fulfilment of this contract.

1.3 Payments shall be made promptly by the Procuring Entity, but in no case later than thirty (30) days after submission of an invoice or claim by the Consultant unless otherwise stated in the Contract.

8. PRICES

2.1 Payments shall be made promptly by the Procuring Entity, but in no case later than thirty (30) days after submission of an invoice or claim by the Consultant unless otherwise stated in the Contract.

2.2 All such prices shall be valid and fixed for a period of 12 months.

9. CONTRACT AMENDMENTS

9.1 No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

10. SUBCONTRACTING AND ASSIGNMENT

10.1 The Consultant may not assign, in whole or in part, its obligations to perform under this Contract, except with the Procuring Entity's prior written consent.

10.2 The Consultant may not enter into any subcontract for performance hereunder unless the Procuring Entity shall



Part 3: Section 7 Special Conditions of Contract

have previously consented in writing to such subcontract. Such consent shall not, however, unless otherwise specified in such consent or in the Contract, relieve the Consultant from any liability or obligation under the Contract.

11. DELAYS IN THE CONSULTANT'S PERFORMANCE

11.1 Delivery and performance of Services shall be made by the Consultant in accordance with the time schedule prescribed by the Procuring Entity.

11.2 If at any time during performance of the Contract, the Consultant or its subcontractor(s) should encounter conditions impeding timely delivery and performance of Services, the Consultant shall promptly notify the Procuring Entity in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Consultant's notice, the Procuring Entity shall evaluate the situation and may at its discretion extend the Consultant's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.

11.3 A delay by the Consultant in the performance of its delivery obligations shall render the Consultant liable to the imposition of liquidated damages, unless an extension of time is agreed upon without the application of liquidated damages.

12. TERMINATION FOR DEFAULT

12.1 The Procuring Entity, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Consultant, may terminate this Contract in whole or in part:

- a) If the Consultant fails to deliver the required services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Entity.
- b) If the Consultant fails to perform any other obligation(s) under the Contract.

12.2 In the event the Procuring Entity terminates the Contract in whole or in part, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Services similar to those undelivered, and the Consultant shall be liable to the Procuring Entity for any excess costs for such similar Services. However, the Consultant shall continue performance of the Contract to the extent not terminated.



Part 3: Section 7 Special Conditions of Contract

13. FORCE MAJEURE

13.1 Notwithstanding the provisions of Clauses 17, 18 and 19, the Consultant shall not be liable for liquidated damages or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

13.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the Consultant and not involving the Consultant's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

13.3 If a Force Majeure situation arises, the Consultant shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Consultant shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

14. TERMINATION FOR INSOLVANCY

14. The Procuring Entity may at any time terminate the Contract by giving written notice to the Consultant if the Consultant becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Consultant, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity.

15. DISPUTE RESOLUTIONS

15.1 The Procuring Entity and the Consultant shall make every effort to resolve amicably by direct informal negotiation any disagreement, dispute, or claim arising out of or in connection with the Contract or the breach, termination, or validity thereof.

15.2 If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Entity and the Consultant have failed to negotiate such an amicable settlement,

15.3 Any dispute, controversy, or claim arising out of or in connection with this Contract, or the breach, termination, or validity thereof, either party may require that the dispute be referred for resolution by final and binding arbitration.

15.4 The arbitrators shall determine the matters in dispute in accordance with the laws in effect in Eswatini.



Part 3: Section 7 Special Conditions of Contract

16. LAW GOVERNING THE CONTRACT	15.5	All notices to be given in connection with the arbitration shall be in writing and shall be effective upon receipt
17. NOTICES	16.1	This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.
	17.1	Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing by personal delivery, mail, or e-mail or facsimile and, if by e-mail or facsimile, confirmed in writing to the other party's address specified in the Special Conditions of Contract. Each party may change such address by notice to the other party.
18. LANGUAGE	17.2	A notice shall be effective when delivered or on the notice's effective date, whichever is later.
19. TAXES AND DUTIES	18.1	This Contract has been executed in English , which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract
	12.3	The Consultant shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies incurred or imposed until delivery of the contracted Services to the Procuring Entity.
20. HEADINGS		
21. COMMUNICATION	20.1	The headings shall not limit, alter or affect the meaning of this Contract.
	21.1	Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the language specified in Clause GCC 17. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SCC
	21.2	A Party may change its address for notice hereunder by giving the other Party any communication of such change to the address specified in the SCC.
22. LOCATION		
	22.1	The Services shall be performed at such locations as are specified in Appendix A hereto and, where the location of a particular task is not so specified, at such locations, whether in the Government's country or elsewhere, as the Procuring Entity may approve.
23. AUTHORITY OF MEMBER CHARGE	IN	23.1
		In case the Consultant is a Joint Venture, the members hereby authorize the member specified in the SCC to act on their behalf in exercising all the Consultant's rights



Part 3: Section 7 Special Conditions of Contract

and obligations towards the Procuring Entity under this Contract, including without limitation the receiving of instructions and payments from the Procuring Entity.

24. AUTHORIZED REPRESENTATIVES

24.1 Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Procuring Entity or the Consultant may be taken or executed by the officials specified in the SCC



Part 3: Section 8 Special Conditions of Contract

Section 8. Special Conditions of Contract

The following Special Conditions of Contract (SCC) shall supplement the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

GCC clause reference	Special Conditions of Contract
	The Procurement Reference Number is: 03 of ENYC 2026/27
GCC 1.2 (e)	The Eligible Countries are those listed in Section 5 of the Request for Proposals Document.
GCC 1.2(k)	Member in Charge: The Member in Charge is:
GCC 4.1(f)	Contract Documents: Other documents forming part of the contract are:
GCC 4.4	Authorised Representatives: The Authorised Representatives are: for the Procuring Entity: for the Consultant:.....
GCC 5.1	Law: The Contract shall be governed by the Laws of Eswatini.
GCC 7.1	Notices: The addresses for Notices are: for the Procuring Entity : Physical Address: Dairy Board Building, G Floor Town/City: Manzini P. O. Box No: P O BOX 8891, Mbabane Country: Eswatini Telephone: 25053754 Email: finance@enyc.org.sz For the Consultant Physical Address: Town/City: P. O. Box No: Country: Telephone: Email:
GCC 8.1	Commencement: The Period within which the Services shall have commenced is:
GCC 17.2	Dispute settlement: Dispute settlement shall be in accordance with the Alternative Dispute Resolution Process under the Laws of Eswatini.



Part 3: Section 8 Special Conditions of Contract

GCC 18.1	Completion of the Services: The Period within which the Services shall have been completed following commencement of the Services is:
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Part 3: Section 8 Special Conditions of Contract

GCC clause reference	Special Conditions of Contract
GCC 19.5(c)	Further Assistance: The Procuring Entity shall provide the following further assistance: Will be mentioned in the Contract
GCC 20.1	Counterpart Staff: Counterpart Staff.....be provided
GCC 21.2	Payment currencies: Payments shall be made in the currency or currencies of the contract price. The exchange rate for purposes of payment shall be the Central Bank of Eswatini exchange rate prevailing at the time of financial proposal opening
GCC 22.1	The Contract is a (<i>Lump Sum, Time based contract, etc</i>).
GCC 24.1	Documentation for Payment: The following documentation shall be required to support invoices requesting payments: Invoice and signed Audited Financials
GCC 25.1	Payment Schedule: The payment schedule shall be: Stated in the contract
GCC 26.1	Advance Payment Guarantee: An Advance Payment Guaranteerequired. The period of validity of the Advance Payment Guarantee shall be:
GCC 27.1	Payment Period: Shall be stated in the Contract
GCC 31.5	Additional provisions: Shall be stated in the contract
GCC 32.1	Price variation: The Contract Price including the remuneration rates is not subject to price variation for fluctuations in market, commodity or other variable rates.
GCC 33.1	Taxes and duties: The Consultant.....bear and pay all taxes, duties, and levies imposed on the Consultant, by all municipal, state or national government authorities:
GCC 34.5(c)	The Procuring Entity's prior approval: The Procuring Entity's prior approval is also required for:
GCC 36.1	Joint Venture requirements: The individuals or firms in a joint venture, consortium or association shall be jointly and severally liable.
GCC 38.3(b)	Additional activities prohibited: The following activities are prohibited:
GCC 39.3	Total Liability: The total liability under the Contract shall be the total contract value.



Part 3: Section 8 Special Conditions of Contract

GCC clause reference	Special Conditions of Contract
GCC 40.1	Insurance taken out by Consultant: The risks and coverage shall be: (i) Third Party motor vehicle (ii) Third Party liability (iii) Employer's liability and workers' compensation (iv) Professional liability (v) Loss or damage to equipment and property (vi) Other
GCC 44.1	Restrictions on the use of Deliverables: The future use of deliverables are restricted as follows:
GCC 47.2	Personnel entitlements: The Key Personnel shall be entitled to payment for:

Part 3: Section 9: Contract Forms

Section 9. Contract Forms

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Part 3: Section 9: Contract Forms

Agreement

For Lump Sum/Time Based Contracts

This Agreement is made this..... day of the month of..... between of (hereinafter called the “Procuring Entity”) and of..... hereinafter called the “Consultant”).

WHEREAS

- (a) the Procuring Entity has requested the Consultant to provide certain consultancy services (hereinafter called the “Services”) as defined herein and attached to this Contract;
- (b) the Consultant having represented to the Procuring Entity that it has the required professional skills, personnel and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract.

NOW THEREFORE the parties hereto agree as follows:

- 1. The documents forming the Contract shall be as stated in and in the order of priority stated in the General Conditions of Contract.
- 2. The mutual rights and obligations of the Procuring Entity and the Consultant shall be as set forth in the Contract, in particular:
 - (a) The Consultant shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Procuring Entity shall pay the Consultant the Contract Price of _____ or such other sum as may become payable under the provisions of the Contract, at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

Signed by _____ (Authorized Representative of the Procuring Entity)

Name: _____ Position: _____

In the presence of:

Name: _____ Position: _____

Signed by _____ (Authorized Representative of the Consultant)

Name: _____ Position: _____

In the presence of:

Name: _____ Position: _____



Part 3: Section 9: Contract Forms

Appendices

APPENDIX A **STATEMENT OF REQUIREMENTS**

[Detailed descriptions of the Services to be provided, dates for completion of tasks, location of tasks, etc.]

APPENDIX B **KEY PERSONNEL AND SUB-CONTRACTOR**

- B.1 Team Composition – Technical/Managerial Staff: Names, (where available), positions, assigned tasks and staff-months for each (Section 4 Table 4.1.5).
- B.2 Team Composition – Support Staff [Names, where available], positions, assigned tasks and staff-months for each. (Same as B.1 for Key foreign Personnel to be assigned to work outside Eswatini). (Section 4 Table 4.1.5)
- B.3 List of Sub-contractors (where available); same information with respect to their Personnel as in B.1.
- B.4 List of Sub-contractors (where available); Same information as B.1 for Key local Personnel.]
- B.5 Time Schedule for Professional Staff (Section 4 Table 4.1.7). Specify working hours, holidays and travel time, etc. in accordance with GC Clause 48.

APPENDIX C **BREAKDOWN OF CONTRACT PRICE IN FOREIGN CURRENCY**

[List here the elements of cost used to arrive at the breakdown of the lump-sum price—foreign currency portion:

- C.1 Breakdown of Contract Price (summarising the main elements of the contract price detailing fees, reimbursables and miscellaneous expenses (Section 4 Table 4.2.2) :
- C.2 Breakdown of Fees into the monthly rates for Personnel (Key Personnel and other Personnel) (Section 4 Table 4.2.3).
- C.3. Breakdown of Reimbursable (Section 4 Table 4.2.4)
- C.4 Breakdown of Miscellaneous Expenses (Section 4 Table 4.2.5)

This appendix will exclusively be used for determining remuneration for additional services.]

APPENDIX D **BREAKDOWN OF CONTRACT PRICE IN ESWATINI LILANGENI**

[List here the elements of cost used to arrive at the breakdown of the lump-sum price—local currency portion:

- D.1 Breakdown of Contract Price (summarising the main elements of the contract price detailing fees, reimbursables and miscellaneous expenses (S. 4 Table 4.2.2)
- D.2 Breakdown of Fees into the monthly rates for Personnel (Key Personnel and other Personnel) (Section 4 Table 4.2.3).
- D.3. Breakdown of Reimbursable expenditures (Section 4 Table 4.2.4)
- D.4 Breakdown of Miscellaneous Expenses (Section 4 Table 4.2.5). This appendix will exclusively be used for determining remuneration for additional services.



Part 3: Section 9: Contract Forms

[The Advance Payment Security should be on the letterhead of the issuing Financial Institution and should be signed by a person with the proper authority to sign documents that are binding on the Financial Institution]

Advance Payment Security

Date: *[insert date (as day, month, and year) of Advance Payment Security]*

Procurement Reference No.: *[insert Procurement Reference number]*

To: *[insert complete name of Procuring Entity]*

In accordance with the payment provision included in the Contract, in relation to advance payments, *[insert complete name of Consultant]* (hereinafter called “the Consultant”) shall deposit with the Procuring Entity a security consisting of *[indicate type of security]*, to guarantee its proper and faithful performance of the obligations imposed by said Clause of the Contract, in the amount of *[insert currency and amount of guarantee in words and figures]*.

We, the undersigned *[insert complete name of Guarantor]*, legally domiciled in *[insert full address of Guarantor]* (hereinafter “the Guarantor”), as instructed by the Consultant, agree unconditionally and irrevocably to guarantee as primary obligor and not as surety merely, the payment to the Procuring Entity on its first demand without whatsoever right of objection on our part and without its first claim to the Consultant, in the amount not exceeding *[insert currency and amount of guarantee in words and figures]*.

This security shall remain valid and in full effect from the date of the advance payment received by the Consultant under the Contract until *[insert day and month]*, *[insert year]*.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

Name: *[insert complete name of person signing the Security]*

In the capacity of *[insert legal capacity of person signing the Security]*

Signed: *[signature of person whose name and capacity are shown above]*

Duly authorised to sign the Security for and on behalf of: *[insert complete name of the Financial Institution]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Disclaimer

This tender document and the information contained therein is provided "as is" and the Eswatini Public Procurement Regulatory Agency (ESPPRA) makes no express or implied representations or warranties with regard thereto. Portions of the information may be incorrect or not current. Any person or entity that relies on any information obtained from this tender document does so at own risk. The ESPPRA expressly disclaims all implied warranties, including, without limitation, warranties of merchantability, title, suitability to task, non-infringement, compatibility, security, and accuracy. The ESPPRA furthermore disclaims any warranty towards the accuracy, correctness, reliability, and timeliness of the publishing of content. Furthermore, no warranty, expressed or implied, is given this tender document is free of viruses, trojans, bombs, time-locks or any other data or code which have the ability to corrupt or affect the operation of any computer system it is used on. The ESPPRA cannot accept any responsibility for any loss, disruption, or damage to any of your data or computer system which may occur whilst using this tender document.

