THE GOVERNMENT OF THE KINGDOM OF ESWATINI

Ministry of Tinkhundla Administration and Development
P.O. Box 2701
MBABANE

Ministry of Economic Planning and Development
Microprojects Programme
P.O. Box 2122
MBABANE

MICROPROJECTS COORDINATING UNIT (MPCU)

PRE-QUALIFICATION OF SUPPLIERS-
REFERENCE NUMBER: EOI 001-2027-2028

EXPRESSION OF INTEREST{EOI} – SUPPLIER'S DATABASE REGISTRATION:2027-2028

Procuring Entity	**Microprojects Coordinating Unit (MPCU)**
Subject of Procurement	**Expression of Interest for the Provision of Goods, and Services to MPCU (Review of Supplier Database)**
Reference Number	**REFERENCE NUMBER: EOI 001-2027-2028**
Issue Date	***20th October 2026***
Submission Date	***20th November 2026 at 1000hrs***

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SECTION A – INTRODUCTION

Tenderers are requested to complete their proposals following the outline indicated in this document:

The Microprojects Programme Coordination Unit (MPCU) is a government company established by the Government of Eswatini to empower communities to improve their quality of life through implementation of various infrastructural and Income generating projects, providing innovative services in infrastructure development and management as well as expertise to public and private entities.

This pre-qualification document and the response thereof shall be only basis for prequalification as a supplier in the specified categories. Please read through this document carefully and provide the requested information together with ALL the required supporting documents.

SECTION B - SCOPE

The EOI aims to invite suppliers wishing to be registered in the MPCU supplier's databaseto express their interest for the supply of goods and services as per categories providedin this document.

OBJECTIVE

The purpose of this document is to assist the MPCU Procurement Department in the identification and evaluation of potential suppliers and service providers who may subsequently be invited to tender or provide quotations for the supply of goods and services within the specified category for the years 2027 to 2028.

CATERGORIES

CATERGORY A- PROVISION OF GOODS

PRC 2027-2028/MPCU – 001	Computers, Laptops and related IT equipment & supplies
PRC 2027-2028/MPCU – 002	Tents, Chairs and Accessories
PRC 2027-2028/MPCU – 003	Branded and Promotional Materials
PRC 2027-2028/MPCU – 004	Office Stationery & General office Supplies
PRC 2027-2028/MPCU – 005	Office Furniture and Equipment
PRC 2027-2028/MPCU – 006	Cleaning material
PRC 2027-2028/MPCU – 007	Personal Protective Equipment (PPE)&Corporate Wear
PRC 2027-2028/MPCU – 008	Building material
PRC 2027-2028/MPCU – 009	Fencing Material
PRC 2027-2028/MPCU – 010	Building Blocks
PRC 2027-2028/MPCU – 011	Supply of Office Cartridges, tonners
PRC 2027-2028/MPCU – 012	Supply of Livestock-(Cows, goats, pigs etc)
PRC 2027-2028/MPCU – 013	Aggregates
PRC 2027-2028/MPCU – 014	Supply of farm inputs & Animal feed
PRC 2027-2028/MPCU – 015	Motor Vehicle & Transport Equipment
PRC 2027-2028/MPCU – 016	Agricultural and Agro-Processing Equipment
PRC 2027-2028/MPCU – 017	Grocery Shop Stock
PRC 2027-2028/MPCU – 018	Specialist Equipment & Technology
PRC 2027-2028/MPCU – 019	Supply of Electrical Supplies
PRC 2027-2028/MPCU – 020	Supply of plumbing Material
PRC 2027-2028/MPCU – 021	Supply of Painting Material
PRC 2027-2028/MPCU – 022	Supply of Precast Concrete Material

PRC 2027-2028/MPCU – 023	**A.**Supply and delivery of Refreshments (Workshops/ Trainings) in the Hhohho Region
	B.Supply and delivery of Refreshments (Workshops/ Trainings)in the Manzini Region
	C.Supply and delivery of Refreshments (Workshops/ Trainings)in the Lubombo Region
	D.Supply and delivery of Refreshments (Workshops/ Trainings) in the Shiselweni Region

CATEGORY B – PROVISION OF SERVICES

TENDER REFERENCE CODE	**ITEM DESCRIPTION**
PRC 2027-2028/MPCU – 024	Provision of Media and Publicity services
PRC 2027-2028/MPCU – 025	Provision General Printing and Binding services
PRC 2027-2028/MPCU – 026	Provision of Car wash services
PRC 2027-2028/MPCU – 027	Training & Capacity building
PRC 2027-2028/MPCU – 028	Hospitality, catering, conferencing & accommodation
PRC 2027-2028/MPCU – 029	Evaluators & Consultancy Services
PRC 2027-2028/MPCU – 030	Information Technology Services & Software
PRC 2027-2028/MPCU – 031	Facilities Management Services (Heating, Ventilation & Airconditioning Services) HVAC
PRC 2027-2028/MPCU – 032	Travel Agencies and Tour
PRC 2027-2028/MPCU – 033	Transport & Logistics Services
PRC 2027-2028/MPCU – 034	Insurance Services

SECTION C

INSTRUCTIONS TO TENDERERS AND TERMS AND CONDITIONS OFTENDER

1. The MPCU is seeking reliable, financially stable service providers who can meet its stringent cost, quality and service requirements.
2. We reserve the right to prequalify more than one bidder per category of goods and/or services. In order to simplify this process, you need to provide certified copies of all supporting documents requested. You may also be asked to clarify your answers or provide more details. Please answer ALL questions. If the question does not apply to you, please indicate N/A.
3. The MPCU will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete this questionnaire and/or to provide written answers to any further questions or requested additional information for clarification will result in the supplier's disqualification from further consideration. Where necessary and if insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets.
4. The information provided in the prequalification document is strictly confidential and solely for use by MPCU PROCUREMENT OFFICE. Please note that by responding to this questionnaire you accept that all answers provided in this questionnaire are legally binding and should the need arise, may be used as evidence in any court of law, which has jurisdiction. Further MPCU reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.
5. MPCU will have the right to inspect the business premises of the supplier as part of the evaluation process.
6. Vendors are to kindly note that this document does not amount to any contractual obligation on the part of MPCU, and that MPCU is not obliged to invite tenders/quotation s from any or all who express interest by responding to this pre-qualification process.
7. The prequalification document as well as all other correspondences and documents relating to the tender exchanged by the tenderer and the MPCU, shall be written in

English language.

8. To assist in the examination & evaluation, the MPCU may, at its discretion, ask the tenderer for a clarification on any part of its tender. The request for clarification and the response shall be in writing, and no change in the substance of the tender shall be sought, offered, or permitted.
9. Participation in this pre-qualification process, or in relation to any matter concerning the tender, will be at the tenderer's sole risk, cost and expense. MPCU will not be responsible in any circumstance for any costs or expenses incurred by any tenderer in preparing or lodging a tender or in taking part in the tender process or taking any action related to the tender process.
10. Although this Expression of Interest (EOI) is not limited to Eswatini businesses, Eswatini nationals are encouraged to apply. Foreign nationals may participate, provided that they hold no more than 40% shareholding, while Eswatini citizens or businesses hold at least 60% shareholding.
11. Each page of the offer must be numbered consecutively, bear the EOI number, signed and stamped by the Tenderer at the bottom. A reference to the total number of pages must be made at the top right-hand corner of the first page.
12. The EOI shall have no alterations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.
13. This EOI is obtainable ONLY at ESPPRA website https://esppra.co.sz
14. Documents submitted by Fax, Telex will NOT be accepted.

Completed EOI documents must be EMAILED to procurementrdf@microprojects.org.sz **by the *20th November 2026 at 1000hrs, Eswatini local time***. *Attachments should be* **in** a zip folder and in pdf format. Tenderers are required to encrypt their proposals with a password. The password must consist of four (4) numeric digits and be included in the subject line of the email submission. The subject line should be formatted as follows: "EOI 7895", where "7895" represents the proposal password.

15. Tenderers who fail to encrypt or provide their respective password may be deemed not to have submitted their tender.
16. EOI documents or any part thereof received after the stipulated closing date and time will **NOT** be accepted

17. Tenderers must provide the following information in soft copy (scanned format) well labelled and accompanied by separate attachments for each category

1. Business Profile with Three (3) Trade References
2. A current valid Tax Compliance Certificate
3. A valid certified copy of Trading License
4. Current certified copies of Form J and Form C
5. Company Quality Management System (QMS) Policy Statement e.g. ;ISO 9001
6. A certified copy of Certificate of Incorporation
7. Certified Copies of National IDs of Company's Directors
8. Police Clearance certificate of All Directors
9. A current certified copy of Labor Compliance Certificate
10. Proof of trading premises (lease agreement or tittle deed)
11. Three (3) months Bank statement
12. Company audited annual financial statements for the past 3 years or since inception
13. CVs of key personnel
14. Valid CIC certificate : FM/S-1 or M/S-1(Applicable only to Categories 008,009,019,020,021,022)

NB: All submitted documents shall be evaluated and scored in accordance with the established qualification criteria to determine their eligibility and qualification. Submission of all the documents does not automatically guarantee qualification.

18. Any request for clarification in connection with the Invitation to express interest shall be submitted in writing to: procurementrdf@microprojects.org.sz not later than 15th November 2026

19. The MPCU will **notify** all Applicants in writing by registered letter or by email, that they have been short listed to provide , services or supplies for the Financial Years 2027/2028

SECTION D

:TENDER EVALUATION PROCESS AND CRITERIA

EVALUATION CRITERIA AND WEIGHTINGS

Non-Price Elements: Criteria and weightings are summarized below;

Criteria Elements	**Criteria Weighting Factors**
1. Business Profile with Three (3) Trade References 2. A current valid Tax Compliance Certificate 3. A valid certified copy of Trading License 4. A current certified copy of Form J and Form C 5. Company Quality Management System (QMS) Policy Statement eg ;ISO 9001 6. A certified copy of Certificate of Incorporation 7. Certified Copies of National IDs of Company's Directors 8. Police Clearance certificate of Directors 9. A current certified copy of Labor Compliance Certificate 10. Proof of trading premises (lease agreement or tittle deed) 11. Three (3) months Bank statement 12. Company audited annual financial statements for the past 3 years or since inception 13. CVs of key personnel 14. Valid CIC certificate : FM/S-1 or M/S-1(Applicable only to Categories 008,009,019,020,021,022) • all the tender documents have been appropriately signed and authorized; • the document has been submitted in the correct format; **NB: A tender which does not contain the documents listed above may be deemed to be non-responsive and eliminated from further evaluation**	**60**

2. Resources and Capability • Reputation • Size of Tenderer; • Key personnel, relevant qualification(s) and relevant experience; • Number of years with relevant experience in the category	**20**
3. Warranty & Discounts • Ability to offer discounts on supply size ranges • Ability to offer warrantees	**10**
4. Risk Assessment • All risk factors which may be prejudicial to MPCU and performance of the contract, including but not limited to availability of resources (human, financial or suitable equipment for the tender) or extent of the Tenderer's commitment in other projects; • Ascertaining the integrity and general conduct in business dealings, professional conduct of the Contractor's directors and senior management; • Compliance with the law; (e.g. workmen's compensation etc.) • Circumstances which may expose MPCU and hinder due performance under the contract, e.g., criminal records in connection with corruption, fraud, theft or forgery by the contractor's directors and management etc.	**10**
TOTAL	**100**
PASS MARK	**75%**

SECTION E : SUBMISSION CHECKLIST

REQUIREMENT	AVAILABLE / NOT AVAILABLE (Please tick - √ or cross - x as appropriate)
Business Profile with Three (3) Trade References	
CVs of key personnel	
Original Valid Tax Compliance Certificate	
Certified Valid Labour compliance certificate	
Police clearance for company Directors	
A current certified copy of Form J and Form C	
A certified copy of Certificate of Incorporation	
Company Quality Management System (QMS) Policy Statement eg ISO 9001	
Proof of trading premises (lease agreement or tittle deed)	
Certified Valid Trading License	
Certified Copies of National IDs of Company's Directors	
Company audited annual financial statements for the past 3 years or since inception.	
Names and contact details of at least three (3) reference customers	
Statement of joint ventures/partnerships (if any)	
Three (3) months Bank statement	

NB: Please submit checklist attached on the first page of the EOI. Thedocuments must follow the sequence on the checklist.

DECLARATION OF ELIGIBILITY

[Tenderers must provide a signed declaration on its company letterhead in the following format. If a joint venture or consortium is presenting the Tender all members must each sign their own declaration.]

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

To: The Director

Microprojects

P.O. Box 2122

Mbabane

Dear Sir/Madam,

Re Tender Reference EOI 001-2027-2028, Category (**TENDER REFERENCE CODE and ITEM DESCRIPTION)**.

We hereby declare that: -

A. We, have the legal capacity to enter into a contract in the event we are shortlisted and successful bid.

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 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

E. We do not have a conflict of interest in relation to the procurement requirement.

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Signed..... Authorised Representation

Date.....

Disclaimer

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