

PRE – QUALIFICATION OF SUPPLIERS

TENDER NUMBER: YERF12 OF 2027/2028

PRE-QUALIFICATION OF PROVIDERS FOR GOODS, SERVICES AND WORKS

15 October 2026

SECTION A

1. LETTER OF INVITATION NO: YERF12 OF 2027/2028 - PREQUALIFICATION OF SUPPLIERS

Submissions are hereby invited from suitably qualified local and competent companies to be registered into the Youth Enterprise Revolving Fund supplier database for a period of one (1) year after which the database will be reviewed through a similar process. The intention is to appoint vendors who will be shortlisted for Request for Quotations (RFQs) whenever the need to procure arises. Tenderers will only be allowed to select up to three (3) categories.

The main objective of this exercise is to allow vendors an opportunity to work with YERF and for YERF to benefit from such a working relationship. Tendering will be conducted through the Pre-qualification Tendering procedures specified in the Public Procurement Act 7, 2011 and policies laid down by the Eswatini Public Procurement Regulatory Agency (ESPPRA). The pre-qualification document can be downloaded from the ESPPRA website; www.esppra.co.sz or on our website, **www.yef.co.sz** as from 02 November 2026.

2. Introduction

The Youth Enterprise Revolving Fund (YERF) is a Category A Parastatal that was established by the Government of the Kingdom of Eswatini in 2009 in response to the vision of His Majesty King Mswati III. The company was established through legal notice No.179 of 2009. 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 main purpose of the Fund is to promote youth employment and alleviate poverty among young people between the ages of 18 to 35 years old. The Fund aims to contribute to a solution to the challenge of high youth unemployment and high poverty rate.

VISION
To be the leading and Innovative Economically Empowering Financial Institution for the Youth of Eswatini.

MISSION
To Provide Development Finance and Support to Eswatini's Youth, thus fostering their inclusive Economic Participation Through Innovative, Accessible, Sustainable Entrepreneurship Development.

SECTION B

3. Instructions to bidders

3.1 Submissions

3.1.1 The applicants should submit one (1) original Application. The Application shall be in an envelope marked **"Pre-Qualification of Providers for Goods, Services & Works Tender No: YERF12 of 2027/2028-Do Not Open before 10:30AM on Date: Monday, 23 November 2026.**

The proposals must be addressed to:

Chief Executive Officer (CEO) Youth Enterprise Revolving Fund P.O Box 6557 Mbabane

3.2.1 The proposals should be deposited into the Tender Box situated at the Reception Area of the Youth Enterprise Revolving Fund. Lilunga House Offices Mbabane, Fourth Floor at the latest by: **10AM** on **Monday, 23 November 2026**. Late proposals will be rejected.

3.2 Applicants Requesting for Clarifications

All clarifications sought by prospective applicants on the document must be in writing and must be sent on email to: procurement@yef.co.sz and mandlankambule@yef.co.sz not later than 16 November 2026 @16:45 hrs.

3.3 Amendments of documents

3.3.1 At any time prior to the deadline for submission of applications, YERF may amend the Short-listing Document by issuing an addendum.

3.3.2 Any addendum issued shall be part of the Short-listing Document and shall be communicated in writing to all who have obtained the short-listing document from YERF.

3.3.3 To give prospective Applicants reasonable time to consider an addendum in preparing their applications, YERF may, at its discretion, extend the deadline for the submission of applications.

3.4 Language of Application

The Application prepared by the Applicant, as well as all correspondence and documents relating to the Application exchanged by the Applicant and YERF shall be written in English. Supporting documents and printed literature provided by the Applicant may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Application, the translation shall govern.

3.5 Confidentiality

Information relating to evaluation of pre-qualification documents and recommendations concerning pre-qualification shall not be disclosed to other applicants until the prequalified firms have been advised accordingly.

3.6 Contacting the Youth Enterprise Revolving Fund

No applicant shall contact the Fund on any matter relating to its Application, from the time of the opening to the time of shortlisting. Any effort by an applicant to influence YERF in its decisions on the evaluation, pre-qualification comparison, or award may result in the rejection of the applicant's submission.

3.7 Terms and Conditions of Pre-Qualification

3.7.1 This pre-qualification document is executed in English. All correspondence exchanged between the YERF and the prospective suppliers as well as any documentation relating to it shall be written in English.

3.7.2 Applicants are urged to ensure that their submissions are complete and the required compliance documents are submitted as stipulated.

3.7.3 Company directors who are Public Servants and Politicians are prohibited from participating in this Pre-qualification.

3.7.4 Late submissions will not be considered as well as telephonic, telegraphic, facsimile, and emailed submissions.

3.7.5 Prospective Applicants must ensure that authorized representatives adequately sign all Prequalification documents.

3.7.6 Costs of preparing the document submissions shall be borne by the applicant.

3.7.7 To assists in the examination, evaluation, and comparison of the Pre-qualification, the Fund may at its discretion, ask the applicant for a clarification on any part of its document. The request for clarification and the response shall be in writing and no change in the prices or substance of the proposal shall be sought, offered, or permitted.

3.7.8 YERF does not bind itself to accept any proposal nor give any reason for the acceptance or rejection of a proposal. YERF may accept a proposal for a part of the quantity offered or reject any proposal without assigning any reason.

3.7.9 Applicants will not be permitted to change the substance of their offers after the tender box has been opened.

3.7.10 YERF shall, if deemed necessary, conduct due diligence search of the business of the applicants.

3.8 Pre-qualification Categories

The purpose of this Prequalification is to register suitably qualified suppliers and service providers into the YERF vendor database to be contacted through requests for quotations and selective tendering as and when the need arises for any of the listed product categories. YERF reserves the right to employ the open tender process to increase competition for any of the categories listed.

3.8.1 Supply of Goods, Services and Works in the following categories:

No.	Category name	Category number
	SUPPLY & DELIVERY OF GOODS	
1	Supply of Office Stationery	**Tender No: YERF12-001**
2	Supply of Pre – Printed Stationery	**Tender No: YERF12 -002**

3	Supply of Corporate Gifts and Promotional Items, clothing, Design and Supply of Branding Equipment (Gazebos, Banners etc.)	**Tender No: YERF12 003**
4	Supply of Cleaning Equipment & Chemicals /Materials and Toilet Paper	**Tender No: YERF12 004**
5	Supply of Refreshments, Groceries	**Tender No: YERF12 005**
6	Supply of Computer hardware, Printers, Cartridges and Tonners	**Tender No: YERF12 006**
7	Supply of Hotel services and Lodge facilities	**Tender NO: YERF12 007**
8	Supply of uninterruptible Power Supplies (UPS) Systems	**Tender No: YERF12 - 008**
9	Supply of Tyres, Tubes and Wheel Alignment	**Tender No: YERF12 009**
10	Supply of Electrical Maintenance Consumables	**Tender No: YERF12 010**
11	Supply of Office Furniture and Fittings	**Tender No: YERF12 011**
12	Supply of Motor Vehicle Light Duty Spares, Heavy Duty Spares, Oil, Grease and Accessories & Fuel	**Tender No: YERF12 012**
13	Supply and maintenance of Air Conditioning equipment	**Tender No: YERF12 013**
14	Supply of Agricultural inputs: Fertiliser, seeds, chemicals and pest control products	**Tender No: YERF12 014**
15	Supply of protective Clothing	**Tender No: YERF12 015**
16	Supply of Building Material	**Tender No: YERF12 016**
SERVICES		
17	Provision of HR Support Services (Consultancy, Recruitment, team building, staff training)	**Tender No: YERF12 - 017**
18	Provision of Graphic Design Services, Photography, Video and Documentary Production, entertainment hosting, Sound Hire, Live Streaming, Television, Radio & Advertising.	**Tender No: YERF12 018**
19	Travel Agencies and Tour Operators (Flight Tickets, Shuttles)	**Tender No: YERF12 - 019**

20	Provision of Car Hire Services	**Tender No: YERF12 - 020**
21	Provision of General Design & Printing of Office Documents	**Tender No: YERF12-** 021
22	Provision of Customer & Risk Management Services	**Tender No: YERF12 022**

23	Provision of Cleaning Equipment & Services	**Tender No: YERF12 - 023**
24	Provision of Security Gadgets & Services	**Tender No: YERF12- 024**
25	Provision of Legal Services (Legal Support, Debt Collection)	**Tender No: YERF12 - 025**
26	Provision of Financial and Business Training Consultancy	**Tender No: YERF12 - 026**
27	Provision of Governance Trainings, ERM, Strategy and Annual Governance Assessment	**Tender No: YERF12 027**
28	Provision of Board of Directors Learning and Development Programmes	**Tender No: YERF12 - 028**
29	Provision of Public Private Partnership Advisory Services	**Tender No: YERF12 029**
30	Provision of Auctioneering Services	**Tender No: YERF12 - 030**
31	Provision of Business Advisory Services and Support for entrepreneurs/beneficiaries	**Tender No: YERF12 - 031**
32	Provision of Carpentry & Plumbing Services	**Tender No: YERF12 - 032**
33	Provision of Catering Services • Manzini Region • Hhohho Region (around Mbabane and Piggs Peak) • Lubombo Region (Around Siteki) • Shiselweni Region (Around Hlatsi and Nhlangano town centre)	**Tender No: YERF12 - 033**
34	Provision of Décor services	**Tender No: YERF12 - 034**
35	Provision of Car wash services • Manzini • Nhlangano • Mbabane • Piggs Peak • Siteki	**Tender No: YERF12 - 035**
36	Media Services: • Photography and videography Services, Jingles, Interpreting services • Content creation and multimedia support (Impact Stories, Business Seminars/Conferences, newsletters, annual reports, etc • Video shoots, professional photographers and living Streaming services, including Podcasts services	**Tender No: YERF12 - 036**
37	Provision of Organisational Performance, Evaluation, Benchmarking and Coaching Consultancy • Support in conducting surveys and research	**Tender No: YERF12 - 037**
WORKS AND MAINTENANCE SERVICES		

38	Supply of Building Carports, Plumbing, Electrical and Painting Materials & Maintenance Services	**Tender No: YERF12 038**

Tenderers can submit for more than one (1) category of goods, services, and works but not more than (3) categories.

SECTION C

4. Evaluation of Applicants

The Youth Enterprise Revolving Fund will carry out the evaluation of proposals based on their responsiveness to:

No.	Document	Submitted: (yes or no)
1	Company Profile	
2	Original & Valid Tax compliance Certificate	
3	Copy of Valid Trading license	
4	Copy of Form J endorsed by Registrar of Companies	
5	Copy of Form C endorsed by Registrar of Companies	
6	Copy of company VAT registration (if applicable)	
7	Police clearance certificate for Directors listed in Form J	
8	Copies of National IDs of Company Directors	
9	A fully signed declaration of eligibility	
10	A certified copy of current Certificate of Company Registration	
11	Three reference letters from customers per category	
12	CIC Certificate (if applicable) e.g. Works	
13	Bank statements of not less than 3 months and proof of active bank account to demonstrate liquidity and capital sufficiency	
14	List of key staff contact details	
15	Proof of Physical address/ lease agreement	
16	Valid Labor Compliance Certificate	
17	Valid ENPF Certificate	

4.1 Evaluation Criteria

4.1.1 The evaluation criteria will be strictly YES or NO basis. Proposals completeness and responsiveness to the basic instructions and requirements of the pre-qualification document will obtain a YES and subsequently a NO if there is no document submitted or not as per instructions and requirements, the applicant will be disqualified.

4.1.2 An evaluation committee, appointed by the Youth Enterprise Revolving Fund comprising varied skills making the team suitably qualified for such a process, shall evaluate the applications.

4.1.3 YERF shall notify the Applicant of the success of their application.

4.1.4 Proposals completeness includes the completion of all the forms obtained in Annexures

4.2 Clarification of Applications

4.2.1 During evaluation of the Applications, YERF may, at its discretion, ask the Applicant for clarification of its application. A request for clarification shall be emailed to the tenderer and all requests for clarifications shall be copied to all tenderers for information purposes only and noted in the evaluation report.

4.2.2 A tenderer shall be instructed to reply to clarifications through email within a specified time, addressing their responses to the Procurement Officer.

4.2.3 Failure of a Tenderer to respond to a request for clarification may result in the rejection of its tender.

SECTION D

5. Short listing

The Youth Enterprise Revolving Fund will notify all Applicants in writing by registered letter or by email, that they have been short-listed to provide works, services or supplies for the Financial Year 2027/2028 – 2028/2029

5.1 Inspection

5.1.1 The Youth Enterprise Revolving Fund reserves the right to conduct a physical inspection of the premises of the Applicant at its own cost and discretion.

5.1.2 If, after the inspection, the vetting committee confirms unsatisfactory observations, then the Application will be rejected.

The vetting committee will inspect the premises strictly to verify:

- The business actively operates from the stated location.
- The applicant possesses the required equipment, stock, or infrastructure to run the business.
- The premises meet basic safety and legal standards required for the industry.

5.1.3 YERF reserves the right to verify all information submitted.

ANNEXURES

ANNEXURE 1

Submission Schedule

No.	Requirement	Submitted: (Yes or No)
1	Company Profile	
2	Original & Valid Tax Compliance Certificate	
3	Copy of Valid Trading License	
4	Copy of Form J endorsed by Registrar of Companies	
5	Copy of Form C endorsed by Registrar of Companies	
6	Copy of company VAT registration (If Applicable)	
7	Police clearance certificate for directors listed in Form J	
8	Copies of National IDs of Company Directors	
9	A fully signed declaration of eligibility	
10	Bank statements of not less than 3 months and proof of active bank account	
11	Bank statements of not less than 3 months and proof of active bank account to demonstrate liquidity and capital sufficiency	
12	Proof of Physical address/ lease agreement	
13	List of key staff contact details	
14	A certified copy of current Certificate of Company Registration	
15	CIC Certificate (if applicable) e.g. Works	
16	Valid Labor Compliance Certificate	

All documents must be submitted or attached following the above checklist sequence.

ANNEXURE 2 APPLICATION SUBMISSION SHEET

Date: *[insert day, month, year]*

To: Youth Enterprise Revolving Fund

We, the undersigned declare that:

(a) We have examined and have no reservations to the short listing document, including Addenda No ..... , *[insert the number and issuing date of each Addenda]*;

(b) We hereby apply to be short listed for the following supply of goods and service:

Reference Number	Description of Services or Goods

(c) We, including any subcontractors or providers for any part of the contract or contracts resulting from this short-listing process, are eligible to participate in public procurement;

(d) We undertake to adhere by the Code of Ethical Conduct for Providers during the procurement process and the execution of any resulting contract;

(e) We, including any subcontractors or providers for any part of the contract or contracts resulting from this short-listing process, have nationals from the following eligible countries *[insert the nationality of the Applicant, including that of all parties in case of a joint venture and the nationality of any subcontractors, if applicable]*;

(f) We, including any subcontractors or providers for any part of the contract or contracts resulting from this short-listing process do not have any conflict of interest, and are not associated, nor have been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design or technical specifications of the Supplies;

(g) We, our affiliates or subsidiaries, including any subcontractors for any part of the contract or contracts resulting from this short-listing process, have not been suspended by the ESPPRA from participating in public procurement;

(h) We are not a government owned entity, or if we are, we meet the requirements of 2.3.9.

(i) We declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the short-listing process, the corresponding tendering process or execution of the Contract: *[insert complete name of each Recipient, their 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 of Recipient	Address	Purpose/Reason	Amount & currency

(j) We understand that you may amend the scope and value of any contracts to be tender or cancel the short-listing process at any time and that you are neither bound to accept any application that you may receive nor to invite the short-listed applicants to tender for the contract or contracts, which are the subject of this short listing, without incurring any liability to the Applicants;

(k) We understand that qualification information will be subject to verification/ vetting through a post qualification process prior to any award of contract;

(l) We hereby authorise you and your authorised representatives, to conduct any enquiries or investigations to verify the statements, documents and information submitted in connection with this application and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Application Submission Sheet will also serve as authorisation to any individual or authorised representative of any institution
referred to in the supporting information to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application.

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

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

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

Duly authorized to sign the application for and on behalf of: *[insert complete name of Applicant/Joint Venture]*

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

ANNEXURE 3 APPLICANT INFORMATION SHEET

STRUCTURE AND ORGANIZATION

1 Name of Company:
[insert full legal name]

Physical address:
[insert street/ number/ town or city/ country]

Postal address:

Telephone number:

Telefax number:

Email:

2 Description of the Company's activities:

3 Number of years of experience in the provision of the goods, works, services or supplies under reference:

In case of a Joint Venture, the following documentation shall be required for each member of the joint venture:

a. a copy of the Tenderer's Trading license or equivalent;
b. a copy of the Tenderer's Certificate of Registration or equivalent;
c. a copy of the Tenderer's income tax clearance certificate or equivalent;

d. a copy of the Tenderers VAT registration or equivalent;
e. Power of Attorney of the signatory(ies) of the tender authorizing signature of the tender on behalf of the joint venture;
f. a certified copy of the Joint Venture Agreement, which is legally binding on all partners, showing that all partners shall be jointly and severally liable and one of the partners will be nominated as being in charge, authorised to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture.

The Applicant's authorised representative for information is:

Name: *[insert full legal name]*

Address: *[insert street/ number/ town or city/ country]*

Telephone/Fax numbers: *[insert telephone/fax numbers, including country and city codes]*

E-mail address: *[indicate e-mail address]*

Describe your company's access from other sources (name the sources/companies) to works, services or supplies it does not carry out or does not have in stock, and the delivery schedule in these cases:

What is the time schedule of providing and completing the works, services or supplies being applied for?

Please indicate here or attach an organization chart showing the company structure including key personnel:

What are the specific types of equipment/vehicles that the company is certified to work on? (E.g. Motor vehicle, equipment maintenance, e.g.)

Please indicate the additional works, services or supplies that the company can provide e.g. mobile repair, vehicle breakdown, pickup service etc.

You may attach your brochure/catalogue/price list where necessary to further illustrate your merchandise, services, or works.

ANNEXURE 4

RESOURCES: PROVIDERS EQUIPMENT AND FACILITIES

Based on the information provided in the short-listing documents, please indicate equipment and facilities considered by your firm to be necessary for undertaking the contract and whether this is already in the company's ownership or will be purchased.

The following facilities and infrastructure are available at the Applicants workshop:

ANNEXURE 5

RESOURCES:

PERSONNEL

1. Number of staff

    - Management staff:
    - Technical staff:
    - Support staff:

2. Please list the present key personnel and management staff.

Name	Qualification	Years of relevant experience

3. Please provide Qualifications of Staff (if applicable) e.g. for Works and Technical services.

DECLARATION OF ELIGIBILITY

In accordance with the requirements of the Procurement Regulations issued in accordance with the terms of Section 26 of the Finance and Audit Act No. 18 of 1967, all Service Providers must meet the following criteria, to be eligible to participate in public procurement
[Service Providers must provide a signed declaration on their company letterhead in the following format. If the Tender is being presented by a joint venture or consortium, all members must sign each their declaration.]

Dear Sirs

Re Tender Reference [>>>Tender Reference Number>>>]

In accordance with the eligibility requirements of the Procurement Regulations and the 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 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) That we do not have a conflict of interest in relation to the procurement requirement.

Signed ……..

Date ……..

ANNEXURE 7

YOUTH ENTERPRISE REVOLVING FUND
LIST OF SOME COMMONLY USED GOODS, SERVICES
(in no particular order)

OFFICE STATIONERY

DESCREPTION **[Tenderers are allowed to add other items not listed below]**
A4 Arch lever files
A4 File Folders
A4 File hangers

Box of Big-clic pen
Box of pen
Box of white board marker
Box of High lighters
2quire exercise book
Short hand note book
Desk pad
Box A4 Typek photocopying paper
Ream A3 Typek photocopying paper
Box of envelopes 110x220 Brown self-sealed
Box of envelopes A3 Brown
Box of envelopes A4 Brown
Business Cards
Flip charts
Staplers
Executive file folders
Pen holders
Paper trays
Stamp ink
Plastic binding covers
Binding corbs
Binding Paper
Pocket Folders
Plastic File dividers
Paper File dividers
Post it stickers (large)
Post it stickers (medium)
Rubber bands elastic
Stamps
Glue stick
Bostik
Highlighters
H2 pencils
Archiving file folders
Archival boxes
Blue, green and red personal file folders.
Acetone glue for sticking synthetic fibres, plastic and wooden products
Asset tags (metal)
Asset tags (plastics)

PRE- PRINTED STATIONERY

Description
A4 Purchasing order books self-carbonised 50pages of four of each: white, green, peach, blue
A5 Goods received notes books self-carbonised 50 pages two pages of each: white, red
A5 Market daily receipts self-carbonised 50 pages two pages of each: white and green

A5 size fuel and oil monthly sheets self-carbonised 100pages two pages of each: white, green
A5 size monthly fuel and oil return self-carbonised 100pages two pages of each: white, red
Trip log books A4 size self- carbonised 50pages two pages of each: white and peach
Supply of Archival files and green files

DESIGN & PRINTING OF FUND DOCUMENTS

ITEM	SPECIFICATION
Poster	A4, full colour, gloss, one side printed
Brochures	A5, full colour, gloss, 4 pages
Calendars	Custom printed, full colour, gloss, top rimmed [Wall A1]
Diaries	Two page customized inserts, branded front cover [A4 Executive]
Christmas Cards	Custom design

TYRES & TUBES

DESCRIPTION
Heavy duty Tyres and accessories
Light duty Tyres and accessories

DESIGN & CONSTRUCTION

Description
Architectural services (Drawings/Designs)
Surveying Services (Quantity Surveying)

MAINTENANCE SERVICES

Description
Carpentry
Plumbing

CLEANING MATERIALS

Description
liquid soap
handy Andy
hand wash
furniture polish
air freshener
feather duster
carpet shampoo
brooms
Domestic mops

HUMAN RESOURCES SUPPORT SERVICES

Description
Change Management trainings
Provision of Personality Profile Assessment Tests (PPAs)
Provision of Performance Assessment trainings
Recruitment services

SERVICING OF FIRE EQUIPMENT

Description
Service of fire extinguishers
Service of fire alarms
Supply of first aid kits
Other- explain

CORPORATE GIFTS & PROMOTIONAL ITEMS

ITEM
Golf shirt
Round neck
5-panel Cap
Pens
Thermo mugs
Wall clock
Change colour mug
Executive folder
Beach towel
Cooler bag
Lenyard

OFFICE FURNITURE

Description
Executive chair
Leather Executive
drawer desk
filling cabinetS
Carpets by sizes

Kitchen units
Office filling cabinet
Executive desk
Visitors chairs
Computer stand
Bookshelves
Swivel chair

ICT SUPPORT SERVICES, OFFICE EQUIPMENT, COMPUTER HARDWARE & SOFTWARE & ACCESSORIES

Description
Intranet, Internet and or WIFI Services
Programming, Website & Applications Management Services
Printers
Flash drives
Cartridges:
Computers
Laptops
Servers
Windows Software's and Software's licenses
Network Cables
Heavy duty photocopying machines

CATERING SERVICES

ITEM
Office Meetings Meals
Staff Parties (25 people)
Farewell functions
breakfast meetings meals
Workshops Luncheon

Disclaimer
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