



**PRE-QUALIFICATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS**  
**REGISTRATION ON EEA SUPPLIER DATABASE**

**TENDER No.** : 01 of EEA 2025/26

**TENDER Name** : SUPPLIER DATABASE REGISTRTRAIION

**Tender Closing Date** : Friday, 25 April 2025  
Not later than 12:00hrs

**Assignment Duration** : None

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## SECTION 1 - INVITATION TO TENDER LETTER

24 March 2025

TO ALL PROSPECTIVE SUPPLIERS

The Eswatini Environment Authority (EEA) is mandated by its establishing Act to coordinate, manage, and monitor activities in the field of environmental and sustainable conservation of natural resources within the country. The main objective is to ensure a clean, healthy, and safe environment for all citizens by collaborating with various stakeholders across the kingdom of Eswatini.

In line with this mandate, the EEA hereby invites applications from qualified suppliers and service providers to participate in the creation of a comprehensive Supplier Database. This initiative aims to ensure the availability of the required goods, works, and services when needed, thereby supporting our mission to maintain and enhance the environmental quality and sustainability of Eswatini. This invitation does not necessarily mean immediate procurement but it is only for the purposes of building and creating a qualified pool of suppliers that shall be utilized where the need arises.

All interested Service Providers must submit their applications not later than the date stated in this document, submission must be addressed to; The Executive Director, clearly marked with the Name and Tender Number, Category of goods, works or services applied for and sent to the address as specified in the SECTION 2 of this document.

The EEA shall publish the list of all vendors who have been considered eligible to provide the required goods/service on the EEA website [www.eea.org.sz](http://www.eea.org.sz) and ESPPRA website [www.esppra.co.sz](http://www.esppra.co.sz) for viewing by all suppliers who submitted an application.

For any request for further information regarding this Pre- Qualification document, bidders are advised to make request in writing to: [mduduzin@org.sz](mailto:mduduzin@org.sz). Request for information and/or clarification must be sent not later 14 April 2025, request submitted after this date will not be considered.

Yours Sincerely

**Isaac Dladla**  
**Executive Director**

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## 1. Request for Applications for Supplier Database Registration

The EEA invites suitable suppliers and service providers to apply in supplying the below categories of goods, works and services. The purpose of this exercise is to pre-qualify potential suppliers who have the capacity and capability to supply the required goods, works and services for a period of two (2) years.

### CATEGORY 1

- 1.1. Office Stationery
- 1.2. Printing Services

### CATEGORY 2

- 2.1. Computer hardware and Software
- 2.2. Supply of Computers: Desktops, Monitors, Laptops, Tablets and Cellphones
- 2.3. Software licenses, maintenance, and renewals
- 2.4. Internet Service, Networking and Web hosting
- 2.5. Supply of Multi-Function Photocopiers and Printers
- 2.6. Cartridges, Toners, and Accessories

### CATEGORY 3

- 3.1 Office Furniture
- 3.2 Interior Design and Decorative Services
- 3.3 Office Equipment and Machinery (Shredders, Binding Machines, Professional Cameras, Microwave, Fridges, hoovers)
- 3.4 Brush-cutters
- 3.5 Professional Photography Equipment

### CATEGORY 5

- 4.1 Vehicle Tyres and Tubes
- 4.2 Vehicle Batteries
- 4.3 Panel Beating and Spray-Painting Services

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- 4.4 Vehicle Service and Maintenance
- 4.5 Vehicle rental services
- 4.6 Car wash services
- 4.7 Tool hire services
- 4.8 Heavy Plant and Trucks hire services

### **CATEGORY 6**

- 6.1 Cleaning Services
- 6.2 Cleaning Materials and Chemicals
- 6.3 Toilet Paper and Paper Hand Towels
- 6.4 Fumigation and Pest Control
- 6.5 Protective Clothing
- 6.6 Generator service and maintenance
- 6.7 Personal Protective Equipment Suppliers

### **CATEGORY 7**

- 7.1 Catering Services (packed meals, finger foods and platters)
- 7.2 Events Management and Deco services
- 7.3 Dispenser and Purified water supply Services
- 7.4 Conference and Hotel Services
- 7.5 Accommodation Facilities
- 7.6 Air-Tickets

### **CATEGORY 8**

- 8.1 Building Materials
- 8.2 Plumbing Materials
- 8.3 Electrical Materials

### **CATEGORY 9**

- 9.1 Handyman plumbing and electrical, minor building repairs
- 9.2 Artisan (brick laying, carpentry, repairs, and refurbishment)

### **CATEGORY 10**

- 10.1 Corporate Branding
- 10.2 Branded Clothing and equipment
- 10.3 Promotional Material (Banners, flyers, etc.)
- 10.4 Branded Stationery
- 10.5 Report Layout and editing services

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- 10.6 Multi-media and Advertising Services ( Animation, illustration and graphic design)
- 10.7 Edutainment/ Skits services

## **CATEGORY 11**

- 11.1 Provision of Legal services
- 11.2 Translation services from English to SiSwati
- 11.3 Siswati and English Sign Language Interpretation Service
- 11.4 Photography and videography Services
- 11.5 Provision of Recruitment Services
- 11.6 ISO Accredited Laboratory Services
- 11.7 Asset Disposal /Auctioneer Services
- 11.8 Asset Evaluation Services
- 11.9 Environmental Consulting Services
- 11.10 Environmental Policy & Governance

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## SECTION 2 - INSTRUCTION TO PROSPECTIVE SUPPLIERS

### 1. Participating Suppliers

All suppliers with the capability, capacity and who satisfy all the eligibility criteria as set out below for the provision of the required goods, works and services are invited to submit their applications.

### 2. Pre-Qualification Process

All companies who submit their applications shall be evaluated on the basis of the below supplier eligibility and experience in supplying the goods, works and services. A notice detailing the names of all approved and failed companies shall be published to all bidders who submitted their applications and in the Eswatini Public Procurement Regulatory Agency website at [www.esppra.co.sz](http://www.esppra.co.sz).

### 3. Eligibility Requirements

Eligible suppliers are to submit applications and forms completed in all respects. The application is to be kept intact, sealed and listed as per the requirements mentioned in this Pre-qualification Document. The full application shall include the following documents:

- Certified copy of valid Trading License or equivalent;
- Original Tax Compliance Certificate or equivalent;
- ENPF Compliance Certificate or equivalent;
- Form J (for current Shareholders) or equivalent;
- Form C (Annual Company Return) or equivalent;
- VAT Registration Certificate/or proof of registration if applicable;
- Certified copy of Labor Compliance Certificate or equivalent;
- CIC Certificate for Category 8 and 9
- Police Clearance for Company Directors listed on Form J (not older than 6 Months);
- List of at least five (5) Trade References and contact details;
- A letter of Banking Details from the Bank

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Further to the above mentioned requirements, interested suppliers must submit as part of their application, the following documents;

- A letter of pre-qualification duly signed and addressed the EEA Executive Director (see format in section 3).

#### **4. Tender Opening**

The Procuring entity shall conduct the Tender opening in the presence of Tenderers` designated representatives who choose to attend, at the address, specified in section 6. Friday, 25 April 2025  
12:10hrs

#### **5. Evaluation Criteria**

The evaluation of the Pre-Qualification will be based on a YES or NO basis. Qualification will be based on submission of documents listed in Section 3 above. Failure to submit the listed documents as per Section 3 of this document will result to disqualification of the application.

#### **6. Pre- Qualification Submission**

Properly sealed envelopes must be deposited into the EEA tender box not later than the date stated in this document. Submissions must clearly indicate the Pre-Qualification Reference Number and submitted to the EEA Head Office located at:

**Eswatini Environment Authority  
RHUS Office Park Lot 195,  
Karl Grant Street  
Mbabane Eswatini**

Telegraphic, Faxed, Telephonic or E-mail submission are not acceptable. Late applications will not be considered after the closing date and time.

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## SECTION 3 -PRE-QUALIFICATION SUBMISSION FORMAT

### 1. Pre-Qualification Submission Form

{ Date }

To: Eswatini Environment Authority  
P. O. Box 2602  
Mbabane  
Eswatini

Dear Sirs:

We, the undersigned, hereby request to be registered in your supplier data base for provision of **{Category of goods works and services}** in accordance with your Request for Pre-Qualification dated [24 March, 2025]. "We are hereby submitting our Proposal for the required goods, works or services as listed in the Pre-Qualification document.

Official details of our company and the category of goods, works or services we are applying for are provided below:

Company Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Contact Details: Tel: \_\_\_\_\_ Cell: \_\_\_\_\_

Physical Address \_\_\_\_\_

#### SUPPLY CATEGORY:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

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We hereby declare that:

- a. All the information and statements made in this Application are true and we accept that any misinterpretation or misrepresentation contained in this Application may lead to our disqualification by the EEA.
- b. We meet the eligibility requirements as stated in this document.
- c. We, along with any of our supply sources are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by ESPPRA.
- d. We understand that submission of the Application is not an automatic offer for Contract.

We undertake, if our Application is accepted and called upon to supply the goods, works or services stated in the Request for Quote document, that we shall be in a position to supply accordingly.

We understand that the Client is not bound to accept any Application that the Client receives.

We remain,

Yours sincerely,

---

Signature (of Supplier's authorized representative) {In full and initials}:

Full name: {insert full name of authorized representative}

Title: {insert title/position of authorized representative}

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## 2. Terms and Conditions of Pre- Qualification

- This Pre-Qualification document is executed in English. All correspondence exchanged between the EEA and the prospective suppliers as well as any documentation relating to it, shall be written in English.
- Suppliers are urged to ensure that their submissions are complete and the required compliance documents are submitted as stipulated.
- Company directors who are public servants and Politicians are prohibited from participating in this Pre- Qualification.
- Late submissions will not be considered as well as telephonic, telegraphic, facsimile and emailed submissions.
- Prospective suppliers must ensure that all application documents are adequately signed by authorized representatives.
- Submissions must not include quotations at this point of applications. The EEA shall issue Request for Tender to all eligible suppliers who have demonstrated capability to supply the required goods, works and services when a need arises.
- Costs of preparing the Pre-Qualification submissions shall be borne by the suppliers.
- The EEA reserves the right to change the specifications of the requirements as per this Pre- Qualification when deemed appropriate before the closing date. Such changes will be communicated to the prospective suppliers via ESPPRA and EEA website in advance to allow for appropriate modifications of the submissions.
- The EEA reserves the right to conduct site inspections on the prospective suppliers' premises.
- Any clarifications required in relating to this Pre- Qualification must be submitted in writing to [mduduzin@eea.org.sz](mailto:mduduzin@eea.org.sz) before 14<sup>th</sup> April 2025.

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### 3. Eligibility Declaration

[All Suppliers must meet the following criteria, to be eligible to participate in public procurement. Suppliers must provide a signed declaration on their company letterhead in the following format. If the Application is being presented by a joint venture or consortium, all members must sign the declaration.]

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

To: The Entity Tender Board  
Eswatini Environment Authority  
P.O. Box 2602  
Mbabane

Dear Sirs,

**Re: Pre-Qualification Reference: 01 of EEA 2025/26**

We hereby declare that: -

- a) I/We, including any joint venture partners or consortium partners, are a legal entity and have the legal capacity to enter into the contract;
- b) (b) I/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) I/We have fulfilled our obligations to pay taxes and social security contributions.
- d) I/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) I/We do not have a **conflict of interest** in relation to the procurement requirement.

Signed .....

Authorized Representative

Date .....

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