



**REQUEST FOR PROPOSALS FOR THE PROVISION OF
CONSULTANCY SERVICES TO CONDUCT A SKILLS AUDIT AND
DEVELOP A COMPETENCY FRAMEWORK FOR ESWATINI
NATIONAL PETROLEUM COMPANY (ENPC)**

RFP No.07 of 2024/25

EVENT	DATE
Release of RFP:	05 September 2024
Deadline for submission of enquiries	02 October 2024 close of business hours
Deadline for Proposals to be Received:	09 October 2024 at 1200 Hours

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1. LETTER OF INVITATION

PROVISION CONSULTANCY SERVICES TO CONDUCT A SKILLS AUDIT AND DEVELOP A COMPETENCY FRAMEWORK FOR ENPC

ENPC wishes to appoint a credible and qualified consultant with \pm 10 years of relevant experience in human resources (HR) and organisational development (OD) to conduct a skills audit and develop a competency framework for all positions as well as all occupational levels within ENPC. The organisation wants to conduct a skills audit as well as design and implement a competency framework that will be used in different organisational context. The audit aims to identify existing skills and skills gaps within the workforce. The identification of the skills an organisation will need in the future to ensure its sustainability and success is of paramount importance as it supports strategic workforce planning, provides insights into workforce skills, improves recruitment efforts and provides targeted training and upskilling efforts. The competency framework aims to align the organisation's vision, mission and short terms goals, review the appropriateness of the job design, career path, performance management of its employees. It aims to establish a culture of success by outlining performance and behavioural expectations from the organisational level down to the individual employees. This will enable ENPC to develop talent and facilitate the building of professional competencies and capabilities of its employees. The competency framework will define ENPC's core, critical, scarce, technical and functional skills and competencies as well as supporting behavioural indicators required for each role. The consultant should demonstrate an understanding of a wide range of support and specialised technical skills requirements. This tender is open to local and international consultants.

The Terms of Reference are accessible on a tender document and submissions must be accompanied by a payment of a non-refundable tender fee of E350.00 to Eswatini National Petroleum Company (ENPC). Payments, referenced RFP 07 of 2024/25, should be made to the ENPC BANK ACCOUNT listed below.

Name	Eswatini National Petroleum Company
Bank	Standard Bank Eswatini
Account Number	9110005665992
Branch	Mbabane Branch
Branch Code	663164
SWIFT Code	SBICSZMXXX

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The Request for Proposal (RFP) is downloadable from www.sppra.co.sz and www.enpc.co.sz

- (i) The Closing date for the submission of the RFP is the 09 October 2024 at 12:00 pm. Late, emailed, or faxed tenders will not be considered.
- (ii) Any actions or tendencies that will be interpreted as an attempt to interfere with or influence the tendering process will result in immediate disqualification of the Tenderer. All enquiries relating to this tender may be addressed to **Mr. Gcina Simelane** at procurement@enpc.co.sz

Submissions in response to this RFP must be delivered in a sealed envelope to the tender box at the ENPC Reception, PSPF Sibekelo Building 1, Second (2nd) floor, north wing, Mbabane clearly marked: **RFP 07 of 2024/25 - PROVISION OF CONSULATNCY SERVICES TO CONDUCT A SKILLS AUDIT AND DEVELOP A COMPETENCY FRAMEWORK FOR ENPC.**

- (iii) The tenders shall be opened on **09th of October 2024**, immediately after the cut-off time for submission and tenderers are allowed to attend the tender opening process. Tenderers who opt not to attend the tender opening session will not suffer any prejudice.
- (iv) Tenderers whose proposals are proceeding to the financial evaluation shall be notified of the date and time set for the financial proposals opening following approval of the technical proposal evaluation report by the approvals authority.
- (v) Tenderers must submit 1 original tender document and 2 copies.

SECTION 2

TERMS OF REFERENCE

2. BACKGROUND

Eswatini National Petroleum Company (ENPC), a national oil company, under the Ministry of Natural Resources and Energy was established by The Petroleum Act, 2020. ENPC's main objective is to ensure fuel supply security in Eswatini and to promote ease of access of petroleum products.

3. OBJECTIVES

The services should include, but not limited to the following:

- Determine skills, competencies, and qualifications required to effectively deliver on the operational requirements as per ENPC's strategic plan and business model.

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- Develop a detailed competency framework and competency tables, which will include description of each competency and the indicators.
- Identify required functional and technical competencies per position, job family and occupational level that will assist ENPC to achieve its strategic plans.
- Review the appropriateness of the organisational structure, job design and the levels for ENPC's future needs and provide recommendations.
- Based on the competency framework, determine skills and competencies of the current ENPC employees at all levels.
- Determine the skills and competence gaps between the skills requirements and current employee skills sets.
- Prepare and report on all employees' skills profile in relation to the standards set and recommend appropriate measures.
- Determine core, critical, and scarce skills for ENPC for the short, medium and long term.
- Determine skills that are essential for ENPC to thrive in a 4IR world of work
- Link the results of the skills audit to the performance management system, career and succession planning.
- Identify skills ENPC might need or no longer need to deliver on its strategic objectives and goals.
- Conduct training and workshops regarding the process.

4. QUALIFICATIONS AND EXPERIENCE OF THE KEY PERSONNEL AND OTHER STAFF

- Project Lead – (minimum bachelor's degree in the social sciences or management discipline plus 10 years relevant experience in organizational development).
- Support Consultants matching the scope of works (relevant bachelor's degree in the social sciences or management discipline and 5 or more years' experience in organizational development).

5. Duration of assignment

- Assignment must be completed within six (6) months.

6. SKILLS AUDIT OUTCOME

The appointed consultant will be expected to conduct the skills audit for all ENPC employees

- Each employee's skills level and competencies
- Each employee's competency gaps
- Each employee's appropriate training and intervention or remedial intervention required to address the identified gaps
- Job mapping/matching where employees are matched with jobs where they have inherent motivational strengths

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- Comprehensive and valid workplace skills matrix and skills development plans
- Better use of organisational skills, leading to improved performance and greater job satisfaction
- Improved organisational knowledge and skills.
- Varied work through cross functional teams, consisting of employees from different divisions.
- Increased opportunities for promotion of suitable, internal candidates must be easily identified.
- Better targeted training programs which ultimately lead to better returns for investment on training and development expenditure. Training programmes customised in line with the identified developmental gaps of the employees.
- More accurate internal employee selection, succession and placement- how to better utilize the internal talent, upskill the employees with potential to fill vacant positions where there are capable potential candidates/ high potential employees (HIPOs)
- Future critical and scarce competencies.

7. OVERALL EXPECTED DELIVERABLES

The awarded bidder is expected to provide the following:

- Comprehensive Skills audit Report
- Individual employee skills profile report
- Skills gap analysis report with the Organisational, Programme, Team, and Individual view.
- Workplace Skills Plan provisions
- Recommendations on how to address local market skills shortages
- Competency framework and competency tables
- Skills transfer methodology for use in future
- Comprehensive training and development plan.
- Individual employee development plan, as per the skills gap analysis report.

Note that the consultant will be expected to conduct interviews with the Executives and Managers, as well as familiarise themselves with ENPC's strategic plans. These interviews will be conducted in person, and the consultant should indicate in their proposal how they plan to gather the information and ensure the needs of the organisation are met.

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8. ENPC ASSISTANCE IN PROVIDING RELEVANT INFORMATION

ENPC will make available to the successful consultant(s) all available data documents that will have a bearing on the contract. Any conclusions made based on this data shall be the sole responsibility of the consultant.

9. EVALUATION CRITERIA

DESCRIPTION	POINTS
A. PRELIMINARY EXAMINATION; Responsiveness of Tender (Yes / No)	
<p>All applications must be accompanied by the following valid documents “or equivalent” for international companies;</p> <ul style="list-style-type: none"> i. Company Profile, ii. Certified copy Form J or equivalent for foreign registered companies, iii. Certified copy of Certificate of Incorporation equivalent for foreign registered companies iv. Certified copy of Valid Trading License equivalent for foreign registered companies v. Original/Valid Tax Compliance Certificate equivalent for foreign registered companies vi. Certified copy of VAT Registration Certificate equivalent for foreign registered companies vii. Declaration of Eligibility; Technical Bid Form; and Financial Proposal Submission Forms. viii. Police Clearance or Affidavit of Non-Conviction for Company Directors. ix. Audited Financial Statements for the past two (2) financial years. x. General receipt for purchase of tender document or proof of purchase of tender document. xi. Financial Proposal in A Separate and Sealed Envelope Marked “Financial Proposal”. xii. A Power of Attorney (Letter confirming name(s) of person(s) authorized to sign on behalf of the company). xiii. ENPF Compliance Certificate equivalent for foreign registered companies xiv. Technical Proposal – To include detailed Item Specifications. xv. Certified copy of valid Form C or equivalent for foreign registered companies xvi. Articles of Association equivalent for foreign registered companies xvii. Certified copy Valid labour compliance certificate equivalent for foreign registered companies 	
B. Technical Capability and Availability of Resources	
<ul style="list-style-type: none"> ✓ Specific Experience of The Consultants (Company) Relevant to The Assignment 	30

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<ul style="list-style-type: none"> • Specific experience of the Bidder relevant to the assignment (some indication of the magnitude, diversity and complexity of assignments undertaken in the recent past 8 years including proof of having executed) – 15 points 	
<ul style="list-style-type: none"> • Proof of relevant experience by providing three clearly dated reference letters with contact persons and contact numbers – simply providing a list of references shall not suffice, it must be clearly dated and signed reference letters for similar work (skills audit and development of competency framework) done in other organisations. – 15 points <p>NB: ENPC reserves the right to contact any of the references listed.</p>	
<p>✓ Adequacy of the proposed methodology and work plan in responding to the terms of reference (Technical approach, methodology and workplan).</p>	30
<ul style="list-style-type: none"> • A detailed step-by-step description of how the consultant approaches the Skills Audit and competency development process - 5 points 	
<ul style="list-style-type: none"> • Timeline of execution of project – 5 points 	
<ul style="list-style-type: none"> • Solutions to meet ENPC’s requirements – 5 points 	
<ul style="list-style-type: none"> • Detail methods/ways to ensure quality of the project and ensure adherence to timelines – 5 points 	
<ul style="list-style-type: none"> • Provide any other value-added services that were not mentioned/required in the scope of services but that the Bidder is offering to ENPC – 5 points 	
<ul style="list-style-type: none"> • Consultant must provide ENPC with details of any value-added service that they provide outside the scope of work which may be critical to the success of the project which ENPC has not included – 5 points 	
<p>✓ Project team experience</p> <p>The qualifications of the project team together with the experience will be assessed according to ENPC’s requirements as per the scope of work. (Attach copies of qualifications and CVs/profiles detailing Skills Audit experience with three contactable references). Bidders are required to provide profiles of all the project team members and specify which one will be the project leader.</p>	30
<ul style="list-style-type: none"> • Project Lead – (minimum bachelor’s degree in the social sciences or management discipline plus 10 years relevant experience in organizational development) – 20 points 	
<ul style="list-style-type: none"> • Support Consultants matching the scope of works (relevant bachelor’s degree in the social sciences or management discipline and 5 or more years’ experience in organizational development) – 10 points 	

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✓ Eswatini Business Promotion – degree to which ownership of business vests with Eswatini citizens	10
NB: A proposal with a score less than 70% (minimum technical qualifying mark) of the total points allocated above shall be disqualified and eliminated from further evaluation.	

Evaluation criteria for financial proposals:

The following evaluation formulae shall be used in the allocation of financial evaluation score:

Lowest evaluated Financial Proposal (**Fm**) is given the maximum financial score (**Sf**) of 100.

Formula for determining the financial scores (**Sf**) of other Proposals will be as follows:

$$Sf = 100 \times Fm / F$$

Where “F” is the price of the proposal under consideration.

Technical proposals must be submitted separately from the financial proposal, each wrapped in a separately sealed envelope and clearly marked ‘technical proposal with the tenderers’ company name’ and ‘financial proposal with the tenderers’ company name’, respectively.

Final Evaluation

The weighted scores (technical and financial) shall be added together to give a total score for each proposal and the consultant with the highest score shall be recommended for award.

The weights to be used for the evaluation are as follows:

- Technical – 80%
- Financial – 20%

10. INSTRUCTIONS TO TENDERERS

INSTRUCTIONS TO TENDERERS AND NOTES FOR PARTICULAR ATTENTION

10.1 General

The tenderers attention is drawn to the following notes, which **IF NOT COMPLIED WITH MAY CAUSE THE TENDER TO BE REJECTED.**

10.2 Compliance with Instructions

The tender shall be submitted in accordance with the following Instructions as detailed below.

10.3 Completion of tender Documents

The tender documents shall be completed as issued to the tenderer. The tender shall be signed and witnessed, and all information required filled in by the tenderer.

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10.4 Summary Prices/ Price list

The tenderers must insert their price list or summary sheet including all delivered prices of all products specific to ENPC. The prices must include all costs.

10.5 Authority of tender

The tender must be signed by a duly authorized representative and the evidence to that effect should be provided in a form of a Board Resolution or Power of Attorney.

10.6 Alterations and Modifications

Tenders shall be completed and submitted as printed. No alterations or modifications shall be made to the tender documents. Tenderers shall use the original tender documents, failure to comply, will disqualify the tenderer. Tenderers shall comply entirely with the terms of the tender documents.

10.7 Modifications and Withdrawal of Proposals by consultants

The Tenderer may modify or withdraw its Tender after submission, provided that written notice of the modification is received by the Procuring Entity prior to the deadline for its submission. A withdrawal notice may also be sent by email but followed by a signed confirmation copy. A Tenderer's representative shall initial Tender changes or modifications in black ink. No Tender may be modified after the deadline for submission of Tenders. No Tender may be withdrawn in the interval between the deadline for submission of Tenders and the expiration of its validity.

10.8 Errors

There shall be no erasing, correction fluid or over writing. Any mistake made shall be neatly cancelled and initialled by the tenderer.

10.9 Tender Bond

N/A

10.10 Qualified Tenders

- a. A tender will be considered fully responsive if it contains no conditions and / or qualifications.
- b. Tenderers who choose to include conditions and / or qualifications must also include an assessment of the implications such conditions and/or qualifications may or will have in terms of quality of service/product(s), time constraints and cost. A failure to comply with this requirement shall result in the tender being rejected.

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- c. Tenderers shall be notified in writing of any condition and / or qualification that is unacceptable to Eswatini National Petroleum Company (ENPC). The Tenderer shall be afforded an opportunity to withdraw such condition and / or qualification if it has no material bearing on the terms and conditions of this instruction document.

ENPC reserves the right to only consider tenders that have no conditions and / or qualifications.

10.11 Release of tender Bond

N/A

10.12 Issuing of Additional Documents

If for any reason during the tender period it becomes necessary to vary the tender documents, an addendum will be issued to all tendering Tenderers (for this reason Tenderers' address, telephone, E-mail and contact person should be left with ENPC when documents are collected).

10.13 Incomplete Tenders

Tenderers must complete all required information to the tender. Tenders which are incomplete (i.e., leaving blanks and or not supplying information as required will **NOT** be considered.

10.14 Services Required

Eswatini National Petroleum Company considers quality of service very important as poor-quality service has a lot of hidden operational costs which in-turn cost ENPC a lot of money. Failure to adhere to all the conditions on quality may lead to outright termination of the agreement and blacklisting from further participation in ENPC tenders.

10.15 Language of Tender

All correspondence shall be in English.

10.16 Laws of Eswatini

Tendering Companies are advised to familiarize themselves with the Laws of Eswatini e.g., Procurement Act, customs, immigration, taxation, and labour laws.

10.17 Tender Validity Period

Tenders shall remain valid and open for acceptance for ninety (90) days from the date of Tender opening.

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10.18 Currency

The Tenders shall be priced in Emalangeni. Payment to the successful tenderer will be in Emalangeni only.

10.19 Evaluation of Tenders

Tenderers are advised that in the evaluation of tenders, Eswatini National Petroleum Company is not bound to accept the lowest priced or any tender.

10.20 Expenses of Tender

ENPC will not be responsible for the expenses, which may be incurred by the Tenderer in the preparation of the Tender.

10.21 Tender Price Summary

Tenderers must present their financial proposal separate from the technical proposal and failure to do so shall cause the tender to be rejected. Both financial proposal envelope and technical proposal envelope must have the tenderers' company name clearly marked on the separate envelopes.

10.22 Submission of Tender

The Tenderer must return tender documents consisting of the following "or their equivalent" for international companies:

- ✓ A VALID ORIGINAL TAX COMPLIANCE CERTIFICATE equivalent for foreign registered companies
- ✓ COPY OF VALID LABOUR COMPLIANCE CERTIFICATE equivalent for foreign registered companies
- ✓ Certified copy of valid EWATINI NATIONAL PROVIDENT FUND CERTIFICATE equivalent for foreign registered companies
- ✓ Certified copy of valid A CURRENT COPY OF TRADING LICENSE equivalent for foreign registered companies
- ✓ COPY OF THE CERTIFICATE OF INCORPORATION equivalent for foreign registered companies
- ✓ ARTICLES OF ASSOCIATION
- ✓ Certified copy of valid FORM J equivalent for foreign registered companies
- ✓ Certified copy of valid FORM C equivalent for foreign registered companies

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- ✓ A VALID POLICE CLEARANCE (WITHIN 3 MONTHS OF ISSUING) OR AFFIDAVIT OF NON-CONVICTION FOR COMPANY DIRECTORS
- ✓ DECLARATION OF ELIGIBILITY FORM SIGNED
- ✓ RECEIPT/PROOF OF PAYMENT FOR PURCHASE OF TENDER DOCUMENT
- ✓ AUDITED FINANCIAL STATEMENTS (past two 2 financial years)
- ✓ POWER OF ATTORNEY
- ✓ CERTIFIED COPY OF VAT REGISTRATION CERTIFICATE equivalent for foreign registered companies

No later than the date specified in the tender notice by hand to ENPC at the ENPC Reception, PSPF Sibekelo Building 1, Second (2nd) floor, north wing, Mbabane. For companies not based in Eswatini, where a listed document does not exist in their country, equivalent documents shall, as much as possible be submitted. The documents should be forwarded in a plain sealed envelope bearing the **Tender Number** and **Tender title** on the top- left hand corner and must not bear any name or mark, which would identify the Tenderer.

10.23 Contact Person at Eswatini National Petroleum Company

Information concerning the tender document can be obtained from: Mr Gcina Simelane, P. O. Box 8307, Mbabane, Eswatini. Telephone: (+268) 3440 1231/2404 9471; Emails can be sent to: procurement@enpc.co.sz

10.24 Rejection of Tenders

Any Tenderer who does not conform to the above instructions shall be rejected.

10.25 Notice of Intention to Award Contract

An intention to award notice indicating the name of the best evaluated tenderer, the value of the proposed contract and any evaluation scores shall be communicated to all tenderers who submitted tenders. The notice of intention to award will be sent and published to the ESPPRA website at least 10 working days before the contract award.

Instructions as part of the Contract

The above-mentioned instructions will form part of the contract.

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11. TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: The Chief Executive Officer
Eswatini National Petroleum Company
P.O. Box 8307
Mbabane
H100

Dear Sir,

We, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your Request for Proposals dated *[Insert Date]* and our Proposal. *[Select appropriate wording depending on the selection method stated in the RFP: "We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope".*

{If the Consultant is a joint venture, insert the following: We are submitting our Proposal a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: "of our letter of intent to form a joint venture" or, if a JV is already formed, "of the JV agreement"} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Procuring Entity and/or may be sanctioned by ESPPRA.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet
- (c) We have no conflict of interest in in relation to the procurement requirement.
- (d) We meet the eligibility requirements as stated in the technical criterion, and we confirm our understanding of our obligation to abide by the Public Procurement Act in regard to corrupt and fraudulent practices.
- (e) *[Note to Procuring Entity: In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Procuring Entity.]*
- (f) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
- (g) We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated on the contract.
- (h) We understand that the Procuring Entity is not bound to accept any Proposal that the Procuring Entity receives.

Yours sincerely,

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Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Consultant (company's name or JV's name):

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

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FORM TECH-2 CONSULTANT'S ORGANIZATION AND EXPERIENCE

A - Consultant's Organization

[Provide here a brief description of the background and organization of your firm/entity and each associate for this assignment.]

B - Consultant's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment.]

Assignment name:	Approx. value of the contract (in Emalangeni):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N ^o of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in Emalangeni):
Start date (month/year): Completion date (month/year):	N ^o of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):

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Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name: _____

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FORM TECH-3 COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE CLIENT

A - On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

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FORM TECH-5 TEAM COMPOSITION AND TASK ASSIGNMENTS

<i>Professional Staff</i>				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

-
1. **Proposed Position** [only one candidate shall be nominated for each position]: _____

 2. **Name of Firm** [Insert name of firm proposing the staff]: _____

 3. **Name of Staff** [Insert full name]: _____

 4. **Date of Birth:** _____ **Nationality:** _____

 5. **Education** [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]: _____

 6. **Membership of Professional Associations:** _____

 7. **Other Training** [Indicate significant training since degrees under 5 - Education were obtained]: _____

 8. **Countries of Work Experience:** [List countries where staff has worked in the last ten years]: _____

 9. **Languages** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]: _____

 10. **Employment Record** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: _____ To [Year]: _____

Employer: _____

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Positions held: _____

<p>11. Detailed Tasks Assigned</p> <p>[List all tasks to be performed under this assignment]</p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
---	---

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____

[Signature of staff member or authorized representative of the staff] Day/Month/Year

Full name of authorized representative: _____

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Section 4. Financial Proposal - Standard Forms

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under para. 3.6 of Section 2. Such Forms are to be used whichever is the selection method indicated in para. 4 of the Letter of Invitation.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FIN-3 Breakdown of Costs by Activity

FIN-4 Breakdown of Remuneration

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FORM FIN - 2 SUMMARY OF COSTS

1. Item	Costs			
	[Indicate Foreign Currency # 1] ¹	[Indicate Foreign Currency # 2] ¹	[Indicate Foreign Currency # 3] ¹	[Indicate Local Currency]
Total Costs of Financial Proposal ²				

- 1 Indicate between brackets the name of the foreign currency. Maximum of three currencies; use as many columns as needed, and delete the others.
- 2 Indicate the total costs, net of local taxes, to be paid by the Client in each currency. Such total costs must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.

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FORM FIN - 3 BREAKDOWN OF COSTS BY ACTIVITY¹

Group of Activities (Phase):² _____	Description:³ _____			
2. Cost component	Costs			
	<i>[Indicate Foreign Currency # 1]⁴</i>	<i>[Indicate Foreign Currency # 2]⁴</i>	<i>[Indicate Foreign Currency # 3]⁴</i>	<i>[Indicate Local Currency]</i>
Remuneration ⁵				
Reimbursable				
Subtotals				

- 1 Form FIN-3 shall be filled at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the Consultant shall fill a separate Form FIN-3 for each group of activities. For each currency, the sum of the relevant Subtotals of all Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.
- 2 Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of Form TECH-8.
- 3 Short description of the activities whose cost breakdown is provided in this Form.
- 4 Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2.

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12. CONDITIONS OF CONTRACT

12.1 Definition

“Purchaser” is Eswatini National Petroleum Company (ENPC).

“Days” refer to calendar days.

12.2 General conditions and notices

Any notice or other communication whatsoever which ENPC is required to give or make to the Tenderer in terms of the contract shall, without prejudice to any other method of giving or making it, be sufficiently given or made if it is sent by post in a letter addressed to the Tenderer at the last place of abode or business of the Tenderer and if the letter is not returned through the post undelivered, such notice or communication shall be deemed for the purpose of the contract to have been given or made at the time at which the letter would in the ordinary course of post have been delivered.

12.3 Tenderer not to sublet the contract.

The contract shall be considered as a contract made in Eswatini and subject to the “Law of Contract” in Eswatini. The Tenderer shall not give, bargain, sell, assign, sublet or otherwise dispose of the contract or any part thereof or the benefit or advantage of the contract without the previous consent in writing of ENPC.

12.4 Variations

The price per item shall not be subject to any adjustment whatsoever during the contract period.

12.5 Payment Terms and Conditions

Payment will be effected on a monthly or annual basis against statements which should be delivered within 30 days before the elapse of the period of cover. Payment will be made within 30 days from the date of receipt of invoice.

12.6 Exchange Rate

Currency fluctuations in the exchange rates between Emalangeni/Rand and the currencies used to purchase imported items quoted in the tender documents shall not affect the prices specified.

12.7 Breach of terms and conditions

In case the broker shall be in breach of any of the terms and conditions of this agreement.

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12.8 Termination by ENPC

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

12.9 Resolution of Dispute

ENPC and the Tenderer shall make every effort to resolve amicably by direct negotiation any disagreement or dispute arising between them under or in connection with the contract.

12.10 Mediation or arbitration

If, after fourteen (14) days from the commencement of such negotiations, the purchaser and the seller have been unable to resolve amicably a contract dispute be referred for adjudication or arbitration in accordance with the laws of Eswatini.

12.11 Consultant Liable for all Taxes, Duties, Fees, etc.

The Tenderer shall be entirely responsible for all taxes, duties, licence fees, etc., incurred until delivery of the contracted service to the Insured.

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13. DECLARATION OF ELIGIBILITY FORM

The bidder must provide a signed declaration in the following format in company letterheads:

[Name of Bidder, Address, and Date]

TO: THE CHIEF EXECUTIVE OFFICER

Eswatini National Petroleum Company

PO Box 8307

Mbabane H100

Eswatini

Dear Sir,

**RE: Tender No:7 of 2024/25 – PROVISION CONSULTANCY SERVICES TO CONDUCT A SKILLS
AUDIT AND DEVELOP A COMPETENCY FRAMEWORK FOR ENPC**

We, hereby declare that:

- a) We, have a legal capacity to enter into the contract;
- b) We, are not insolvent, in receivership, suspended, bankrupt or being wound up and not subject of any legal proceedings;
- c) We, have not been convicted of any criminal offence related to professional conduct or making of false statement or misrepresentations of qualifications to enter into a contract within a period of five (5) years preceding the commencement of the procurement proceedings;
- d) We, do not have a conflict of interest in relation to the procurement requirement.
- e) We, have fulfilled our obligations to pay taxes and social security contributions; and adhere to basic labour legislation.
- f) We, are not subject to suspension from participating in public procurement; and none of our directors or officers have been involved in a tenderer or supplier currently subject to suspension.

Authorized (Full Name): _____

Signature: _____ Date: _____

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14. FINANCIAL PROPOSAL SUBMISSION FORM

[The Financial Proposal Submission Form should be included in the financial proposal]

The tenderer must provide a signed declaration in the following format in company letterheads:

[Name of tenderer, Address & Date]

To: The Chief Executive Officer
Eswatini National Petroleum Company
P.O. Box 8307
Mbabane
H100

Dear Sir,

RE: Tender No:7 of 2024/25 – PROVISION CONSULTANCY SERVICES TO CONDUCT A SKILLS AUDIT AND DEVELOP A COMPETENCY FRAMEWORK FOR ENPC

I, the undersigned declare that;

I offer to provide the above services in conformity with the Request for Proposal at:

a) total value of (Numerical – specify currency)_____

words (_____

b) A detailed financial proposal is attached;

c) The proposal will be valid for a period of (numerical)_____

(words)_____ calendar days from the date fixed for the proposal submission deadline in accordance with the Request for Proposal, and it shall remain binding upon myself, subject to any modifications resulting from negotiations, and may be accepted at any time before the expiration of that period.

d) I understand that you are not bound to accept any proposal that you receive;

Yours Sincerely

Authorized signature: _____

Full Name: _____

Title of Signatory: _____

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