



## INVITATION TO TENDER FOR THE LABELLING OF LIQUIFIED PETROLEUM GAS (LPG) COMPOSITE CYLINDERS

ITT NO.8 OF 2024/25

EVENT	DATE
Release of ITT:	23 SEPTEMBER 2024
Deadline for submission of enquiries by tenderers:	14 OCTOBER 2024 close of business hours
Deadline for Submission to be received:	21 OCTOBER 2024 AT 1200 HOURS

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## 1.0 LETTER OF INVITATION

### INVITATION TO TENDER FOR THE LABELLING OF LIQUIFIED PETROLEUM GAS (LPG) COMPOSITE CYLINDERS

Submissions are hereby invited from local interested Service Providers to submit for the weight labelling on liquified petroleum gas (LPG) composite cylinders for Eswatini National Petroleum Company (ENPC).

The scope of work is accessible in the tender document and submissions must be accompanied by a payment of a non-refundable tender fee of E350.00 to ENPC. Payments referenced ITT 08 of 2024/25, should be made to the ENPC BANK ACCOUNT listed below.

Name:	Eswatini National Petroleum Company
Bank:	Standard Bank Eswatini
Account Number:	99110005665992
Branch:	Mbabane Branch
Branch Code:	6633164

The Invitation To Tender (ITT) is downloadable from [www.esppra.co.sz](http://www.esppra.co.sz) and [www.enpc.co.sz](http://www.enpc.co.sz)

- (i) The closing date for submission of the ITT is the 21<sup>st</sup> October 2024 at 12:00 pm. Late, emailed, or faxed tenders will not be considered.
- (ii) The tenders shall be opened on 14<sup>th</sup> October 2024, immediately after the cut-off time for submission and tenderers are allowed to attend the tender opening process. The **tender's cost will be read out at the tender opening**. Tenderers who opt not to attend the tender opening session will not suffer any prejudice.
- (iii) 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 sent to [procurement@enpc.co.sz](mailto:procurement@enpc.co.sz).
- (iv) Submissions in response to this tender must be delivered in a sealed envelope to the tender box at the ENPC Reception, PSPF Sibekelo Building 1, Second (2<sup>nd</sup>) Floor, North Wing, Mbabane clearly marked: **Tender 08 of 2024/25 - INVITATION TO TENDER FOR THE LABELLING OF LIQUIFIED PETROLEUM GAS (LPG) COMPOSITE CYLINDERS**.
- (v) Tenderers must submit **1 original tender document and 2 copies**.

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## 2.0 SCOPE OF WORK

### 2.1 BACKGROUND

The Eswatini National Petroleum Company (ENPC), a national oil company, under the Ministry of Natural Resources and Energy was established by Act N° 18 of 2020. ENPC's main objective is to ensure fuel supply security in Eswatini and to promote ease of access of petroleum products.

In this respect, ENPC recently procured composite LPG cylinders and is looking for an agent/partner who will provide the services of labelling the cylinders with their respective weights on behalf of the company.

### 2.2 OBJECTIVES

The objective of this tender is to appoint a competent service provider for the labelling of 9228 LPG composite cylinders with their respective weights.

### 2.3 SPECIFICATION

The scope of work for the labelling of LPG composite cylinders with their respective weight on as per the following specifications:

Item	Specification
Cylinder size	5KG/10KG/14KG
Printing	Spot colour screen printing
Font	Dedas Neue
Image Size	5 cm X 2cm
Tone	Halftone red to produce tactile quality
Minimum letter size in negative	2 mm high
Minimum letter size in positive	1.5 mm high
Artwork	Vector Art
Resolution for image	1200 Dot Per Inch (DPI)
Scale	1:1

Note:

- Tenderer shall quote on the unit price rate for provision of the services, the quoted unit rates shall subsequently be applied for.
- Tenderer shall be required to quote on the transport and labour costs for collecting and returning the cylinders to ENPC.

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- Cylinders for labelling will be located at ENPC.

## 2.4 ENPC ASSISTANCE IN PROVIDING RELEVANT INFORMATION

ENPC will make available to the successful service provider all available data documents that will have a bearing on the project. Any conclusions made based on this data shall be the sole responsibility of the service provider.

## 3.0 PRELIMINARY EXAMINATION

DESCRIPTION	POINTS
<b>A. PRELIMINARY EXAMINATION; Responsiveness of Tender (Yes / No)</b>	
<p>All applications must be accompanied by the following valid documents.</p> <ol style="list-style-type: none"> <li>i. Company Profile,</li> <li>ii. Certified copy Form J</li> <li>iii. Certified copy of Certificate of Incorporation</li> <li>iv. Certified copy of Valid Trading License</li> <li>v. Original/Valid Tax Compliance Certificate</li> <li>vi. Certified copy of VAT Registration Certificate</li> <li>vii. Declaration of Eligibility; Technical Bid Form; and Financial Proposal Submission Forms.</li> <li>viii. Police Clearance or Affidavit of Non-Conviction for Company Directors (within the last 3 months).</li> <li>ix. Certified copy of National Identity for ALL company Directors</li> <li>x. Audited Financial Statements for the past two (2) financial years.</li> <li>xi. General receipt for purchase of tender document or proof of purchase of tender document.</li> <li>xii. A Power of Attorney (Letter confirming name(s) of person(s) authorized to sign on behalf of the company).</li> <li>xiii. Certified copy of valid ENPF Compliance Certificate</li> <li>xiv. Certified copy of valid Form C</li> <li>xv. Articles of Association</li> <li>xvi. Certified copy Valid labour compliance certificate</li> </ol>	

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### 3.1 TECHNICAL CRITERIA

#### Evaluation Criteria for Technical Proposals are:

- i. The technical proposals shall be evaluated first and only service providers who achieve a minimum score of 75% will have their financials evaluated.
- ii. Tenderers who do not meet the minimum required score of 75% will be rejected.

The evaluation criteria for technical proposals are as shown below:

	CRITERION	TOTAL
<b>1</b>	<b>Specific Experience of The Service providers (Company) Relevant to The Assignment</b>	<b>35</b>
a)	Proof of having prior experience in screen printing. <b>Four (4) Letters of reference from clients with telephone numbers and physical locations. (Reference checks will be done at the tenderer's clients). (5 marks for each letter)</b>	20
b)	<b>3 major assignments of similar nature for the last 10 years (5 marks/assignment)</b>	15
<b>2</b>	<b>Adequacy of The Proposed Methodology and Work Plan in Responding to The Terms of Reference</b>	<b>40</b>
a)	Proposed methodology that will adequately fit ENPC's needs including responsiveness to emerging needs (Process flow chart detailing, Equipment all processes from collection of cylinders to dispatch including– 20 Marks)	20
b)	A detailed Work Plan	20
<b>3</b>	<b>Key Professional Staff Qualifications and Competence for The Assignment</b>	<b>25</b>
a)	List of personnel in organization who handle printing; Project Lead - Degree in Graphic Design or relevant – (5 years' experience) (15) Support Team – Diploma in Graphic Design or relevant matching the scope of works (proof of previous 3 years' experience executing similar tasks) (10) Attach (CVs)	25
<b>4</b>	<b>TOTAL SCORE</b>	<b>100</b>
	<b>Minimum Technical Score to Pass</b>	<b>75</b>

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## Financial Evaluation:

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

### Award criteria

Tenderer who submit the lowest evaluated price and is substantially responsive to the requirements having obtained the required minimum 75% shall be recommended for award.

## 4.0 WORK SCHEDULE

The labelling of 9228 of cylinders must be complete in **6 months**. A detailed work program with key milestones is required to show when the key milestones will be attained.

## 5.0 REPORTING REQUIREMENTS

The service provider will principally work with and report to the ENPC's Engineering Manager. The service provider will also present the outputs of this assignment to the LPG Committee of ENPC.

## 6.0 INSTRUCTIONS TO TENDERERS

### INSTRUCTIONS TO TENDERERS AND NOTES FOR PARTICULAR ATTENTION

#### 6.1 General

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

#### 6.2 Compliance with Instructions

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

#### 6.3 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.

#### 6.4 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.

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## 6.5 Authority of tender

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

## 6.6 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.

## 6.7 Errors

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

## 6.8 Tender Bond

N/A

## 6.9 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.
- 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.

## 6.10 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.

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

#### 6.11 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).

#### 6.12 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.

#### 6.13 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.

#### 6.14 Language of Tender

All correspondence shall be in English.

#### 6.15 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.

#### 6.16 Tender Validity Period

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

#### 6.17 Currency

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

#### 6.18 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.

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### 6.19 Expenses of Tender

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

### 6.20 Submission of Tender

The Tenderer must return tender document consisting of:

- ✓ A VALID ORIGINAL TAX COMPLIANCE CERTIFICATE
- ✓ COPY OF VALID LABOUR COMPLIANCE CERTIFICATE
- ✓ ESWATINI NATIONAL PROVIDENT FUND CERTIFICATE
- ✓ A CURRENT COPY OF TRADING LICENSE
- ✓ COPY OF THE CERTIFICATE OF INCORPORATION
- ✓ ARTICLES OF ASSOCIATION
- ✓ FORM J
- ✓ FORM C
- ✓ 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
- ✓ BANKING DETAILS

Not later than the date specified in the tender notice or by hand to ENPC at the ENPC Reception, PSPF Sibekelo Building 1, Second (2<sup>nd</sup>) floor, North Wing, Mbabane.

### 6.21 Contact Person at Eswatini National Petroleum Company

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

### 6.22 Rejection of Tenders

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

### 6.23 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.

### 6.24 Instructions as part of the Contract

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

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**6.25 CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

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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.]

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From [Year]: \_\_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

<p><b>11. Detailed Tasks Assigned</b></p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p><b>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b></p> <p><i>[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.]</i></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>
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**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: \_\_\_\_\_

**6.26 Copies**

One Original and 2 copies no separate envelopes.

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## 7.0 GENERAL CONDITIONS OF CONTRACT

### 7.1 Definition

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

“Days” refer to calendar days.

### 7.2 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.

### 7.3 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.

### 7.4 Variations

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

### 7.5 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 statement.

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## 7.6 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.

## 7.7 Breach of terms and conditions

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

## 7.8 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.

## 7.9 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.

## 7.10 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.

## 7.11 Contractor 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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## 8.0 BID SUBMISSION FORM

*Tenderer 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>>>]

The Procurement Manager  
Eswatini National Petroleum Company  
P.O. Box 8307  
Mbabane

Dear Sir/Madam

I, the undersigned, offer to participate in the **Tender No:8 of 2024/25 – INVITATION TO TENDER FOR THE LABELLING OF LIQUIFIED PETROLEUM GAS (LPG) COMPOSITE CYLINDERS** for the Eswatini National Petroleum Company in accordance with your submission.

I hereby submit our tender, which displays compliance to the requirements and evaluation criteria. I hereby declare that all the information and statements made in this submission is true and accept that any misinterpretation contained in it may lead to disqualification.

Yours sincerely,

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Business Address: \_\_\_\_\_

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## 9.0 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:8 of 2024/25 – INVITATION TO TENDER FOR THE LABELLING OF LIQUIFIED PETROLEUM GAS (LPG) COMPOSITE CYLINDERS.**

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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## 10.0 BID PRICE SUBMISSION FORM

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. 8 of 2024/25 INVITATION TO TENDER FOR THE INVITATION TO TENDER FOR THE LABELLING OF LIQUIFIED PETROLEUM GAS (LPG) COMPOSITE CYLINDERS.**

I, the undersigned declare that;

I offer to provide the above services in conformity with the Invitation to Tender 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 Invitation to Tender, 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 submission that you receive;

Yours Sincerely

Authorized signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Title of Signatory: \_\_\_\_\_

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