



Eswatini National Youth Council

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All correspondence to be directed to the Chief Executive Officer

The Kingdom of Eswatini

Eswatini National Youth Council

Pre-qualification of Tenderer/Contractor/Consultant for Works, Services or Goods

Subject of Procurement:	Pre-qualification of providers for goods, services and works
Procurement Reference Number:	ENYCVL 2024/2025
Date of Issue:	03 September 2024
Participation [International or National]:	National

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Standard Tender Document for Pre-Qualification



Preface

This Tendering Document for pre-qualification of Tenderer/Contractor/Consultant for works, services, or Goods in the Government of the Kingdom of Eswatini.

The document is customized to be consistent with the Public Procurement Act No. 07 of 2011, the Public Procurement Regulations, 2020, other of the Laws of Eswatini, and international best practices”.

This Tendering Document for Procurement of Tenderer/Contractor/Consultant for works, services or Goods assumes prequalification has not taken place before Tendering.

This tender document shall **NOT** be sold to potential tenderer(s).

The pre-qualification process shall **NOT** result to an award of a contract.

Those wishing to submit comments or questions on this Tendering Document or to obtain additional information are encouraged to contact:

Eswatini Public Procurement Regulatory Agency
RHUS Office Park, P.O. Box 9665
Karl Grant Street, Mbabane

ESWATINI

<https://esppra.co.sz>

info@esppra.co.sz

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SECTION A

1. LETTER OF INVITATION NO: ENYCVLN OF 2024/2025 - PREQUALIFICATION OF SUPPLIERS

Submissions are hereby invited from suitably qualified local and competent companies to be registered into the Eswatini National Youth Council supplier database for a period of one (1) year after which the database will be reviewed through a similar process. 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 ENYC and for ENYC 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.enyc.co.sz as from 04th September 2024.

The Terms of Reference are accessible on this tender document and submissions must be made to the **Eswatini National Youth Council, Enguleni house suite 03 ground floor, Manzini.**

2. Introduction

The Eswatini National Youth Council is the custodian for all youth programs and coordinating body responsible for the implementation of the National youth policy. 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 Council's mandate involves advocacy, coordination, lobbying and supporting youth empowerment programs and activities. The Council's programs are aimed at maximizing youth potential in Eswatini by supporting activities which have been identified and interpreted as having potential to develop a young person, well positioning them in society while positively aligning them to their destiny.

Vision and Mission

To ascertain an improved and sustained quality of life for the youth of Eswatini by creating a conducive environment for socio – economic development of the youth.

Values

Dynamic – Innovation, trendsetting, capacity building and remaining relevant to the times and trends.

Integrity – Relating to personal values, the ability to be honest, and not being afraid to own up to things that go wrong.

Fairness – Treatment in an equitable manner and taking care of minorities.

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Transparency – Accounting for funds, accounting to the youth programmes.

Team Player – Staff must complement each other and not compete against each other.

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: ENYCVL- (specific category number) of 2024/2025-Do Not Open before 12:00 hours on Date: 04 October 2024.**

The proposals must be addressed to:

Chief Executive Officer (CEO) Eswatini National Youth Council, P.O Box 8891 Mbabane

3.2.1 The proposals should be deposited into the Tender Box situated at the Reception Area of the **Eswatini National Youth Council office Enguleni House Suite 03 ground floor Manzini** at the latest by: **12:00 HOURS ON 04 October 2024.** 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: finance@snyc.org.sz and vusanim@snyc.org.sz not later than **02 October 2024@16:45 HRS.**

3.3 Amendments of documents

3.3.1 At any time prior to the deadline for submission of applications, ENYC 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 ENYC.

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

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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 ENYC 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 Eswatini National Youth Council

No applicant shall contact the Council 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 ENYC 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 ENYC 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.

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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 assist in the examination, evaluation, and comparison of the Pre-qualification, the Council 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 ENYC does not bind itself to accept any proposal nor give any reason for the acceptance or rejection of a proposal. ENYC 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 ENYC 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 ENYC 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. ENYC 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 AND DELIVERY OF GOODS		
1	Supply of office stationery	Tender no. ENYCVL 001
2	Supply of Pre-Printed stationery	Tender no. ENYCVL 002
3	Supply of Corporate Gifts and Promotional Items,	Tender no. ENYCVL 003

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	Design and Supply of Branding Equipment (Gazebos, Banners etc.)	
4	Supply of Cleaning Equipment & Chemicals /Materials and Toilet Paper	Tender no. ENYCVL 004
5	Supply of Refreshments, Décor of Catering Services	Tender no. ENYCVL 005
6	Supply of Computer hardware, Printers, Cartridges and Tonners	Tender no. ENYCVL 006
7	Supply of Hotel services and Lodge facilities	Tender no. ENYCVL 007
8	Supply of uninterruptible Power Supplies (UPS) Systems	Tender no. ENYCVL 008
9	Supply of Tyres and Tubes	Tender no. ENYCVL 009
10	Supply of Electrical Maintenance Consumables	Tender no. ENYCVL 010
11	Supply of Office Furniture and Fittings	Tender no. ENYCVL 011
12	Supply of Motor Vehicle Light Duty Spares, Heavy Duty Spares, Oil, Grease and Accessories & Fuel	Tender no. ENYCVL 012

SERVICES

13	Provision of Air-Conditioning Equipment & Services	Tender no. ENYCVL 013
14	Provision of HR Support Services (Consultancy, Recruitments, team building, Staff trainings)	Tender no. ENYCVL 014
15	Provision of Graphics Design Services, Photography, Video and Documentary Production, entertainment hosting, Sound Hire, Live Streaming, Television, Radio & Advertising.	Tender no. ENYCVL 015
16	Travel Agencies and Tour operators (Flight Tickets, Shuttles)	Tender no. ENYCVL 016
17	Provision of Car Hire Services	Tender no. ENYCVL 017
18	Provision of General Design & Printing of Office Documents	Tender no. ENYCVL 018
19	Provision of Risk Management Services	Tender no. ENYCVL 019
20	Provision of Cleaning Equipment & Services	Tender no. ENYCVL 020
21	Provision of Security Gadgets & Services	Tender no. ENYCVL 021

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22	Provision of Legal Services (Legal Support)	Tender no. ENYCVL 022
23	Provision of Consulting Services – Mindset change training	Tender no. ENYCVL 023
24	Provision of Consulting Services - Monitoring and Evaluation services	Tender no. ENYCVL 024
25	Provision of Auctioneering Services	Tender no. ENYCVL 025
27	Provision of Carpentry & Plumbing Services	Tender no. ENYCVL 026

WORKS AND MAINTAINANCE SERVICES

28	Supply of Building Carports, Plumbing, Electrical and Painting Materials & Maintenance Services	Tender no. ENYCVL 027
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Tenderers can submit for more than one (1) category of goods, services, and works but not more than (3) categories. Each category will be charged separately

SECTION C

4. Evaluation of Applicants

The Eswatini National Youth Council will carry out the evaluation of proposals based on their responsiveness to:

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 At least three reference letters from traceable customers /clients
12 CIC Certificate (if applicable) e.g. Works

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13 Bank statements of not less than 3 months and proof of active bank account
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 ENYC comprising varied skills making the team suitably qualified for such a process, shall evaluate the applications.

4.1.3 ENYC 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, ENYC 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 Finance 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 Eswatini National Youth Council 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 2024/2025

5.1 Inspection

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5.1.1 The Eswatini National Youth Council serves 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.

5.1.3 ENYC reserves the right to verify all information submitted.

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ANNEXURES

ANNEXURE 1

No.	Requirements	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	At least Three reference letters from traceable customers /clients	
12	CIC Certificate (if applicable) e.g. Works	
13	Bank statements of not less than 3 months and proof of active bank account	
14	List of key staff contact details	
15	Proof of Physical address/ lease agreement	
16	Valid Labor Compliance Certificate	
17	Valid ENPF Certificate	

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

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ANNEXURE 2

APPLICATION SUBMISSION SHEET

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

To: Eswatini National Youth Council

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;

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(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;

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(I) 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]*

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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:

1 Description of the Company's activities:

Number of years of experience in the provision of the goods, works, services or supplies

under reference: a copy of the Tenderer's Trading license or equivalent;

- a copy of the Tenderer's Certificate of Registration or equivalent;
- a copy of the Tenderer's income tax clearance certificate or equivalent;

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. 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

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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.

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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

Number of staff Management staff:

Technical staff:

Support staff:

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

Name	Qualification	Years of relevant experience

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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

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Date

ANNEXURE 7
ESWATINI NATIONAL YOUTH COUNCIL
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
ox 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

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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

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ITEM	SPECIFICATION
Poster	A4, full colour, gloss, one side printed
Brochure	A5, full colour, gloss, 4 pages
Calendar	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
Light duty Tyres

DESIGN & CONSTRUCTION

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

MAINTENANCE SERVICES

Description
Carpentry
Plumbing

CLEANING MATERIAL

Description
liquid soap
Handy Andy
Hand wash
Furniture polish
Air freshener
Feather duster
Brooms

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HUMAN RESOURCES SUPPORT SERVICES

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

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
Executive folder
Beach towel
Cooler bag
Tracksuite
Thermal Jackets

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OFFICE FURNITURE

Description
Executive chairs
Drawer desk
Filing cabinets
Office filing 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

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Staff Parties (20 people)
Farewell functions
Breakfast meetings meals
Workshops Luncheon
Community trainings meals
Function
Decoration

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