



























(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;

(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.

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#### 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**

<b>DESCREPTION</b> <b>[Tenderers are allowed to add other items not listed below]</b>
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

<b>Description</b>
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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