



**Eswatini Water and Agricultural Development Enterprise
(EWADE)**

REQUEST FOR PRE-QUALIFICATION

REGISTRATION OF SUPPLIERS

2025/2026

EWADE/0729

Pre-Qualification ISSUANCE: 11th April 2025

Pre-Qualification CLOSING: 13th May 2025

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ADVERT

ESWATINI WATER & AGRICULTURAL DEVELOPMENT ENTERPRISE

PRE-QUALIFICATION OF SUPPLIERS

CONTRACT NO.: EWADE/0729

EWADE, a Category A, Public Enterprise, invites suppliers wishing to be registered in the organisation's supplier database to express their interest for the supply and delivery of good and services: The purpose of the proposed Pre-Qualification is to identify potential service providers to render services for EWADE for a period of twelve (12) months.

CATEGORIES

1. Supply of General Printing and Stationery	10. Provision of General Contractors Services (Building, Electrical Civil, Materials)
2. Supply of Office Equipment, Office Furniture and Fittings	11. Supply of Computers, Laptops, UP's, Printers And Computer Accessories
3. Supply and Maintenance of Air Conditioning Equipment	12. Provision of Agriculture Services: Land Preparation & Harvesting, Tractors
4. Supply of Promotional, Advertising Materials and Branding, Graphic Design Services	13. Supply of Tyres, Batteries, And Accessories
5. Supply of Agriculture Kit: Fertilizer, Seed, Chemicals, Pest Control	14. Provision of Catering Services
6. Provision of Irrigation Equipment & Pipes	15. Indoor Décor and Outdoor Décor Services And Rentals
7. Supply of Personal Protective Clothing, Medical Suppliers	16. Photography and Videography Services
8. Supply of General Building Equipment, Fencing	17. Fire Equipment and Alarm System Maintenance
9. Provision of Courier, Transport Services, Car Rentals, Shuttle Services	18. Provision of Land Preparation Services, Excavation
19. Provision of Conferencing Facilities	20. Various pipes & fittings

A complete set of the Tender document may be obtained at no cost at EWADE website www.ewade.co.sz and the ESPPRA's website, www.esppra.co.sz, from the 14th April 2025.

Interested companies must submit the following documents or their Equivalent for Non- Swati and indicate the interested Categories.

1. Business Profile with Three Trade References
2. An Original current Tax Compliance Certificate
3. A valid certified copy of Trading License
4. A current certified copy of Form J
5. A current certified copy of Form C
6. A certified copy of Certificate of Incorporation
7. Certified Copies of National ID's of Company's Directors
8. Police Clearance certificate of Directors
9. A current certified copy of Labor Compliance Certificate
10. A valid certified ENPF Compliance Certificate
11. Valid copy of the CIC Certificate for Category 3, 8, 10, 17
12. List of Key Staff and Qualifications, CV and qualification certificates.

13. A certified VAT registration certificate

14. Relevant Professional Association Certificate for professional services (certified copy)

15. Latest audited or independently reviewed financial statements

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The closing date for the submission is **Tuesday, 13th May 2025 at 10:00hrs** at the EWADE Head Offices at **EWADE LUBOVANE DAMSITE OFFICES, SIPHOFANENI**. Enquiries, administrative and technical, relating to the Tenders listed in the table above may be addressed to the Procurement Manager via E-mail: tenders@ewade.co.sz No documents will be accepted after the closing time. The sealed envelope must be clearly marked and addressed to:

CHAIRMAN OF THE TENDER BOARD
Eswatini Water & Agricultural Development Enterprise
EWADE Head Offices at Siphofaneni
Pre-Qualification
Tender No.: EWADE/0729

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Instructions to Suppliers

CONFIDENTIALITY

No part of this document may be disclosed verbally or in writing, including by reproduction, to any third party without the prior written consent of Eswatini Water & Agriculture Development Enterprise (EWADE). This document, its associated appendices and any attachments remain the property of EWADE and shall be returned upon request.

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PRE-QUALIFICATION OF SUPPLIERS

CONTRACT NO.: EWADE/0729

1. Background

The Eswatini Water and Agricultural Development Enterprise (EWADE) is a government company established by the Government of Eswatini in 1999 to empower communities to improve their quality of life through projects in commercial agriculture and other enterprises, providing innovative services in infrastructure development and management as well as expertise to public and private entities.

2. General Objective

EWADE invites suppliers wishing to be registered in the organization's supplier database to express their interest for the supply of goods and services. The purpose of the proposed Pre-qualification is to identify potential service providers to render services for EWADE for a period of Twelve (12) months.

3. Tendering Procedure

Tendering will be conducted through a **Pre-Qualification** procedure specified in the Eswatini Public Procurement Act, 2011 and policies laid down by the Eswatini Public Procurement Regulatory Agency (ESPPRA).

The complete Pre-Qualification document in English may be obtained at no cost from the EWADE website www.ewade.co.sz and the ESPPRA's website at www.esppra.co.sz.

4. Information to be submitted with Pre-Qualification

Suppliers are to submit the Pre-Qualification Document and Forms completed in all respects. The Pre-Qualification document is to be kept intact, binded and listed as per the requirements mentioned in the Pre-Qualification. The full Pre-Qualification shall include the following documents:

- Business Profile with Three Trade References
- An original current valid Tax Compliance Certificate
- A valid certified copy of Trading License
- A current certified copy of Form J
- A current certified copy of Form C
- A certified copy of Certificate of Incorporation
- Certified Copies of National IDs of Company's Directors
- Police Clearance certificate of Directors
- A current certified copy of Labor Compliance Certificate
- Valid copy of the CIC Certificate for Category 3, 8, 10, 17
- A valid certified ENPF Compliance Certificate
- List of Key Staff and Qualifications, CV, and qualification certificates.

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- Latest audited or independently reviewed financial statements

5. Notification to Successful Suppliers

EWADE will notify the successful Suppliers (if any) of the acceptance of their proposal within the period of Pre-Qualification validity or any extended period of validity of Pre-Qualification, if applicable.

All bidders shall be notified of pre-qualification outcome in writing.

Bidding documents will be made available only to those bidders whose pre-qualification documents are accepted by the EWADE after the completion of the pre-qualification process.

6. Corrupt Or Fraudulent Practice

The Procuring entity requires that tenderers observe the highest standard of ethics during the Procurement Process and execution of contracts when used in the present regulations, the following terms are defined as follows: -

- (i) “Corrupt practices” – means the offering, giving, receiving anything of value to influence the action of agency official in the procurement Process or in contract execution, and
- (ii) “Fraudulent practice” – means a misrepresentation of facts in order to influence a procurement Process or the execution of a contract to the detriment of the Procuring entity and includes collusive practice among tenderer (prior to or after tender submission)

Further, a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in future procurement with EWADE.

7. Submission of the Pre-Qualification

Proposals shall be valid for a period of 120 days after the deadline of Pre-Qualification submission. Late proposals will be rejected. Pre-Qualification opening will be opened publicly.

Location of Pre-Qualification Submission:

EWADE LUBOVANE DAMSITE OFFICES, SIPHOFANENI

The sealed envelopes in which the Pre-Qualification Documents are submitted shall not bear the Supplier’s name or address and shall not contain any copies documents not applicable to the tender.

8. Persons Excluded from this Tender

Public officers and politicians shall not participate in all EWADE tenders.

The Procuring entity’s employees, Committee members, Board Members, and their relatives (Spouse and Children) are not eligible to participate in this prequalification exercise.

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Tenderers shall make a declaration that they are not involved in corrupt and fraudulent practises. Tenderers who have been declared to have taken part in corrupt or fraudulent activities shall be ineligible to tender.

9. Enquiries Regarding Tender Documents

All enquiries in connection with this Pre-Qualification are to be directed to EWADE in writing. Suppliers may request clarification on or before **Tuesday, 29th April 2025**. Any request for clarification must be sent in writing, through standard electronic means to the Acting Procurement Manager tenders@eswade.co.sz Should EWADE deem necessary to amend the Pre-Qualification document as a result of a clarification, it shall do so and inform all Suppliers.

10. Date of Closure of Tenders

The Date and Time for closure of the Pre-Qualification is **Tuesday, 13th May 2025**. Late proposals will not be accepted. A Postponement of the closure of Pre-Qualification may be made by EWADE by issuing a public Notice to Suppliers.

11. Cost of Preparation of the Pre-Qualification

Neither EWADE and the Government of Eswatini will be responsible for, or pay for, any expense or loss which may be incurred by the Supplier in the preparation of the proposal.

The tenderer will bear all costs associated with preparing and submitting the tender. The Contracting Authority will not be responsible or liable for such costs, whatever the conduct or the outcome of the procedure.

12. Validity of Pre-Qualification

The Pre-Qualification shall be held valid for a period of one hundred and twenty (120) CALENDAR DAYS from the closing date of the Pre-Qualification.

In exceptional circumstances, the Contracting Authority may, before the validity period expires, request that tenderers extend the validity of tenders for a specific period, which may not exceed 45 days. Such requests and the responses to them must be made in writing. A tenderer may refuse to comply with such a request without forfeiting its tender guarantee. If the tenderer decides to accept the request, it may not amend its tender and it is bound to extend the validity of its tender guarantee for the revised period of validity of the tender.

13. Pre-Qualification Evaluation Criteria

The Pre-Qualification Evaluation will be done by EWADE. The procedure for the evaluation of responsive proposals is detailed below:

Compliance with Pre-Qualification Requirements:

Check compliance of the Suppliers in completing the Pre-Qualification document. Qualification will be based on submission of certified copies of the following documents regarding the legal status of the supplier. Failure to submit the listed documents as per Section 4 of this document may result to disqualification of the proposal.

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The evaluation committee, appointed by the Controlling Officer shall evaluate the Tender based on the following factors and their weighting.

Experience

(a) The prospective bidder shall have at least 3 years' experience in the supply and delivery of good and services. Past performance will be shown by way of attaching relevant letters of references. Bidders should further specify the area of specializations.

(b) Prospective suppliers should have special experience and capability to organize, supply and deliver items or services at short notice.

Financial Condition

The supplier's financial condition will be determined by latest audited financial statements submitted with the pre-qualification documents as well as bank statement for the last three months. Reference letters from the bank should also be provided. Potential suppliers/firms will be pre-qualified on the satisfactory information given.

Stage 1: General Information

No.		Documents Submitted (Yes/No)
1	Business Profile with Three Trade References	
2	An original current valid Tax Clearance Certificate	
3	A valid certified copy of Trading License	
4	Current certified copy of Form J	
5	Current certified copy of Form C	
6	Certified copy of Certificate of Incorporation	
7	Certified Copies of National ID's of Company's Directors	
8	Police Clearance certificate of Directors	
9	Valid copy of the CIC Certificate for Category 3, 8, 10, 17	
10	Current certified copy of Labour Compliance Certificate	
11	A valid certified ENPF Compliance Certificate	
12	List of Key Staff and Qualifications, CV, and qualification certificates.	

N/B: ONLY BIDDERS WHO WILL HAVE PROVIDED ALL THE ABOVE DOCUMENTS WILL BE CONSIDERED FOR TECHNICAL EVALUATION

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Stage 2: Technical Review

No.	Information Required	Yes/No
1	General Information provided	
2	Relevant company profile	
3	Proof of Trade References of specific experience	
4	Qualifications (Relevant Professional Association Categorization Certificate and / List of Key Staff and relevant qualifications)	
5	Financial Position	
	Total	

General Information

Category Applied for.....
 Name of Company.....
 Year of incorporation/Registration.....
 Registered Physical Address

Post office Address

Email Address

Region.....

Country.....

Telephone No.Mobile.....

Contact personnel.....

Email address

Relevant Company Profile

- Insert all items of specialty (Catalogues/ brochures), showreels, portfolio of previous works done.

Proof of Trade Reference

- Please attach at least three trade reference letters in company letter head with company stamp of similar experience. (Yes/No)
- Provide a list of 3 current clients/customers that you have transacted business with and value (for the past 3 years) (Yes/No)

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	Client 1	Client 2	Client 3
Name of Client			
Address of client			
Name of Contact Person			
Telephone/ Email address			
Value of Contract			

Qualification

- List of Key Staff and relevant qualifications (Yes/No)
- Relevant Professional Association Categorization Certificate (where applicable)

Financial Position

All firms must provide (Tick appropriate box):

A. Financial statement (Year 2021 up or Newer)

No

Yes

B. Provide copy of the company's bank statement for the last 3 months

No

Yes

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DECLARATION OF ELIGIBILITY

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

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

**To: The Chief Executive Officer
Eswatini Water & Agriculture Development Enterprise (EWADE)
Siphofaneni Head Office
P.O. Box 198
Siphofaneni**

Dear Sir,


RE: Pre-Qualification – EWADE/0729

In accordance with the eligibility requirements of the Procurement Regulations and the Pre-Qualification document we hereby declare that:

- (a) We are a legal entity and have the legal capacity to enter into the contract.
- (b) We, further declare that we are not insolvent, in receivership, bankrupt or being wound up, our affairs are not being administered by a court or a judicial officer, our business activities have not been suspended and we are not the subject of legal proceedings for any of the foregoing.
- (c) We, declare that 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) We do not have a conflict of interest in relation to the procurement requirement.

Authorized Signature:

Date:

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