



CONFIDENTIAL

Examinations Council of Eswatini

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Eswatini

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Email: procurement@examsCouncil.org.sz

Vision: To be a Centre of Excellence in the provision of accessible and globally qualifications.
Mission Statement: To provide credible customer-centric assessment services through our efficient staff and stakeholders using relevant technologies.

EXPRESSION OF INTEREST (EOI)

RFT No: ECESWA TENDER 17 OF 2024/2025

**RFT NAME: EXPRESSION OF INTEREST FOR THE SUPPLY OF GOODS,
SERVICES AND WORKS**

Tender Closing Date:

13 February 2025 12noon

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 Examinations Council of Eswatini (ECESWA). This document, its associated appendices and any attachments remain the property of ECESWA and shall be returned upon request.

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INVITATION TO REQUEST FOR TENDER (RFT)

Submissions are hereby invited from suitably qualified local and competent companies to be registered into the Examination Council of Eswatini supplier database for a period of one (2) year after which the database will be reviewed through a similar process. The intention is to appoint vendors who will be shortlisted for Request for Quotations (RFQs) whenever the need to procure arises. 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 Exams Council and for Exams Council 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.examsCouncil.org.sz as from 21st January 2025

Dr. Mandlenkhosi Dlamini
Chief Executive Officer

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SECTION A

Instructions to bidders

1. Submissions

The applicants should submit one (1) original Application. The Application shall be in an envelope marked **“Expression of Interest for the Supply of Goods, Services & Works Tender No: 17 of 2024/2025- (specific category number) of 2024/2025 - Do Not Open before 12:00noon on Date: Thursday, 13th February 2025.**

The proposals must be addressed to:

**Chief Executive Officer (CEO)
Examinations Council of Eswatini (ECESWA)
P.O Box 3914
Mbabane**

2. Opening and Submission

The completed proposals must be deposited in the Tender Box at the Reception. The Tender Box Closing Time will be as per the Clock at the Reception Area of the Exams Council of Eswatini Building. by: **12:00 hours on Thursday, 13 February 2025.** Late tenders and tenders received by telegram, facsimile, email, or similar medium will not be considered.

3. Applicants Requesting for Clarifications

For any request for further information regarding this invitation to tender document, bidders are advised to send their request in writing to: procurement@examsCouncil.org.sz copy manesi.d@examsCouncil.org.sz. Request for information and/or clarification must be sent not later than 30th January 2025, request submitted after this date will not be responded to.

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4. Amendments of documents

- At any time prior to the deadline for submission of applications, Exams Council may amend the EOI document by issuing an addendum.
- Any addendum issued shall be part of the Expression of Interest (EOI) and shall be communicated in writing to all who have obtained the EOI from Exams Council.
- To give prospective applicants reasonable time to take the addendum into account in preparing their applications, Exams Council may, at its discretion, extend the deadline for the submission of applications.

Where an applicant wishes to substitute or modify an application, he/she shall do so in writing addressed to procurement@examsCouncil.org.sz. Modified/replaced applications shall be clearly marked and submitted before the closing date of the Expression of Interest.

5. 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 Exams Council 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.

6. Confidentiality and Ownership of The Document

All documents, statistics, reports, data, and other information provided, created, obtained, or made available to the tenderer in connection with or by virtue of the present Contract, shall be treated as confidential by the tenderer, and the tenderer shall not be entitled to use or make copies of them for any purpose that is not related to the present Contract.

Any study, report, or other material, graphic, software or otherwise, prepared by the tenderer for ECESWA under the Contract shall belong to and remain the property of ECESWA. The applicant may retain a copy of such documents.

7. Contacting the ECESWA

No applicant shall contact the Company 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 ECESWA in its decisions on the evaluation, pre-qualification comparison, or award may result in the rejection of the applicant's submission.

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8. Terms and Conditions of the Expression of Interest (EOI).

- This Expression of interest is executed in English. All correspondence exchanged between ECESWA and the tenderer/vendors as well as any documentation relating to it, shall be written in English.
- Tenderers are urged to ensure that their tenders are complete and the required compliance documents are submitted as stipulated.
- Company directors who are public servants, Politicians or close relatives to ECESWA staff are prohibited from participating in this tender.
- Late, telephonic, facsimile, and emailed submissions will not be considered. e) Prospective tenderers must ensure that all tenders are adequately signed by authorised representatives.
- Costs of preparing the document submissions shall be borne by the tenderer.
- To assist in the examination, evaluation, and comparison of the bids, the company may at its discretion, ask the tenderer 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 bid shall be sought, offered, or permitted.
- ECESWA does not bind itself to accept any tender nor give any reason for the acceptance or rejection of a tender. Exams Council ECESWA may accept a tender for a part of the quantity offered or reject any tender without assigning any reason.
- Applicants will not be permitted to change the substance of their offers after the tender box has been opened.
- Exams Council shall, if deemed necessary, conduct due diligence search of the businesses of the tenderer.
- All monetary/financial information furnished, must be quoted in Eswatini Lilangeni (SZL).

9. Evaluation Committee

- Applications' completeness and responsiveness to the basic instructions and requirements of the application will be on a pass or fail basis against each criterion.
- The applications will be evaluated by an evaluation committee, appointed by ECESWA, comprising varied skills making the team suitably qualified for such a process. The evaluation committee will review all reports and suggest any modifications/changes considered necessary within 30 days of receipt.

10. Clarification of Applications

- During evaluation of the applications, ECESWA may, at its discretion, ask the applicants for clarification of its application. A request for clarification shall be signed and sent to an applicant by the chairman of the evaluation committee and all requests for clarifications shall be copied to all applicants for information purposes only and noted in the evaluation report.
- An applicant shall be instructed to reply to clarifications in writing within a specified time, addressing their responses to the Procurement Officer.

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- The head of the procurement unit shall ensure that all replies are promptly forwarded to the chairperson of the evaluation committee.
- Failure of an applicant to respond to a request for clarification may result in the rejection of its tender.

SECTION B

ELIGIBILITY

1. Evaluation Criteria

1.1 Preliminary Examination

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. The applications shall be evaluated by an evaluation committee, appointed by ECESWA, comprising varied skills, making the team suitably qualified for such a process. ECESWA shall notify the Applicant of the rejection of their application.

1.2 Short listing

ECESWA 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 Years 2025/2026 to 2026/2027 (two-year framework contract).

1.3 Inspection

ECESWA reserves the right to conduct a physical inspection of the premises of the Applicant at its own cost and discretion. If, after the inspection, it is deemed that the physical structure and quality of service equipment is unsatisfactory, then the Application will be rejected. ECESWA reserves the right to verify all information submitted.

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SECTION C

1. Award of contract

Qualifications and experience of the applicant shall be considered as the paramount requirement. Tenderers who will be qualified shall be shortlisted and ECESWA shall conduct an assessment to verify their presentation and assertions. Once the assessment has completed, the shortlisted applicants will be registered as approved suppliers (approved vendor list) for ECESWA for a period of 2 years.

2. Tender validity

Applicants are requested to hold their applications valid for 90 days from the deadline for submission of applications during which period will be maintained without change, of the proposed price. ECESWA will make its best efforts to finalize the agreement within this period.

3. Tax Liability

- Applicants should note that the remuneration, to be received from this contract, will be subject to normal tax liability in Eswatini. Applicants, other than Eswatini nationals, shall be subject to local taxes (such as: value added tax, social charges or income taxes on non-resident Foreign Personnel, duties, fees, levies) on amounts payable by ECESWA under the Contract.

Note: With respect to temporary admissions, the temporary admission regime under the Customs and Excise Act of 1971 will apply.

- We commit ourselves to maintain the highest standard of integrity and ethical principles during all stages of the procurement cycle. Applicants are encouraged to report to the Chief Executive Officer any observations of deviation from the above commitment.

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ANNEXURES

ENCLOSURES:

ANNEXURE 1: SCHEDULE OF REQUIREMENTS

ANNEXURE 2: COMPLIANCE FORMS

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Expression of Interest (EOI) Categories

The purpose of this Expression of Interest is to register suitably qualified suppliers and service providers into the Exams Council of Eswatini 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. ECESWA reserves the right to employ the open tender process to increase competition for any of the categories listed.

Supply of Goods, Services and Works in the following categories

NO	CATEGORY NAME	CATEGORY NUMBER
SUPPLY AND DELIVERY OF GOODS		
01	General and printed office stationery	ECESWA-001
02	Supply of Office Furniture and Fittings (<i>Attach Catalogues</i>)	ECESWA-002
03	Supply of Corporate Gifts and Promotional Items (<i>Attach Catalogues</i>)	ECESWA-003
04	Protective clothing and corporate uniform (<i>Attach Catalogues</i>)	ECESWA-004
05	Supply of IT Equipment/Hardware, Printers, Cartridges and Tonners	ECESWA-005
06	Design and Supply of Branding Equipment (Gazebos, Banners etc.)	ECESWA-006
07	Protective clothing and corporate uniform (<i>Attach Catalogues</i>)	ECESWA-007
08	Building, plumbing and electrical maintenance material and painting materials and supplies (CIC certificate Mandatory)	ECESWA-008
09	Supply of Cleaning Chemicals /Materials and Toilet Paper	ECESWA-009
10	Packed Meals (Finger lunch, High Tea, Buffet, Morning Tea and Lunch)	ECESWA-010
11	Supply of Bottled Water	ECESWA-011
12	Supply of Weighting Scales services of weighting scales	ECESWA-012
13	Provision of accommodation and conferences services (for conference rooms-please specify capacity of the conference rooms i.e. Pax and break away session rooms consisting of 40 pax.	ECESWA-013
14	Supply of packaging Cartons Small (Double wall plain 380 x 270 x245) and Large 9 Double wall plain 380 x 270 x 470	ECESWA-014
15	Printing Chemicals	ECESWA-015
16	Supply and delivery of school chemicals and equipment for laboratory services	ECESWA-016
17	Supply and Delivery of Motor Vehicle Services: supply of tyres and vehicle maintenance.	ECESWA-017
SERVICES		

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18	Provision of Media and Publicity Services-Photography, Media Mobilization	ECESWA-018
19	Events hiring and events management: PA System, Chairs, tables, linen.	ECESWA-019
20	Provision of Motor Vehicle repairs, Panel Beating	ECESWA-020
21	Paper Recycling Services	ECESWA-021
22	Motor Vehicle Hire Services	ECESWA-022
23	Courier Services	ECESWA-023
24	Travel Agencies and Tour operators (Flight Tickets, Shuttles)	ECESWA-024
25	Training and Capacity Building services	ECESWA-025
26	Supply and Service Air conditioners	ECESWA-026
27	Maintenance of OMR Scanners and printing of OMR Forms	ECESWA-027
28	Generator services, Diesel and Petrol fuel	ECESWA-028
29	Fire Protection services and equipment	ECESWA-029
30	Supply and delivery of security systems and equipment	ECESWA-030
31	Provision of consultancy and legal services	ECESWA-031
32	Provision of cleaning and fumigation services	ECESWA-032
33	Provision of ground services equipment and repairs	ECESWA-033

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APPLICATION FOR SUBMISSION SHEET

Date: {insert day, month, year}

To: ECESWA

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 shortlisted for the following supply of goods and service:

S/N	REFERENCE NUMBER	DESCRIPTION OF SERVICES TO BE SUPPLIED/PROVIDED
01		
02		
03		

(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 during the procurement process and the execution of any resulting contract.

(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.

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(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”.]

S/N	NAME OF RECIPIENT	ADDRESS	PURPOSE/REASON	AMOUNT & CURRENCY
01				
02				
03				

(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 through a post-qualification process prior to any award of contract.

(l) We hereby authorise you and your authorized 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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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:

Email Address:

Company Cell:

1. Description of the Company's activities:

2. Number of years of experience in the provision of the works, services or supplies under reference:

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In case of a Joint Venture, the following documentation shall be required for each member of the joint venture:

- a copy of the Tenderer's Trading license or equivalent.
- b. a copy of the Tenderer's Certificate of Registration or equivalent.
- a copy of the Tenderer's income tax clearance certificate or equivalent.
- a copy of the Tenderers VAT registration or equivalent.
- CIC certificate (where applicable)
- Power of Attorney of the signatory(ies) of the tender authorizing signature of the tender on behalf of the joint venture.
- 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.

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.t.c.)

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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RESOURCES: PERSONNEL

1. Number of staff
 - Management staff:
 - Technical staff:
 - Support staff:

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

S/N	NAME	QUALIFICATION	YEARS OF RELEVANT EXPERIANCE
01			
02			
03			
05			
06			
07			
08			

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Submission Schedule

S/N	DOCUMENT NAME	SUBMITTED: YES/NO
01	Company Profile (Mandatory)	
02	Original & valid tax compliance certificate (Mandatory) 3 Copy of valid trading license (Mandatory)	
03	Copy of Form J endorsed by Register of Companies (Mandatory)	
05	Copy of Form C endorsed by Register of Companies (Mandatory)	
06	Copy of valid labour compliance certificate (Mandatory)	
07	Copy of company VAT registration (Mandatory)	
08	Police clearance certificate for directors listed in Form J (Mandatory)	
09	Copies of National IDs of Company Directors (Mandatory)	
10	Proof of tender purchase (Mandatory)	
11	Bank statements of not less than 3 months and proof of active bank account	
12	Valid Labor Compliance Certificate	
13	Valid ENPF Certificate	
14	CIC Certificate (where applicable)	
15	A fully signed document providing Power of Attorney	
16	Three reference letters from customers	
17	Proof of Physical address/ lease agreement (Mandatory)	
18	List of key staff contact details	
19	A fully signed declaration of eligibility	

ALL DOCUMENTS MUST BE SUBMITTED OR ATTACHED FOLLOWING THE ABOVE CHECKLIST SEQUENCE.

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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. (e) That we do not have a conflict of interest in relation to the procurement requirement.

Signed

Date

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