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			Effective Date:	01/08/2024



The Kingdom of Eswatini

EZULWINI TOWN COUNCIL

Request for Proposal (RFP) Document

for


Procurement of Consultancy Services

Procurement Method:	OPEN TENDER
Subject of Procurement:	RE-ADVERTISEMENT REQUEST FOR PROPOSALS FOR THE PROVISION OF AN IT RISK ASSESSMENT AND DISASTER RECOVERY & BUSINESS CONTINUITY PLAN
Procurement Reference Number:	TENDER 05 OF 2025/26
Date of Issue:	JULY 04th, 2025
Submission Deadline:	AUGUST 01ST, 2025
Participation:	INTERNATIONAL

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PREFACE

This Tender Document has been prepared by the Eswatini Public Procurement Regulatory Agency to be used for the procurement of Consultancy Services.

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 Request for Proposals (RFP) shall be used to procure Consultancy Services below E500,000.

The sale of this tender document to potential consultant(s) is discouraged.

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

The Chief Executive Officer
 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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Standard Invitation to Consultants

Standard Invitation to Consultants

Invitation to tender for the provision of an it risk assessment and disaster recovery & business continuity plan, Tender 05 Of 2025/26

1. The Ezulwini Town Council has allocated funds to be used for the acquisition of an it risk assessment and disaster recovery & business continuity plan
2. The Entity invites your sealed proposals for the provision of the above services.
3. Bidding will be conducted in accordance with the Government of Eswatini's Public Procurement Act and Regulations 2020 and the procedures described in Part 1: Proposal Procedures.
5. You may obtain further information and inspect the proposal documents at the address given below at 8(a) from 08. Tender documents in English may be purchased by interested consultant(s) from the address below at 8(a) upon payment of a non-refundable fee of E500.00. The method of payment will be physical at the Ezulwini Municipality pay point or via EFT:

Account Name: Ezulwini Town Council

Bank: First National Bank

A/C Number: 62301091386

Branch Code: 281 064


6. Proposals must be delivered to the address below at 8(c) at or before August 01st, 2025, 12:00 noon. Late proposals shall be rejected. Proposals will be opened in the presence of the consultants' representatives who choose to attend at the address below at 8(d) immediately after the tender submission deadline.
7. Address and contact details:

(a)	Information about the proposal shall be accessed from:	73 Mpumalanga Road, Ezulwini
(b)	Documents will be issued from:	July 04th, 2025
(c)	Bids must be delivered to:	73 Mpumalanga Road, Ezulwini
(d)	Address of bid opening:	August 01st, 2025, immediately after 12:00 noon

9. Please inform us, upon receipt:

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Standard Invitation to Consultants

- (a) that you received the letter of invitation; and
(b) whether you will submit a proposal alone or in association.

10. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Issue of invitation to tender letter	July 04 th , 2025
b. Pre-proposal meeting/ Site visit (where applicable)	N/A
c. Proposal closing date	August 01 st , 2025, 12:00 noon
d. Evaluation process	<i>(Within 10 working days from technical proposal closing date for technical evaluation and 10 working days from opening of financial proposals for financial evaluation in the case of two stage submission) (delete as appropriate)</i>
e. Notification and publication of Notice of Intention to Award	<i>(Within 10 working days from completion of evaluation process)</i>
f. Contract Award	<i>(After expiry of at least 10 working days from issuance of the Notice of Intention to Award)</i>

Signature:


Name:

Position of Authorised Official:

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Part 1: Section 1 Instructions to Consultants

PART 1 – Proposal Procedures

Section 1: Instructions to Consultants


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RFP for Consultancy Services



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Part 1: Section 1 Instructions to Consultants

Section 1. Instructions to Consultants

A. General

1. Scope of Proposal

- 1.1 The Procuring Entity indicated in the Proposal Data Sheet (PDS), invites proposals for the provision of the Services specified in Section 6, Statement of Requirements (SOR) or Terms of Reference (TOR) to commence on the date indicated in the SOR/TOR.
- 1.2 Procurement will be undertaken in compliance with the Public Procurement Act, and its Regulations of 2020.
- 1.3 The Instructions to Consultants (ITC) should be read in conjunction with the PDS. The subject and procurement reference number are provided in the PDS.
- 1.4 Throughout this Request for Proposals Document:
 - (a) the term “in writing” means communicated in written form with proof of receipt;
 - (b) if the context so requires, singular means plural and vice versa;
 - (c) “day” means calendar day unless specified as working day.

2. Source of Funds


- 2.1 The Procuring Entity has an approved budget towards the cost of the procurement described in the PDS. The Procuring Entity intends to use these funds to place a contract for which this Request for Proposals Document is issued.
- 2.2 Payments will be made directly by the Procuring Entity and will be subject in all respects to the terms and conditions of the resulting contract placed by the Procuring Entity.

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RFP for Consultancy Services



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Part 1: Section 1 Instructions to Consultants

3. Corrupt Practices

- 3.1 It is the policy of the Government of The Kingdom of Eswatini through ESPPRA to require that Procuring Entities, as well as Consultants, observe the highest standards of ethics during procurement and the execution of contracts.
- (a) In pursuit of this policy, the Government of Eswatini; defines, for the purposes of this provision, the terms set forth below as follows:
- (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value, to influence the action of a public official in the procurement process or in contract execution;
 - (ii) “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - (iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - (iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- (b) The procuring entity will reject a recommendation for award if it determines that the Consultant recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract;
- (c) The Agency will suspend a Consultant from engaging in any public procurement proceeding for a stated period of time, if it at any time determines that the Consultant has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government contract.
- 3.2 Furthermore, Consultants shall be aware of the provision stated in Sub Clause 15.1(g)-(h) and Sub Clause 2.2 of the General Conditions of Contract.
- 3.3 In pursuit of the policy defined in Sub-Clause 3.1, the Procuring Entity may terminate a contract if it at any time determines that corrupt, fraudulent, collusive or coercive practices were engaged in by representatives of the Procuring Entity or of a Consultant during the procurement or the execution of that contract.
- 3.4 In pursuit of the policy defined in Sub-clause 3.1, . the Code of Ethical Conduct for Consultants and Providers as provided in the bidding forms shall be signed by the Consultant and submitted together with the other bidding forms. The Government of Eswatini may suspend a Consultant from engaging in any public procurement or process for a period determined by the Eswatini Public Procurement Regulatory Agency (herein referred to as the Agency), where the Consultant is suspended from the procurement processes of an international agency of which Eswatini is a member.

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RFP for Consultancy Services



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Part 1: Section 1 Instructions to Consultants

- n) A signed declaration of eligibility (See annexures)
- 4.2 A Consultant may be a natural person, private entity, government-owned entity, subject to ITC Sub-Clause 4.6 or any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a joint venture, consortium, or association. In the case of a joint venture, consortium, or association, unless otherwise specified in the PDS, all parties shall be jointly and severally liable. In the case of a consortium or association, the formal intent shall be by way of Memorandum of Understanding which shall be registered with the Registrar of documents if signed in Eswatini or if signed outside Eswatini, shall be notarized.
- 4.3 A Consultant, and all parties constituting the Consultant including sub-contractors and key professional staff, shall have the nationality of an eligible country, in accordance with Section 5, Eligible Countries. A Consultant shall be deemed to have the nationality of a country if the Consultant is a citizen or is constituted, or incorporated, and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed subcontractors for any part of the Contract including related works or supplies.
- 4.4 A Consultant shall not have a conflict of interest, as defined in ITC Clause 5. All Consultants found to be in conflict of interest shall be disqualified.
- 4.5 A firm that is under a suspension by the Agency in accordance with ITC Clause 3.1 (c) or 3.4, at the date of the deadline for proposal submission or thereafter before contract signature, shall be disqualified.
- 4.6 Government-owned enterprises shall be eligible only if they can establish that they are legally and financially autonomous and operate under commercial law.
- 4.7 Consultants shall provide such evidence of their continued eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

5. Conflict of Interest


- 5.1 The Eswatini Public Procurement Regulatory Framework requires that Consultants provide professional, objective, and impartial advice and at all times hold the Procuring Entity's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other Procuring Entities, or that may place them in a position of not being able to carry out the assignment in the best interests of the Procuring Entity.
- 5.2 A Consultant may be considered to have a conflict of interest with one or more parties in this procurement process, if they:
- (a) have controlling shareholders in common; or
 - (b) receive or have received any direct or indirect subsidy from any of them; or
 - (c) have the same legal representative for purposes of this proposal; or

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Part 1: Section 1 Instructions to Consultants

- (d) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the proposal of another Consultant, or influence the decisions of the Procuring Entity regarding this procurement process; or
 - (e) submit more than one proposal in this procurement process. However, this does not limit the participation of subcontractors in more than one proposal, or as Consultants and subcontractors simultaneously; or
 - (f) have been engaged, or any of their affiliates have been engaged, by the Procuring Entity to provide supplies or works for the same project: or
 - (g) may be in conflict with another of their, or their affiliates' assignments by performing this assignment.
- 5.3 Consultants hired to provide consultancy services for the preparation or implementation of a project, and any of their affiliates, shall be disqualified from subsequently providing supplies, works or services related to the initial assignment (other than a continuation of the Consultant's earlier consulting services) for the same project.
- 5.4 Consultants may be hired for downstream work, when continuity is essential, in which case this possibility shall be indicated in the PDS and the factors used for the selection of the consultant will take the likelihood of continuation into account. It will be the exclusive decision of the Procuring Entity whether or not to have the downstream assignment carried out, and if it is carried out, which consultant will be hired for the purpose.
- 5.5 Any previous or ongoing participation in relation to the assignment by the Consultant, its professional staff, or its affiliates or associates under a contract with the Procuring Entity or the Government of Eswatini may result in rejection of the proposal. Consultants should clarify their situation in that respect with the Procuring Entity before preparing the proposal.

B. Request for Proposals Document

6. Contents of Request for Proposals Document

- 6.1 This Request for Proposals Document consists of Parts 1, 2, and 3, which include all the Sections indicated below, and should be read in conjunction with any addenda issued in accordance with ITC Clause 8.

PART 1 Procurement Procedures

- Section 1. Instructions to Consultants (ITC)
- Section 2. Proposal Data Sheet (PDS)
- Section 3. Evaluation Methodology and Criteria
- Section 4. Proposal Forms


- Section 5. Eligible Countries

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Part 1: Section 1 Instructions to Consultants

PART 2 Statement of Requirements

- Section 6. Statement of Requirements

PART 3 Contract

- Section 7. General Conditions of Contract (GCC) for the Procurement of Consultancy Services
- Section 8. Special Conditions of Contract (SCC)
- Section 9. Contract Forms

- 6.2 Proposals from Consultants who did not obtain the Request for Proposals Document directly from the Procuring Entity will be rejected during evaluation [Where pre-qualification has been done and RFP sent directly to pre-qualified consultants].
- 6.3 The Consultant is expected to examine all instructions, forms, terms, and requirements in the Request for Proposals Document. Failure to furnish all information or documentation required by the Request for Proposals Document may result in the rejection of the proposal.

7. Clarification of Request for Proposals Document

A prospective Consultant requiring any clarification of the Request for Proposals Document shall contact the Procuring Entity in writing at the Procuring Entity's address indicated in the PDS. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received no later than the date indicated in the PDS. The Procuring Entity shall forward copies of its response to all Consultants who have acquired the Request for Proposals Document directly from it, including a description of the inquiry but without identifying its source. Should the Procuring Entity deem it necessary to amend the Request for Proposals Document as a result of a clarification, it shall do so following the procedure under ITC Clause 8 and Sub-Clause 24.2.

8. Amendment of Request for Proposals Document


- 8.1 Prior to the deadline for submission of proposals, the Procuring Entity may amend the Request for Proposals Document by issuing addenda.
- 8.2 Any addendum issued shall be part of the Request for Proposals Document and shall be communicated in writing to all who have obtained the Request for Proposals Document directly from the Procuring Entity.
- 8.3 To give prospective Consultants reasonable time in which to take an addendum into account in preparing their proposals, the Procuring Entity may, at its discretion, extend the deadline for the submission of proposals, pursuant to ITC Sub-Clause 24.2.

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RFP for Consultancy Services



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Part 1: Section 1 Instructions to Consultants

C. Preparation of Proposals

9. Cost of Proposals

The Consultant shall bear all costs associated with the preparation and submission of its proposal, including any negotiations with or visits to the Procuring Entity, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

10. Language of Proposal and Communications

10.1 The medium of communication shall be in writing.

10.2 The proposal, as well as all correspondence and documents relating to the proposal exchanged by the Consultant and the Procuring Entity, shall be written in English unless otherwise specified in the PDS.

10.3 Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in ITC Sub-Clause 10.2, in which case, for purposes of interpretation of the proposal, such translation shall govern.

11. Preparation of Proposals

11.1 Consultants are required to prepare and submit separate technical and financial proposals. The proposal submission method shall be a one stage two-envelope method, unless otherwise specified in the PDS. The one stage two-envelope submission method requires a consultant to submit a single envelope containing two separately sealed envelopes, labelled technical and financial proposals which are opened on different dates at separate proposal openings.

11.2 A pre-proposal meeting will be held where necessary and shall be indicated in the PDS. Attendance at the pre-proposal meeting is optional.

12. Joint Ventures, Associations and Sub-contracting

12.1 If a Consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) or other Consultants or entities in a joint venture or by sub-contracting as appropriate, unless otherwise specified in the PDS.

12.2 Consultants must obtain the approval of the Procuring Entity to enter into a joint venture with Consultants not invited for this assignment or other short-listed Consultants.


12.3 International Consultants for large contracts are encouraged to seek the participation of national Consultants by entering into a joint venture with, or subcontracting part of the assignment to national Consultants.

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13. Professional Staff

- 13.1 For assignments on a staff-time basis, the estimated number of professional staff-months or budget is given in the PDS. The proposal shall, however, be based on the number of professional staff-months estimated by the Consultant.
- 13.2 It is desirable that the majority of the key professional staff proposed are permanent employees of the Consultant or have an extended and stable working relationship with the Consultant.
- 13.3 Proposed professional staff must, as a minimum, have the experience indicated in the Statement of Requirements/Terms of Reference, preferably working under conditions similar to those prevailing in Eswatini.
- 13.4 The consultant and the professional staff shall confirm their availability for the assignment using the Forms included in section 4.
- 13.5 Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
- 13.6 As the determination of the Best Evaluated Proposal will be based, among other factors, on an evaluation of proposed key professional staff, the Procuring Entity expects to award a contract on the basis of the experts and specialists named in the proposal.
- 13.7 The Procuring Entity will not consider substitutions unless both parties agree that undue delay in the procurement process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the proposal may be rejected.

14. Technical Proposal


- 14.1 The technical proposal shall provide the following information using the standard forms contained in Section 4, Proposal Forms:
 - (a) The declarations included in the Technical Proposal Submission Sheet (Section 4.1.1);
 - (b) An outline of recent experience on assignments of a similar nature (Section 4.1.3). For each assignment, the outline should indicate, inter alia, the profiles of the staff proposed, the duration of the assignment, the contract amount and the Consultant's involvement;
 - (c) Any comments or suggestions on the Terms of Reference (Section 4.1.4);
 - (d) A description of the methodology for performing the assignment (Section 4.1.5);
 - (e) The list of the proposed staff team by specialism, the proposed assignment of tasks for each staff team member and their timing (Section 4.1.6);
 - (f) CVs of the proposed professional staff, signed by both the staff member and the authorised representative submitting the proposal (Section 4.1.7). Key information should include the number of years working for the Consultant and

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the degree of responsibility held in various assignments; Confirmation of availability of staff (Section 4.1.8)

- (g) Estimates of the total staff input (professional and support staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Section 4.1.9);
- (h) A description of the Work or Activity Schedule for performing the assignment (Section 4.1.10)
- (i) A Tender Security or Tender Securing Declaration, as required by the ITC Clause 21 (Section 4.1.11 and 4.1.12);
- (j) Written confirmation authorising the signatory of the proposal to commit the Consultant, in accordance with ITC Sub-Clause 22.2;
- (k) Documentary evidence in accordance with ITC Clause 18 establishing the Consultant's eligibility;
- (l) Documentary evidence in accordance with ITC Clause 19 establishing the Consultant's qualifications to perform the contract if its proposal is accepted;
- (m) Any additional information requested in the PDS.

14.2 The technical proposal shall not include any financial information.

15. Financial Proposal

15.1 The financial proposal shall list all costs associated with the assignment, using the following standard forms contained in Section 4, Proposal Forms:

- (a) Financial Proposal Submission Sheet (Section 4.2.1);
- (b) Summary of Proposal Price Breakdown of Lump Sum (Section 4.2.2);
- (c) Breakdown of Fees (Section 4.2.3);
- (d) Breakdown of Reimbursables (Section 4.2.4) for staff (foreign and national in the field and at headquarters); such as subsistence (per diem, housing), transportation (international and local for mobilisation and demobilisation);
- (e) Breakdown of Miscellaneous Expenses (Section 4.2.5), printing of documents, etc.;
- (f) Any additional information requested in the PDS.

15.2 The total proposal price shall be broken down into the following cost components using the appropriate forms:

- (a) Fees
- (b) Reimbursable expenditure
- (c) Miscellaneous expenses


15.3 Where indicated in the PDS, the total proposal price shall be broken down into the separate activities indicated in Section 6, Statement of Requirements with the cost elements in ITC Sub Clause 15.2 expressed for each activity.

15.4 The financial proposal should clearly estimate, as a separate amount, the local taxes (including social security), duties, fees, levies, and other charges imposed under the

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applicable law, on the Consultant and their personnel (other than nationals of or permanent residents in Eswatini), unless the PDS specifies otherwise.

15.5 The completed financial proposal forms will be used to compile the Breakdown of Contract Price in any resulting Agreement as adjusted if necessary, during evaluation or negotiation. The Breakdown of Contract Price will determine prices for any additional Services or costs.

15.6 Where commissions and gratuities have or shall be paid by the Consultant in relation to the assignment these shall be listed in the Financial Proposal Submission Sheet.

16. Proposal Prices

16.1 Prices quoted by the Consultant shall be fixed during the Consultant's performance of the Contract and not subject to variation on any account, unless otherwise specified in the PDS. A proposal submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to ITC Clause 30. However, if in accordance with the PDS, prices quoted by the Consultant shall be subject to adjustment during the performance of the Contract, a proposal submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.

17. Currencies of Proposal

17.1 Unless otherwise specified in the PDS, proposal prices shall be quoted in the following currencies:

- for Services originating in Eswatini, the proposal prices shall be quoted in Eswatini currency (Lilangeni), unless otherwise specified in the PDS; and
- for Services originating from outside Eswatini, the proposal prices shall be quoted in the currency of the expense or in the currency of the Consultant's country.

17.2 If a Consultant wishes to be paid in a currency or a combination of currencies different from the one in which it was requested to express its quotation, it shall as part of its offer:

- indicate its requirement to be paid in other currencies, including the amount in each currency or the percentage of the quoted price corresponding to each currency;
- justify, to the Procuring Entity's satisfaction, the requirement to be paid in the currencies requested; and
- utilise the rate of exchange specified by the Procuring Entity to express its offer in the currency required by the Procuring Entity. The source, date, and type of exchange rate to be used is indicated in ITC Clause 35.

18. Documents Establishing the Eligibility of the Consultant

18.1 To establish their eligibility in accordance with ITC Clause 4, Consultants shall complete the eligibility declarations in the Technical Proposal Submission Sheet,


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included in Section 4, Proposal Forms and submit the documents required in Section 3, Evaluation Methodology and Criteria.

19. Documents Establishing the Qualifications of the Consultant

19.1 To establish its qualifications to perform the Contract, the Consultant shall submit any evidence specified in Section 3, Evaluation Methodology and Criteria.

20. Period of Validity of Proposals

20.1 Proposals shall remain valid until the date specified in the PDS. A proposal valid for a shorter period shall be rejected by the Procuring Entity as non-compliant.

20.2 During this period, the Consultant is expected to keep available the professional staff proposed for the assignment. The Procuring Entity will make its best effort to complete the procurement process within this period.

20.3 In exceptional circumstances, prior to the expiration of the proposal validity period, the Procuring Entity may request Consultants to extend the period of validity of their proposals. The request and the responses shall be made in writing. If a Tender Security or Tender Securing Declaration is requested in accordance with ITC Clause 21, it shall also be extended for a corresponding period. A Consultant may refuse the request without being liable for forfeiture of its Tender Security or execution of its Tender Securing Declaration. A Consultant granting the request shall not be required or permitted to modify its proposal.

21. Tender Security

21.1 The Consultant shall furnish as part of its proposal a Tender Security or Tender Securing Declaration, in original form and in the case of a Tender Security, in the amount and currency specified in the PDS.

21.2 The Tender Security or Tender Securing Declaration shall be submitted using the Form included in Section 4, Proposal Forms. The Tender Securing Declaration shall be valid until the date specified in the PDS.

21.3 Any proposal not accompanied by a Tender Security or substantially responsive Tender Securing Declaration, if one is required in accordance with ITC Clause 21, shall be rejected by the Procuring Entity as non-compliant.

21.4 The Tender Security of all consultants shall be returned within the period stipulated in Regulation 52(17) of the Public Procurement Regulations of 2020.

21.5 If a Consultant withdraws its proposal during the period of proposal validity specified by the Consultant on the Proposal Submission Sheet, except as provided in ITC Sub-Clause 20.3; or

(a) The Tender Security may be forfeited, or Tender Securing Declaration executed if the successful Consultant fails to:


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- (i) sign the Contract in accordance with ITC Clause 43;
- (ii) furnish any Performance Security required in accordance with ITC Clause 45; or
- (iii) accept the correction of its proposal price pursuant to ITC Sub-Clause 31.5

22. Format and Signing of Proposal

22.1 The Consultant shall prepare one original of each of the documents comprising the technical and the financial proposal as described in ITC Clauses 14 and 15 and clearly mark both “ORIGINAL”. In addition, the Consultant shall submit copies of both the technical and financial proposals, in the number specified in the PDS and clearly mark each of them “COPY”. In the event of any discrepancy between the original and the copies, the original shall prevail.

22.2 The original and all copies of the proposal shall be typed or written in indelible ink and shall be signed by a person duly authorised to sign on behalf of the Consultant

The name and position held by each person signing the authorisation must be typed or printed below the signature. All pages of the proposal, except for unamended printed literature, shall be signed or initialled by the person signing the proposal.

22.3 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the proposal.

D. Submission and Opening of Proposals

23. Sealing and Marking of Proposals

23.1 The original and all copies of the technical proposal shall be placed in a sealed envelope clearly marked “Technical Proposal,” and the original and all copies of the financial proposal in a separate sealed envelope clearly marked “Financial Proposal”. The envelopes shall be securely sealed in such a manner that opening and resealing cannot be achieved undetected.

23.2 The envelopes containing the technical and financial proposals shall:

- (a) bear the name and address of the Consultant;
- (b) be addressed to the Procuring Entity in accordance with ITC Clause 24.1; and
- (c) bear the Procurement Reference Number of this procurement process.

23.3 The financial proposal shall also bear a warning “Do Not Open with the technical proposal”.

23.4 The two envelopes shall be placed in an outer envelope which shall be securely sealed in such a manner that opening and resealing cannot be achieved undetected.

23.5 The outer envelope shall:


- (a) bear the name and address of the Consultant;

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- (b) be addressed to the Procuring Entity in accordance with ITC Sub-Clause 24.1;
- (c) bear the Procurement Reference number of this procurement process; and
- (d) bear a warning not to open before the time and date for proposal opening, in accordance with ITC Sub-Clause 24.1.

23.6 If all envelopes are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the proposal.

24. Deadline for Submission of Proposals

- 24.1 Proposals must be received by the Procuring Entity at the address and no later than the date and time indicated in the PDS.
- 24.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of proposals by amending the Request for Proposals Document in accordance with ITC Clause 8, in which case all rights and obligations of the Procuring Entity and Consultants previously subject to the deadline shall thereafter be subject to the deadline as extended.

25. Late Proposals

- 25.1 The Procuring Entity shall not consider any proposal that arrives after the deadline for submission of proposals, in accordance with ITC Clause 24. Any proposal received by the Procuring Entity after the deadline for submission of proposals shall be declared late, rejected, and returned unopened to the Consultant.

26. Withdrawal and Replacement of Proposals

- 26.1 A Consultant may withdraw or replace its proposal after it has been submitted at any time before the deadline for submission of proposals by sending a written notice, duly signed by an authorised representative, which shall include a copy of the authorisation in accordance with ITC Sub-Clause 22.2. Any corresponding replacement of the proposal must accompany the respective written notice. All notices must be:
 - (a) submitted in accordance with ITC Clauses 22 and 23 (except that withdrawals notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL” or “REPLACEMENT”; and
 - (b) received by the Procuring Entity prior to the deadline prescribed for submission of proposals, in accordance with ITC Clause 24.
- 26.2 Proposals requested to be withdrawn in accordance with ITC Sub-Clause 26.1 shall be returned unopened to the Consultant.
- 26.3 No proposal may be withdrawn or replaced in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Consultant on the Proposal Submission Sheet or any extension thereof.


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26.4 Proposals may only be modified by withdrawal of the original proposal and submission of a replacement proposal in accordance with ITC Sub-Clause 26.1. Modifications submitted in any other way shall not be taken into account in the evaluation of proposals.

27. Proposal Opening

27.1 The Procuring Entity shall conduct the proposal opening in the presence of Consultants' designated representatives who choose to attend, at the address, date and time specified in the PDS.

27.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding proposal shall not be opened but returned to the Consultant. No proposal withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorisation to request the withdrawal and is read out at the proposal opening.

27.3 All other outer envelopes including those marked "REPLACEMENT" shall be opened and the technical proposals within them opened. Replacement proposals shall be recorded as such on the record of the proposal opening. The corresponding proposal that is being replaced shall be returned unopened to the consultant.

27.4 All technical proposals shall be opened one at a time, reading out: the name of the Consultant; the presence of a Tender Security or Tender Securing Declaration, if required; and any other details as the Procuring Entity may consider appropriate. No proposal shall be rejected at the proposal opening.

27.5 Only envelopes that are opened and read out at the proposal opening shall be considered further.

27.6 The financial proposals shall remain sealed until the time and date notified for the opening of the financial proposals. Evaluators of technical proposals shall have no access to the financial proposals until the detailed evaluation is concluded and the result established.


27.7 The Procuring Entity shall prepare a record of the proposal opening that shall include, as a minimum: the name of the Consultant, the presence or absence of a Proposal Securing Declaration where required and any other information that is required to be stated at the public opening as indicated in the request for proposals. The Consultants' representatives who are present shall be requested to sign the record. The omission of a Consultant's signature on the record shall not invalidate the contents and effect of the record.

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E. Evaluation of Proposals

28. Confidentiality

- 28.1 Information relating to the examination, evaluation, comparison, and post-qualification of proposals, and recommendation of contract award, shall not be disclosed to Consultants or any other persons not officially concerned with such process until information detailing the Best Evaluated Consultant is communicated to all Consultants.
- 28.2 Any effort by a Consultant to influence the Procuring Entity in the examination, evaluation, comparison, and post-qualification of the proposals or contract award decisions may result in the rejection of its proposal.
- 28.3 Notwithstanding ITC Clause 28.2, from the time of proposal opening to the time of Contract award, if any Consultant wishes to contact the Procuring Entity on any matter related to the procurement process, it should do so in writing.

29. Clarification of Proposals

- 29.1 To assist in the examination, evaluation, comparison and post-qualification of the proposals, the Procuring Entity may, at its discretion, ask any Consultant for a clarification of its proposal. Any clarification submitted by a Consultant that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change in the price or substance of the proposal shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the evaluation of the financial proposals, in accordance with ITC Clause 31.4.
- 29.2 If a Consultant does not provide clarifications of its Proposal by the date and time set in the PE's request for clarification, its Proposal may be rejected.

30. Compliance and Responsiveness of Proposals


- 30.1 The Procuring Entity's determination of a proposal's compliance and responsiveness shall be based on the contents of the proposal itself.
- 30.2 A substantially compliant and responsive proposal is one that conforms to all the terms, conditions, and requirements of the Request for Proposals Document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
- is inconsistent with the request for proposal and which may limit in any substantial way, the rights of the procuring entity or the obligations of the consultant under the contract;
 - if corrected would unfairly affect the competitive position of the other consultants whose proposals are administratively compliant; or

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- (c) impacts the key factors of a procurement including cost, risk, time and quality and causes unacceptable -
- (i) time schedules, where it is stated in the request for proposals that time is of the essence;
 - (ii) alternative technical details, such as design, materials, workmanship, specifications, standards or methodologies; or
 - (iii) counter proposals with respect to key contract terms and conditions, such as payment terms, price adjustment, liquidated damages, sub-contracting or warranty.
- 30.3 If a proposal is not substantially compliant and responsive to the Request for Proposals Document, it shall be rejected by the Procuring Entity and may not subsequently be made compliant and responsive by the Consultant by correction of the material deviation, reservation, or omission.

31. Nonconformities, Errors, and Omissions


- 31.1 Provided that a proposal is substantially compliant and responsive, the Procuring Entity may waive any non-conformity or omission in the proposal that does not constitute a material deviation.
- 31.2 Provided that a proposal is substantially compliant and responsive, the Procuring Entity may request that the Consultant submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the proposal. Failure of the Consultant to comply with the request may result in the rejection of its proposal.
- 31.3 Provided that a proposal is substantially compliant and responsive, the Procuring Entity shall rectify nonmaterial nonconformities or omissions. To this effect, the proposal price may be adjusted, for comparison purposes only, to reflect the price of the missing or non-conforming item or component. The cost of any missing items will be added to the proposal price using the highest price from other consultants.
- 31.4 Provided that the proposal is substantially compliant and responsive, the Procuring Entity shall correct arithmetic errors on the following basis:
- (a) if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
 - (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and
 - (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above

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31.5 If the Consultant that submitted the best evaluated bid does not accept the correction of errors, its proposal shall be rejected.

32. Preliminary Examination of Proposals – Eligibility and Administrative Compliance

32.1 The Procuring Entity shall examine the legal documentation and other information submitted by Consultants to verify the eligibility of Consultants in accordance with ITC Clause 4.

32.2 If after the examination of eligibility, the Procuring Entity determines that the Consultant is not eligible, it shall reject the proposal.

32.3 The Procuring Entity shall examine the technical proposals to confirm that all documents and technical documentation requested in ITC Clause 14 has been provided, and to determine the completeness of each document submitted.

32.4 The Procuring Entity shall confirm that the following documents and information have been provided in the technical proposal. If any of these documents or information is missing, the offer shall be rejected.

- (a) Technical Proposal Submission Sheet, including:
 - (i) a brief description of the services offered; and
 - (ii) the correct validity date of the proposal
- (b) separately sealed financial proposal;
- (c) written confirmation of authorisation to commit the Consultant; and
- (d) a Tender Security or Tender Securing Declaration, if required.

Tender requirements:


- a) Company Profile
- b) A certified copy of an official statement of the Directors, alternative directors, managers, and auditors of the company (for Eswatini Suppliers: Form 'J').
- c) A certified copy of an official statement of the annual summary of shares and share capital (for Eswatini Suppliers: Form 'C').
- d) Certified copy of valid Labour Compliant Certificate.
- e) Audited Financial Statements for The Past twelve (12) months.
- f) Names and Contacts of at least Three (3) Reference Customers.
- g) Certified copy of Certificate of Incorporation.
- h) Certified copy of proof of Legal Joint Venture (where necessary).
- i) Five Hundred Emalangen (E500.00) Receipt for payment for the Tender Document or proof of payment
- j) A valid copy of a Trading License.
- k) A valid/original Tax Compliance Certificate.

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- l) Valid ENPF Compliance Certificate or an official ENPF letter not older than three (3) months
- m) Police clearance certificate for ALL Directors (not older than three months from the date of submission)
- n) A signed declaration of eligibility (See annextures)

32.5 Eligibility and administrative compliance shall be determined on a pass or fail basis and a proposal which is not eligible or administratively compliant shall be rejected at the preliminary stage of evaluation.

33. Detailed Evaluation

33.1 The Procuring Entity shall technically evaluate the proposals on the basis of the Consultant's responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and methodology specified in Section 3. A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve any minimum technical score indicated in Section 3.

33.3 Only Tenderers achieving 70% or above will proceed to the financial evaluation stage.

34. Opening of Financial Proposals

34.1 After the detailed evaluation is completed, the Procuring Entity shall notify those Consultants whose proposals did not qualify for the financial opening, indicating reasons why their proposal was disqualified and that their financial proposals will be returned unopened after of at least 10 working days from display of the best evaluated consultant notice.

34.2 The Procuring Entity shall simultaneously notify the Consultant(s) whose proposals passed the technical evaluation stage, indicating the date and time set for the opening of financial proposal(s). The opening date shall not be sooner than fourteen (14) days after the notification date where foreign tenderers are included, or seven (7) days where all tenderers are national. The notification will be sent in writing.

34.3 The financial proposal(s) shall be opened in the presence of the Consultants' representatives who choose to attend. The name of the Consultant, the technical score, and the proposal price(s) shall be read out and recorded when the financial proposal(s) are opened. The Procuring Entity shall prepare minutes of the public opening.

35. Conversion to Single Currency


35.1 For evaluation and comparison purposes, the Procuring Entity shall convert all proposal prices expressed in the amounts in various currencies into a single currency. The exchange rate shall be the prevailing Central Bank of Eswatini exchange rate and shall

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not precede the tender submission deadline by less than twenty-one (21) days. Should this date be a non-working day, the selling exchange rate on the date prior to this non-working day shall be used for currency conversion or as otherwise specified in the PDS.

36. Margin of Preference

36.1 Unless otherwise specified in the PDS, a margin of preference shall apply. Where a Margin of Preference applies, its application and detail shall be specified in Section 3, Evaluation Methodology and Criteria.

37. Financial Comparison of Proposals

37.1 The Procuring Entity shall financially compare each financial proposal that has been opened. Please see section 3.

37.4 To determine the evaluated price, the Procuring Entity shall consider the following:

- the proposal price;
- price adjustment for correction of arithmetic errors in accordance with ITC Sub-Clause 31.4;
- adjustment for nonconformities and omissions in accordance with ITC Sub-Clause 31.3; and
- adjustments due to the application of a margin of preference, in accordance with ITC Clause 36.

38. Determination of Best Evaluated Proposal

38.1 The Procuring Entity shall compare all substantially compliant and responsive proposals. Tender proposal with the highest combined score (Technical + Financial scores) shall be the best evaluated tenderer.

The weights given to the Technical and Financial proposals are:

T = 0.7 and

F= 0.3

39. Post-qualification of the Consultant

39.1 If so stated in Section 3, the Procuring Entity shall determine to its satisfaction whether the Consultant that is selected as having submitted the best evaluated proposal is qualified to perform the Contract satisfactorily.

39.2 The determination shall be based upon an examination of the documentary evidence of the Consultant's qualifications submitted by the Consultant, pursuant to ITC Clause 19, to clarifications in accordance with ITC Clause 29 and the qualification criteria


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indicated in Section 3, Evaluation Methodology and Criteria. Factors not included in Section 3 shall not be used in the evaluation of the Consultant's qualifications.

- 39.3 An affirmative determination shall be a prerequisite for award of the Contract to the Consultant. A negative determination shall result in disqualification of the proposal, in which event the Procuring Entity shall proceed to the next best evaluated proposal to make a similar determination of that Consultant's capabilities to perform satisfactorily.
- 39.4 If pre-qualification has been conducted, no post-qualification will be conducted but pre-qualification information shall be verified.

40. Negotiations

- 40.1 Negotiations may be held with the best evaluated Consultant following the evaluation of proposals.
- 40.2 The cost of any negotiations or technical discussions shall be borne by the respective parties themselves.

F. Award of Contract

41. Award Procedure

- 41.1 The Procuring Entity shall issue a Notice of Intention to Award within ten (10) working days after a decision of the relevant approvals authority to award a contract, to all Consultants who participated and the Agency for publication on its website.
- 41.2 A Procuring Entity shall not award a contract to the best evaluated consultant until the lapse of ten (10) working days after the date of issuance of the notice of intention to award.
- 41.3 The Procuring Entity shall award the Contract to the Consultant whose offer has been determined to be the best evaluated proposal, provided that the Consultant is determined to be qualified to perform the Contract satisfactorily and subject to satisfactory negotiations.

42. Procuring Entity's Right to Accept or Reject Any or All Proposals


- 42.1 The Procuring Entity reserves the right to accept or reject any proposal, and to annul the procurement process and reject all proposals at any time prior to contract signature and issue by the Procuring Entity, without thereby incurring any liability to Consultants, subject to adherence to Regulation 26 and 27 of the Public Procurement Regulations of 2020.

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43. Signing and effectiveness of the Contract

- 43.1 On expiry of the ten (10) working days after the date of issuance of the Letter of Appointment/ Letter of award, the Procuring Entity shall sign a contract with the successful Consultant.
- 43.2 Failure by the successful Consultant to sign the contract shall constitute sufficient ground for annulment of the contract award.
- 43.3 Effectiveness of the Contract shall be subject to any conditions specified in the Contract.

44. Debriefing

- 44.1 Where a Consultant requests information on the reasons for their success or failure of their proposal, after a Notice of Intention to Award has been issued, the Procuring Entity shall give the Consultant a written debrief.

45. Procurement Related Complaints and Administrative Review

- 45.1 The procedures for making a Procurement-related Complaint are as **specified in the PDS**.

46. Abnormal Low and Abnormally High Prices

46.1 Abnormally Low Prices

- 46.1.1 An Abnormally Low Price is one where the financial price, in combination with other constituent elements of the proposal, appears unreasonably low to the extent that the price raises material concerns with the Procuring Entity as to the capability of the Consulting firm to perform the Contract for the offered price.
- 46.1.2 In the event of identification of a potentially Abnormally Low Price by the evaluation committee, the Procuring Entity shall seek written clarification from the firm, including a detailed price analyses of its price in relation to the subject matter of the contract, scope, delivery schedule, allocation of risks and responsibilities and any other requirements of the RFP document.
- 46.1.2 After evaluation of the price analyses, if the Procuring Entity determines that the firm has failed to demonstrate its capability to perform the contract for the offered price, the Procuring Entity shall reject the firm's proposal.

46.2 Abnormally High Prices


- 46.2.1 An abnormally high price is one where the proposal price, in combination with other constituent elements of the proposal, appears unreasonably too high to the

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extent that the Procuring Entity is concerned that it (the Procuring Entity) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Consultants is compromised.

46.2.2 In case of an abnormally high tender price, the Procuring Entity shall make a survey of the market prices, check if the estimated cost of the contract is correct, and review the RFP to check if the Terms of Reference, scope of work and conditions of contract are contributory to the abnormally high proposals. The Procuring Entity may also seek written clarification from the Consultants on the reason or the high proposal price. The Procuring Entity shall proceed as follows:

- i) If the proposal price is abnormally high based on wrong estimated cost of the contract, the Procuring Entity may accept or not accept the proposal depending on the Procuring Entity's budget considerations.
- ii) If Terms of Reference, scope of work and/or conditions of contract are contributory to the abnormally high proposal prices, the Procuring Entity shall reject all proposals and may re-invite for proposals for the contract based on revised estimates, Terms of Reference, scope of work and conditions of contract.


46.2.3 If the Procuring Entity determines that the Proposal Price is abnormally too high because genuine competition between Consultants is compromised (often due to collusion, corruption or other manipulations), the Procuring Entity shall reject all Proposals and shall institute or cause competent Government Agencies to institute an investigation on the cause of the compromise and inform the Agency, before re-inviting for proposals.

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Part 2: Section 2. Proposal Data Sheet


Section 2: Proposal Data Sheet

Instructions to Consultants Reference	Data relevant to the ITC
A. General	
ITC 1.1	The Procuring Entity is: Ezulwini Town Council
ITC 1.3	Subject: The subject of the procurement is: The acquisition of an IT risk assessment and disaster recovery & business continuity plan
ITC 1.3	Reference: The Procurement Reference Number: Tender NO. 05 of 2025/26
ITC 4.2	Joint Ventures: The individuals or firms in a joint venture, consortium or association <i>shall</i> be jointly and severally liable.
ITC 5.4	Downstream work: The Procuring Entity, Ezulwini Town Council envisage the need for continuity for downstream work.
B. Request for Proposals Document	
ITC 7	<p>Clarification: For clarification purposes only the Procuring Entity's address is:</p> <p>Attention: Mathokoza S. Shongwe</p> <p>Physical Address: 73 Mpumalanga Road Ezulwini</p> <p>Email: mathokozas@ezulwini.co.sz</p> <p>The Procuring Entity will respond to any request for clarification provided that such request is received no later than July 23rd, 2025</p>
C. Preparation of Proposals	
ITC 11.1	Submission Method: The proposal submission method shall be: Separate Technical and Financial Proposals
ITC 11.2	Pre-Proposal meeting: N/A
ITC 12.1	Joint ventures: Short-listed Consultants <i>shall</i> be permitted to associate with individual Consultants or other Consultants or entities in a joint venture.
ITC 12.2	All joint venture arrangements shall be assessed by the Procuring Entity as individuals and jointly
ITC 13.1	Estimated Man Months: The estimated number of professional staff-months required for the assignment is: 6 Monts
ITC 15.4	Taxes: The Financial Proposal shall indicate taxes etc as a separate amount.

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Part 2: Section 2. Proposal Data Sheet

Instructions to Consultants Reference	Data relevant to the ITC
ITC 16.1	Prices: The prices quoted by the Consultant shall be inclusive of Value Added Tax
ITC 17.1 (a)	Currency: For Services originating in Eswatini the currency of the proposal shall be: Emalangeni
ITC 17.1 (b)	Currency: For Services originating from outside of Eswatini the currency of the proposal should be indicated
ITC 20.1	Validity: Proposals must remain valid until 90 days
ITC 21.1	Tender Security or Tender Securing Declaration: A Tender Security or Tender Securing Declaration <i>shall not</i> be required.
ITC 21.2	Validity of Tender Security or Tender Securing Declaration: N/A
ITC 22.1	Number of Copies: In addition to the original of the technical and financial proposal, the number of copies of each required is: 1 Original and 3 copies Electronic bidding shall not be permitted.
ITC 22.2	Form of Authorisation: Power of Attorney or a Notarised Power of Attorney if signed outside Eswatini.
D. Submission and Opening of Proposals	
ITC 24.1	Proposal Submission: For proposal submission purposes only, the Procuring Entity's address is : P.O BOX 344, Ezulwini Physical Address: 73 Mpumalanga Road The deadline for proposal submission is: Date: August 01 st , 2025, Time (local time): 12:00 noon
ITC 27.1	Proposal Opening: The proposal opening for the technical proposal shall take place at: Physical Address: 73 Mpumalanga Road Date: August 01 st , 2025, Time (local time) 12:05pm
E. Evaluation of Proposals	

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Part 2: Section 2. Proposal Data Sheet


Instructions to Consultants Reference	Data relevant to the ITC
ITC 35	<p>Exchange Rate: The currency that shall be used for financial comparison purposes to convert all proposal prices expressed in various currencies into a single currency is:.</p> <p>The source of exchange rate shall be: Central Bank of Eswatini.</p> <p>The date for the exchange rate shall be: August 01st, 2025</p>
ITC 36.1	<p>Margin of Preference: A margin of preference <i>shall</i> apply.</p> <p>If a margin of preference applies, the application methodology and the level of margin shall be as stated in Section 3, Evaluation Methodology and Criteria.</p>
ITC 45.1	<p>The procedures for making a Procurement-related Complaint are detailed in the ESPPRA website https://esppra.co.sz</p> <p>If a Consultant wishes to make a Procurement-related Complaint, the Consultant shall submit its complaint following these procedures, in writing (by the quickest means available, that is by email), to:</p> <p>Title/position: Controlling Officer</p> <p>Procuring Entity: Ezulwini Town Council</p> <p>Email address: mathokozas@ezulwini.co.sz</p> <p>In summary, a Procurement-related Complaint may challenge any of the following:</p> <ol style="list-style-type: none"> 1. the terms of the Bidding Documents; and 2. the Procuring Entity's decision to award the contract.

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Part 2: Section 3. Evaluation Methodology and Criteria

Section 3. Evaluation Methodology and Criteria

A Evaluation Methodology

1. Methodology Used

The evaluation methodology to be used for the evaluation of proposals received shall be

Quality and Cost Based Selection (QCBS): The procuring entity shall select the quality and cost-based selection method as the preferred method to be used in evaluating proposals. This implies that the proposal is judged on its quality and pricing (quality-price oriented)

2. Summary of Methodology

The evaluation shall be conducted in three sequential stages –

- (a) a preliminary examination to determine the eligibility of consultants and the administrative compliance of bids received;
- (b) a detailed evaluation to determine the commercial and technical responsiveness of the eligible and compliant proposals; and
- (c) a financial comparison to compare costs of the eligible, compliant, responsive proposals received and determine the best evaluated bid.

Failure of a proposal at any stage of the evaluation shall prevent further consideration at the next stage of evaluation.

B Preliminary Examination Criteria

3. Eligibility Criteria

3.1 The eligibility requirements shall be determined for: -

- (a) Eligible Consultants in accordance with ITC Clause 4 and Section 40 of the Public Procurement Act, 2011; and

3.2 The documentation required to provide evidence of eligibility shall be: -


	Eligibility Requirement	Documentary Evidence to be Provided by the Consultant
(a)	The Consultant has legal capacity to enter into the contract	(i) Certificate of Incorporation or Registration

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Part 2: Section 3. Evaluation Methodology and Criteria


		<ul style="list-style-type: none"> (ii) Valid Trading License for the current year (iii) Certified Copy/Valid official statement of the Directors, alternative directors, managers and auditors of the company (for Eswatini firms: Form 'J') (iv) Certified Copy/Valid official statement of the annual summary of shares capital and shares (for Eswatini firms: Form 'C') (v) Original Receipt of E500.00 for payment for the document (vi) Attach at least three (3) traceable similar works done (vii) Signed declaration of eligibility (see attachment) (viii) Original/Valid proof of Legal Joint Venture (where necessary)
(b)	The Consultant is not insolvent, in receivership, bankrupt or being wound up, its affairs are not being administered by a court or a judicial officer, its business activities have not been suspended, and it is not the subject of legal proceedings for any of the foregoing	Audited Financial Statements for the past 12 months
(c)	The Consultant has fulfilled its obligations to pay taxes	Valid Tax Compliance Certificate issued by Tax Regulator
(d)	The Consultant has fulfilled its obligations to social security contributions	Valid Eswatini National Provident Fund Compliance Certificate <i>[for Swati firms]</i> Social Security Compliance Certificate or equivalent <i>[for foreign firms]</i>
(e)	The Consultant adheres to basic labour legislation	Valid Labour Compliance Certificate <i>[for Swati firms only]</i>

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(f)	The Consultant does not have a conflict of interest in relation to the procurement requirement	A written declaration signed by the authorised representative of the consultant
(g)	The Consultant, or any of its directors or officers, have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of five years preceding the commencement of procurement proceedings	Valid Police clearance or affidavit of Non-Conviction for Company Directors (Shareholders), within three months from date of tender deadline
(f)	The Consultant is not subject to suspension in accordance with section 55 [of the Public Procurement Act, 2011] ¹ , and none of its directors or officers have been involved in a tenderer or supplier currently subject to suspension	A written declaration signed by the authorised representative of the consultant

Procuring Entity shall include “or equivalent document” in respect of international tenders and shall indicate the information provided by the corresponding document obtainable from the Eswatini jurisdiction appreciation of foreign bidders to submit corresponding documents.

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¹ Refers to suspension by the Eswatini Public Procurement Regulatory Agency

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3.3 A Power of Attorney signed outside Eswatini shall be notarized authorising signature of the bid on behalf of the Consultant.

3.4 For a Joint Venture, the documentation in Section 3.2 shall be required for each member of the Joint Venture and the following additional documentation shall be required:

- (a) a certified copy of the Joint Venture Agreement or letter of intent to enter into such an agreement, which is legally binding on all partners, showing that:
 - (i) all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;
 - (ii) one of the partners will be nominated as being in charge, and receive instructions for and on behalf of any and all partners of the joint venture; and
 - (iii) the execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.
- (b) a Power of Attorney from each member of the JV nominating a Representative in the JV and a Power of Attorney from the JV nominating a representative who shall have the authority to conduct all business for and on behalf of any and all the parties of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution.

4. Administrative Compliance Criteria


The evaluation of Administrative Compliance shall be conducted in accordance with ITB Sub-Clauses 32.3 and 32.4.

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C Detailed Evaluation Criteria

5. Technical Criteria

- 5.1 Technical responsiveness shall be evaluated in accordance with ITB Clause 33.
- 5.2 The Terms of Reference in the Statement of Requirements details the minimum technical requirements expected from the consultant. The Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals shall be as follows:

Table. 4 Technical evaluation criteria


Criteria	Description	Points
Company Experience	Specific experience of the tenderer related to the assignment in the last year (1) including three (3) references from previous customers where similar services were provided.	4
	i. Company profile about the assignment. 0 – 1 year (4 points)	
	ii. Three (3) references from previous customers where similar services were provided.	4
TOTAL		8
Methodology	A clearly defined execution plan with timelines aligned to the proposed work schedule.	10
	Adequacy of the proposed work plan and methodology in responding to the Terms of Reference.	10
	Methodology and understanding of performing the assignment	20
TOTAL		40

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Educational Background	<p>Combined relevant IT Qualifications and competence of the Team Lead and key staff (accompanied by CVs and Certificates)</p> <p>Such qualifications shall include the following:</p> <p>TEAM LEAD</p> <ul style="list-style-type: none"> - Master's degree in information technology/ computer science / cyber security or digital Forensics, with a minimum of ten (10) years of experience in similar projects. (10 points). <p>SUPPORTING STAFF</p> <ul style="list-style-type: none"> - BSc Degree in Information Technology / Computer Science/ Computer Engineering and Information Systems etc. (5 points) - ISC² - CC or CISSP (5 points) <p>Or</p> <ul style="list-style-type: none"> - COBIT Certified (5 points) 	25
Relevant Qualifications and competence of key staff	<p>Individual experience of the team / key staff (accompanied by CVs and Certificates)</p> <ul style="list-style-type: none"> - The members of the Team should have an IT Risk Management Certification or IT Information Systems Audit Certification. (3 points) - Working and demonstrated knowledge of ISO 27001. (3 points) - Information Security Management System (ISMS) Implementation. (3 points) 	20
TOTAL		45

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Participation by emaSwati in key staff (attach copies of National Identity Document) At least sixty percent (60%) controlling shares are owned by Eswatini Citizens (attach Identification Documents)	7
TOTAL	100

The minimum technical score required to pass the technical evaluation is 70% points.

D Financial Comparison Criteria

6. Financial Proposals for QCBS

Following the ranking of the Technical Proposals, and after internal approvals, the Procuring Entity shall simultaneously notify in writing those Consultants whose Proposals were considered responsive to the RFP and TOR, and that have achieved the minimum qualifying technical score, advising them the following: (i) their Proposal was responsive to the RFP and TOR and met the minimum qualifying technical score; (ii) provide information relating to the Consultant's overall technical score, as well as scores obtained for each criterion and sub-criterion; (iii) their Financial Proposal will be opened at the public opening of Financial Proposals; and (iv) notify them of the date, time and location of the public opening and invite them for the opening of the Financial Proposals.

8. Combined Quality and Cost Evaluation

a. Quality and Cost Based Selection (QCBS) Method

- 8.1 In the case of Quality and Cost Based Selection (QCBS), the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions below. The Consultant that achieves the highest combined technical and financial score will be notified and invited for negotiations.

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 100 \times Fm / F$, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.


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The weights given to the Technical (T) and Financial (P) Proposals are:

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T = ___ 70, and

P = ___ 30

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following:

$$S = St \times T\% + Sf \times P\%.$$


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Section 4. Proposal Forms

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[This Proposal Submission Sheet should be on the letterhead of the Consultant and should be signed by a person with the proper authority to sign documents that are binding on the Consultant. It should be included by the Consultant in its technical proposal]

4.1.1 Technical Proposal Submission Sheet

Date: *[insert date (as day, month and year) of proposal submission]*

Procurement Reference No: *[insert Procurement Reference number]*

To: *[insert complete name of Procuring Entity]*


We, the undersigned, declare that:

- We have examined and have no reservations to the Request for Proposals Document, including Addenda No.: *[insert the number and issuing date of each Addenda]*;
- We offer to provide the services in conformity with the Request for Proposals Document for the *[insert a brief description of the Services]*;
- We hereby submit our proposal which includes this technical proposal, and a financial proposal sealed under a separate envelope;
- Our proposal shall be valid until the date specified in ITC Clause 20.1 and it shall remain binding upon us and may be accepted at any time before and including that date;
- We, including any subcontractors or consultants for any part of the contract resulting from this procurement process, are eligible to participate in public procurement in accordance with ITC Clause 4.1;
- We, including any associates, Joint Venture partners or Sub-contractors for any part of the contract, have nationals from eligible countries *[insert the nationality of the Consultant, including that of all parties that comprise the Consultant, if the Consultant is a Joint Venture, consortium or association, and the nationality of each subcontractor]*;
- We have signed and undertake to abide by the Code of Ethical Conduct for Consultants attached during the procurement process and the execution of any resulting contract;
- We are not participating, as Consultants, in more than one proposal in this procurement process;
- We, including any subcontractors or consultants, do not have any conflict of interest and have not participated in the preparation of the original project for the Procuring Entity;
- We, our affiliates or subsidiaries—including any subcontractors for any part of the contract—have not been suspended by ESPPRA from participating in public procurement;
- Our Proposal is binding upon us, subject to modifications agreed during any contract negotiations, and we undertake to negotiate on the basis of the staff proposed in our Proposal;

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- (l) We understand that this Proposal, shall not be binding on the Entity until a formal contract is prepared and executed;
- (m) We understand that you are not bound to accept the lowest proposal or any other proposal that you may receive;

Signed: *[signature of person whose name and capacity are shown below]*

Name: *[insert complete name of person signing the Proposal]*

In the capacity of *[insert legal capacity of person signing the proposal]*


Duly authorised to sign the proposal for and on behalf of: *[insert complete name of Consultant]*

Dated on _____ day of _____, _____ *[insert date of signing]*

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4.1.2 CODE OF ETHICAL CONDUCT IN BUSINESS FOR CONSULTANTS

1. Ethical Principles

Consultants and providers shall at all times-

- (a) maintain integrity and independence in their professional judgement and conduct;
- (b) comply with both the letter and the spirit of-
 - i. the laws of Eswatini; and
 - ii. any contract awarded.
- (c) avoid associations with businesses and organisations which are in conflict with this code.

2. Standards

Consultants and providers shall-

- (a) strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided;
- (b) comply with the professional standards of their industry or of any professional body of which they are members.

3. Conflict of Interest

Consultants and providers shall not accept contracts which would constitute a conflict of interest with any prior or current contract with any Procuring Entity. Consultants and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

4. Confidentiality and Accuracy of Information

- (1) Information given by consultants and providers in the course of procurement processes or the performance of contracts shall be true, fair and not designed to mislead.
- (2) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

5. Gifts and Hospitality

Consultants and providers shall not offer gifts or hospitality directly or indirectly, to staff of a Procuring Entity that might be viewed by others as having an influence on a government procurement decision.

6. Inducements

- (1) Consultants and providers shall not offer or give anything of value to influence the action of a public official in the procurement process or in contract execution.
- (2) Consultants and providers shall not ask a public official to do anything which is inconsistent with the Act, Regulations, Guidelines or the Code of Ethical Conduct in Business.

7. Fraudulent Practices


Consultants and providers shall not-

- (a) collude with other businesses and organisations with the intention of depriving a Procuring Entity of the benefits of free and open competition;
- (b) enter into business arrangements that might prevent the effective operation of fair competition;

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- (c) engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;
- (d) misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity; or utter false documents;
- (e) unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the PE;
- (f) withholding information from the PE during contract execution to the detriment of the PE.

I agree to comply with the above code of ethical conduct in business.


AUTHORISED SIGNATORY

NAME OF CONSULTANT

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[The information requested is required in the format provided below and should be included by the Consultant in its proposal]

4.1.3 Consultant's References

Relevant services carried out in the last years (Insert number of years required) that best illustrate experience.

Using the format below, provide information on each assignment for which the Consultant, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Consultant's Name: _____


Assignment name:		Country:
Location within country:		Professional Staff provided by consultant (profiles):
Name of client:		Nº of staff:
Address:		Nº of Staff-Months; Duration of assignment:
Start date (Month/Year):	Completion date (Month/Year):	Approx. Value of services (in Currency SZL):
Name of Associated Consultants, if any:		Nº of Months of Professional Staff provided by Associated Consultants:
Name of senior staff (Project Director/Coordinator, Team Leader) involved, and functions performed:		
Narrative description of Project:		
Description of actual services provided by your Staff:		

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[The information requested is required in the format provided below and should be included by the Consultant in its proposal. If none, include form and state "None"]

4.1.4 Comments and Suggestions on the Terms of Reference

[Comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the Client, including: administrative support, office space, local transportation, equipment, data, etc.]

A - On the Terms of Reference

{Improvements to the Terms of Reference, if any}

B - On Counterpart Staff and Facilities


{Comments on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any}

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[The information requested is required in the format provided below and should be included by the Consultant in its proposal]

4.1.5 Description of the Methodology for performing the Assignment

A description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal}:

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing


- a) **Technical Approach and Methodology.** {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}
- b) **Work Plan.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}
- c) **Organization and Staffing.** {Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}

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[The information requested is required in the format provided below and should be included by the Consultant in its proposal]

4.1.6 Team Composition and Task Assignments

1. Technical/Managerial Staff		
Name	Position	Task(s)


2. Support Staff		
Name	Position	Task(s)

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[The information requested is required in the format provided below and should be included by the Consultant in its proposal]

4.1.7 Format of Curriculum Vitae for Proposed Professional Staff

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., A-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2000-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. A2 , Project manager]		


Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

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Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH-5 in which the Expert will be involved)	

Expert's contact information : (e-mail....., phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{day/month/year}


Name of Expert
Date

Signature

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{day/month/year}

Name of authorized

Signature

Representative of the Consultant
(the same who signs the Proposal)

Date

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4.1.8 Format for confirmation of availability of Key Professional Staff

Subject of procurement:		Procurement reference number	
-------------------------	--	------------------------------	--

Consultant	
------------	--

List of key professional staff	Competencies of key professional staff	Percentage of time for which key staff shall be available

Confirmation


I(insert name of consultant) hereby certify that the staff described above shall be available as indicated

Signature: _____ Name: _____

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[The information requested is required in the format provided below and should be included by the Consultant in its proposal. Consultants may reproduce this format in landscape format if more practical but are responsible for its accurate reproduction.]

4.1.9 Estimated Time Schedule for Professional Staff

Name	Position	Reports Due/Activities	Months (in the Form of a Bar Chart)												Number of Months
			1	2	3	4	5	6	7	8	9	10	11	12	
															Subtotal (1)
															Subtotal (2)
															Subtotal (3)
															Subtotal (4)

Full-time: _____ Part-time: _____

Signature: _____

(Authorised Representative)


Full Name: _____ Title: _____

Consultant: _____

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4.1.10 Activity (Work) Schedule

A. Technical Input

	<i>[1st, 2nd, etc. are months from the start of assignment.]</i>											
	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th
Activity (Work)												


B. Completion and Submission of Reports and other Deliverables

Reports	Date
1. Inception Report	
2. Interim Progress Reports	
(a) First Status Report	
(b) Second Status Report	
3. Draft Final Report	
4. Final Report	
5. Other Deliverables	

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4.1.11 Tender Securing Declaration

[The Consultant shall fill in this Form in accordance with the instructions indicated. If the Consultant is a Joint Venture, Consortium or Association the Proposal Securing Declaration must be in the name of the Joint Venture, Consortium or Association that submits the proposal. If the Joint Venture has not been legally constituted at the time of bidding, the Proposal Securing Declaration shall be in the names of all future partners as named in the letter of intent]

Date: *[insert date (as day, month and year) of Proposal Submission]*
Procurement Reference No.: *[insert reference number of selection process]*

To: *[insert complete name of Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, proposals must be supported by a Proposal Securing Declaration.
2. I/We accept that I/we may be debarred for three years by the Agency from being eligible for bidding in any contract with the Government of Eswatini, if we are in breach of our obligation(s) under the Request for Proposals conditions, because we:
 - a. have withdrawn our proposal during the period of proposal validity specified by us in the Technical Proposal Submission Sheet, except as provided in ITC Sub-Clause 20.3; or
 - b. having been notified of the acceptance of our proposal by the Procuring Entity, during the period of proposal validity, fail or refuse to:
 - (i) sign the Contract in accordance with ITC Clause 43;
 - (ii) furnish the Performance Security, in accordance with the ITC Clause 45; or
 - (iii) accept the correction of our bid by the Procuring Entity, pursuant to ITC sub-Clause 31.4.
3. I/We understand this Proposal Securing Declaration shall expire on *[Insert date as per ITC Clause 21]*.


Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Proposal Securing Declaration]*

Name: *[insert complete name of person signing the Proposal Securing Declaration]*

Duly authorized to sign the proposal for and on behalf of: *[insert complete name of*

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Dated on _____ day of _____, _____ *[insert date of signing]*

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4.2.4 Breakdown of Reimbursables

[Consultants may reproduce this sheet in landscape format if more practical but are responsible for its accurate reproduction. The Consultant should complete a separate form for each currency or add currency column and show up to three totals. Complete this form for the total proposal or for each activity as indicated in the ITC]

State activity name or total proposal: _____

Currency: _____


Description of Cost	Quantity	Unit of Measure	Unit Price	Total Price
Grand Total				

Notes: Local transportation costs are not to be included if local transportation is being made available by the Procuring Entity. Similarly, the project site, office rent/accommodations/clerical assistance costs are not to be included if being made available by the Procuring Entity.

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4.2.5 Breakdown of Miscellaneous Expenses

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State activity name or total proposal: _____ **Currency:** _____

Description of Cost	Quantity	Unit of Measure	Unit Price	Total Price
Grand Total				

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Part 1: Section 5 Eligible Countries

Section 5. Eligible Countries

Procurement Reference Number:

All countries are eligible except countries subject to the following provisions.

A country shall not be eligible if:


- (a) as a matter of law or official regulation, the Government of Eswatini prohibits commercial relations with that country, provided that the Government of Eswatini is satisfied that such exclusion does not preclude effective competition for the provision of services required; or
- (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government of Eswatini prohibits the provision of Services from that country or any payments to persons or entities in that country.

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Part 2: Section 6. Statement of Requirements

PART 2 - Statement of Requirements

Section 6. Statement of Requirements

Procurement Reference Number:

1. Terms of Reference

BACKGROUND

The Ezulwini Town Council is a public sector entity established in terms of the Urban Government Act No. 8 of 1969. The Municipality derives its primary mandate to facilitate the provision of basic Municipal services for all stakeholders including residents, businesses, communities and general public as well as managing development within the Ezulwini local space through the Urban Government Act, 1969. Ezulwini town is a tourist destination and an entertainment hub of Eswatini and was declared a town in 1995 through a Legal notice number 117 of 1995. It covers an area of approximately 1,720 ha and the population of Ezulwini was estimated to be 2,661 in 2017 and projected to grow at a 7% rate yearly for the next five years.

6.1 OBJECTIVE OF THE ASSIGNMENT

To provide an IT risk assessment and disaster recovery & business continuity plan for Ezulwini Municipality for a period of six (6) months.

6.2 SCOPE OF WORK

EZTC is seeking proposals from qualified and experienced vendors/consultants to conduct a comprehensive IT Risk Assessment of the Council's infrastructure and develop a Disaster Recovery Plan for our organization.

As part of the enrollment plan, the supplier will be reporting and working under the guidance of the Corporate Services Department (IT Section).

IT Risk Assessment:


- a) Identify and assess potential IT risks, enterprise-wide, across our systems, networks, and applications.

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Part 2: Section 6. Statement of Requirements

1. Natural disasters
 2. System failure
 3. Accidental errors
 4. Malicious activities
- ii. Rank these risks based on their probability and the severity of their impact on your operations.
- b) Evaluate current security measures and identify vulnerabilities. Conduct a vulnerability test of the whole IT system.
 - c) Assess IT equipment.
 - d) Provide recommendations for mitigating identified risks.
 - e) Conduct a gap analysis against industry best practices and compliance standards.
 - f) Document the Risks.

Business Impact Analysis:

- a) Assess the potential impact of IT disruptions on critical business functions.
 - i. Impacts may be based on:
 1. financial losses the Municipality may face.
 2. data loss
 3. damage to our IT environment.
 4. reputational damage, and
 5. legal issues
 - b) Identify and prioritize critical systems.
 - c) Assess potential data loss and Impact.
 - d) Recommend strategies for minimizing downtime and data loss.

Disaster Recovery Plan Development:

- a) Develop a comprehensive Disaster Recovery Plan tailored to our organization's needs.
- b) Define roles and responsibilities during a disaster.


Identify by roles and responsibilities the critical people charged with responding to a crisis and list their full contact information. Designate a team that will be directly involved in recovery efforts. The team should also include key personnel from each department, as well as any external resources, such as IT support or consultants, needed to successfully execute the plan.

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Part 2: Section 6. Statement of Requirements

c) Specify recovery time objectives (RTO) and recovery point objectives (RPO) for critical systems.

d) Include a communication plan for internal and external stakeholders.

Establish clear protocols for how and when communication should take place to minimize confusion during a crisis.

e) Detailed procedures for regular plan testing and updating.

Progress Reports

a) The consultant will report on the status of activities, emerging issues, or risks as often as required by the Council. The mode of communication and liaison shall be through written correspondence letters, emails, telecommunication, and virtual and physical meetings.

b) Final Report: A final progress report will be required at the end of the Consultancy. The report will be a compendium of the deliverables highlighted in 4.1.6. The document will be submitted in full color, professionally designed, and printed, providing three (3) hard copies and a soft copy with all supporting materials in a memory stick (flash drive).

c) Provide a summary and an overview of the activities carried out, the technical and financial problems experienced, and solutions adopted to overcome them. The Consultant, based on experience acquired during the performance of the assignment, will also offer recommendations to the Council on how to improve the ToRs for similar assignments.

Expected Deliverables

a) IT Risk Register and Risk Treatment Plan

b) Business Impact Assessment.

c) Data Protection and Recovery Plan

d) Maintenance Program


e) IT Disaster Recovery and Business Continuity Plan

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Part 2: Section 6. Statement of Requirements

Core Technical Team

The supplier shall provide a supervision team acceptable to the client. It is required that as a minimum, the team should consist of suitable IT qualifications and experienced individuals.

The Technical Lead must oversee all parts of the implementation process. He/she should have at least 10 years of experience in the implementation of IT Risk Assessment and Developing a Disaster Recovery and Business Plan as well as data protection.

Proven track record of their involvement in a similar exercise, in the Kingdom of Eswatini.

7. TENDER COSTS

7.1 The Council will not be liable for any expense or loss, which may be incurred by any Tenderer in the preparation or submission of its Tender Response. The Tenderer is responsible for all costs associated with preparing a Tender Response.

7.2 Tenderers must, at their own expense, inform themselves of all circumstances and conditions relating to submitting a Tender Response and providing the service. This includes compliance with all legislation and satisfying themselves as to the correctness and sufficiency of the Invitation to Tender documentation.


7.3 The Council reserves the right not to accept any tender and to terminate the selection process at any time prior to contract award, without thereby incurring any liability to the Tenderers.

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Part 3: Section 8 Special Conditions of Contract

PART 3 - Contract


Section 7: General Conditions of Contract for the Procurement of Consultancy Services

Any resulting contract shall be subject to the Government of Eswatini General Conditions of Contract (GCC) for the Procurement of Consultancy Services available on the Agency's website except where modified by the Special Conditions below.

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Part 3: Section 8 Special Conditions of Contract

DEFINITIONS

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

7.2.1 “Applicable Law” means the laws and any other instruments having the force of law in Eswatini, as they may be issued and in force from time to time.

7.2.2 “Consultancy Supplier” means any private or public entity that will provide the Services to Council under the Contract.

7.2.3 “Contract” means the Contract signed by the Parties and all the attached documents listed in Clause 1, i.e. these General Conditions (GCC), the Special Conditions (SCC), and the Appendices.

7.2.4 “Contract Price” means the price to be paid for the performance of the Services, by Clause 6;

7.2.5 “Effective Date” means the date on which this Contract comes into force and effect under Clause GCC 2.1.

7.2.6 “GCC” means these General Conditions of Contract.

7.2.7 “Government” means the Government of Eswatini.


7.2.8 “Local Currency” means Lilangeni (SZL).

7.2.9 “Member” means any of the entities that make up the joint venture/consortium/association, and “Members” means all these entities.

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7.2.10 “Party” means Council or the Consultancy Supplier, as the case may be, and “Parties” means both of them.

7.2.11 “Personnel” means persons hired by the Consultancy Supplier or by any Sub-Consultancy Supplier(s) and assigned to the performance of the Services or any part thereof.

7.2.12 “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented.

7.2.13 “Services” means the work to be performed by the Consultancy Supplier under this Contract, as described in Appendix A hereto.

7.2.14 “Sub-Consultancy Supplier s” means any person or entity to whom/which the Consultancy Supplier subcontracts any part of the Services.

7.2.15 “In writing” means communicated in written form with proof of receipt.

7.2 LAW GOVERNING CONTRACT

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.

7.3 LANGUAGE

This Contract has been executed in the English language which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.


7.4 NOTICES

7.4.1 Delivery of Notice

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Any notice, request, or consent required or permitted to be given or made under this Contract shall be in writing. Any such notice, request, or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SCC.

7.4.2 Change of Address

A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SCC.

7.5 LOCATION

The Services shall be performed at such locations as are specified in Appendix A hereto and, where the location of a particular task is not so specified, at such locations, whether in Eswatini or elsewhere, as Council may approve.

7.6 AUTHORITY OF MEMBER IN CHARGE

In case the Consultancy Supplier consists of a joint venture/ consortium/ association of more than one entity, the Members hereby authorize the entity specified in the SCC to act on their behalf in exercising all the Consultancy Supplier's rights and obligations towards Council under this Contract, including without limitation the receiving of instructions and payments from Council.

7.7 AUTHORIZED REPRESENTATIVES

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by Council or the Consultancy Supplier may be taken or executed by the officials specified in the SCC.


7.8 TAXES AND DUTIES

The Consultancy Supplier, Sub-Consultancy Suppliers, and their Personnel shall pay such indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the SCC, the amount of which is deemed to have been included in the Contract Price.

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7.9 FRAUD AND CORRUPTION

Consultancy Supplier(s) should be aware that a Consultancy Supplier who engages in corrupt, collusive, or fraudulent practices will have their proposals rejected or Contract terminated by Clause GCC (c) and may further be subject to prosecution under the laws of Eswatini.

7.10 COMMISSION AND FEES

It is required that the successful Consultancy Supplier disclose any commissions or fees that may have been paid or are to be paid to agents, representatives, or commission agents concerning the selection process or execution of the contract. The information disclosed must include at least the name and address of the agent, representative, or commission agent, the amount and currency, and the purpose of the commission or fee.

7.11 COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

7.11.1 Effectiveness of Contract

- a) This Contract shall come into effect on the date the Contract is signed by both Parties and at such other later date as may be stated in the SCC.
- b) The date the Contract comes into effect is defined as the Effective Date.

7.11.2 Commencement of Services

The Consultancy Supplier shall begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.

7.11.3 Expiration of Contract


Unless terminated earlier under Clause GCC 2.6, this Contract shall expire at the end of the period after the Effective Date.

7.11.4 Modifications or Variations

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Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the Scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

7.12 FORCE MAJEURE

7.12.1 Definition

For this Contract, “Force Majeure” means an event that is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

7.12.2 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

7.12.3 Extension of Time

Any period within which a Party shall, under this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.


7.12.4 Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultancy Supplier shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the Services and in reactivating the Service after the end of such period.

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7.13 TERMINATION

7.13.1 By Council

Council may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause GCC 2.6.1. In such an occurrence the Council shall give not less than thirty (30) days written notice of termination to the Consultancy Supplier, and sixty (60) days in the case of the event referred to in (e).

- a) If the Consultancy Supplier does not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as Council may have subsequently approved in writing.
- b) If the Consultancy Supplier becomes insolvent or bankrupt.
- c) If the Consultancy Supplier, in the judgment of Council has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- d) If, as the result of Force Majeure, the Consultancy Supplier is unable to perform a material portion of the Services for a period of not less than sixty.
- e) If Council, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
- f) If the Consultancy Supplier fails to comply with any final decision reached as a result of arbitration proceedings under Clause GCC 8 hereof.


7.13.2 By the Consultancy Supplier

The Consultancy Supplier(s) may terminate this Contract, by not less than thirty (30) days written notice to Council, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause GCC 2.6.2:

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a) If Council fails to pay any money due to the Consultancy Supplier under this Contract and is not subject to dispute under Clause GCC 7 hereof within forty-five (45) days after receiving written notice from the Consultancy Supplier that such payment is overdue.

b) If, as the result of Force Majeure, the Consultancy Supplier is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

c) If the Council fails to comply with any final decision reached as a result of arbitration under Clause GCC 8 hereof.

7.14 PAYMENT UPON TERMINATION

Upon termination of this Contract under Clauses GCC 2.6.1 or GCC 2.6.2, the Council shall make the following payments to the Consultancy Supplier:

a) Payment under Clause GCC 6 for Services satisfactorily performed before the effective date of termination.

b) Except in the case of termination under paragraphs (a) through (c), and (f) of Clause GCC, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

7.15 OBLIGATIONS OF THE CONSULTANCY SUPPLIER


7.15.1 General

a) **Standard of Performance**

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The Consultancy Supplier shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency, and economy, by generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials, and methods. The Consultancy Supplier shall always act, in respect of any matter relating to this Contract or the Services, as faithful advisers to Council, and shall always support and safeguard Council's legitimate interests in any dealings with Sub-Consultancy Supplier(s) or Third Parties.

b) Conflict of Interests

The Consultancy Supplier shall hold the Council's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their corporate interests.

7.15.2 Consultancy Supplier is Not to Benefit from Commissions, Discounts, etc.

The payment of the Consultancy Supplier under Clause GCC 6 shall constitute the Consultancy Supplier's only payment in connection with this Contract or the Services, and the Consultancy Supplier shall not accept for their benefit any trade commission, discount, or similar payment in connection with activities under this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultancy Supplier shall use their best efforts to ensure that the Personnel, any Sub-Consultancy Supplier s, and agents of either of them similarly shall not receive any such additional payment.

7.15.3 Consultancy Supplier and Affiliates Not to be Otherwise Interested in Project.


The Consultancy Supplier agrees that, during the term of this Contract and after its termination, the Consultancy Supplier and any entity affiliated with the Consultancy Supplier, as well as any Sub-Consultancy Supplier(s) and any entity affiliated with such Sub-Consultancy Supplier s, shall be disqualified from providing goods, works or services (other than consulting services) resulting from or directly related to the Consultancy Supplier's Services for the preparation or implementation of the project.

7.15.4 Prohibition of Conflicting Activities

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The Consultancy Supplier shall not engage and shall cause their Personnel as well as their Sub-Consultancy Supplier(s) and their Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this Contract.

7.15.5 Confidentiality

Except with the prior written consent of Council, the Consultancy Supplier and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultancy Supplier and the Personnel make public the recommendations formulated during, or because of, the Services.

7.15.6 Insurance to be Taken Out by the Consultancy Supplier

The Consultancy Supplier (a) shall take out and maintain, and shall cause any Sub-Consultancy Supplier(s) to take out and maintain, at their (or the Sub-Consultancy Supplier's, as the case may be) own cost but on terms and conditions approved by Council, insurance against the risks, and for the coverage, as shall be specified in the SCC; and (b) at Council's request, shall provide evidence to Council showing that such insurance has been taken out and maintained and that the current premiums have been paid.

7.15.7 Consultancy Supplier's Actions Requiring Agency's Prior Approval

The Consultancy Supplier shall obtain the Council's prior approval in writing before taking any of the following actions:


- a) Entering a subcontract for the performance of any part of the Services,
- b) Appointing such members of the Personnel not listed by name in Appendix C, and
- c) Any other action that may be specified in the SCC.

7.15.8 Reporting Obligations

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(a) The Consultancy Supplier shall submit to Council the reports and documents specified in Appendix B hereto, in the form, in the numbers, and within the periods outlined in the said Appendix.

(b) Final reports shall be delivered on the flash disk in addition to the hard copies specified in said Appendix.

(c) The consultant will work closely and report periodically to The Strategy Manager in the Chief Executive Officer's office and the Public Health and Environment Manager.

7.15.9 Documents Prepared by the Consultancy Supplier to be the Property of Council

(a) All plans, drawings, specifications, designs, reports, other documents, and software submitted by the Consultancy Supplier under this Contract shall become and remain the property of Council, and the Consultancy Supplier shall, not later than upon termination or expiration of this Contract, deliver all such documents to Council, together with a detailed inventory thereof.

(b) The Consultancy Supplier may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the SCC.

7.15.10 Consultancy Supplier's Personnel


a) Description of Personnel

The Consultancy Supplier shall employ and provide such qualified and experienced Personnel and Sub-Consultancy Supplier(s) as are required to carry out the Services. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Consultancy Supplier's Key Personnel are described in Appendix C.

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The Key Personnel and Sub-Consultancy Supplier(s) listed by title as well as by name in Appendix C are hereby approved by Council.

b) Removal and/or Replacement of Personnel

Except as the Council may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Consultancy Supplier, such as retirement, death, or medical incapacity, among others, it becomes necessary to replace any of the Key Personnel, the Consultancy Supplier shall provide as a replacement a person of equivalent or better qualifications.

I. If Council finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultancy Supplier shall, at Council's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to Council.

II. The Consultancy Supplier shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

7.16 OBLIGATIONS OF COUNCIL

7.16.1 Assistance

Council shall use its best efforts to provide the Consultancy Supplier such assistance as specified in the SCC.


7.16.2 Change in the Applicable Law Related to Taxes and Duties

If, after the date of this Contract, there is any change in the Applicable Law concerning taxes and duties which increases or decreases the cost incurred by the Consultancy Supplier in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultancy Supplier under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Clauses GCC 6.2 (a) or (b), as the case may be.

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7.16.3 Payments to the Consultancy Supplier

The Consultant shall be paid as per the contract agreement.

7.16.4 Contract Unit Prices and Reimbursable

- (a) The unit prices and reimbursement payable in the currency are outlined in the SCC.
- (b) The unit price and reimbursable payable in local currency are outlined in the SCC.

7.16.5 Payment for Additional Services

To determine the remuneration due for additional services, as may be agreed under Clause 2.4, a breakdown of the unit prices and reimbursement is provided in Annexures D and E.

7.16.6 Terms and Conditions of Payment

Payments will be made to the account of the Consultancy Supplier according to the payment schedule stated in the SCC. Unless otherwise stated in the SCC, the first payment shall be made against the provision by the Consultancy Supplier of an advance payment guarantee for the same amount and shall be valid for the period stated in the SCC. Such guarantee shall be in the form outlined in Appendix G hereto, or in such other form, as Council shall have approved in writing. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Consultancy Supplier has submitted an invoice to the Council specifying the amount due.


7.16.7 Good Faith

The Parties undertake to act in good faith concerning each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

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7.17 SETTLEMENT OF DISPUTES

a) Amicable Settlement

The Parties agree that the avoidance or early resolution of disputes is crucial for the smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.


b) Dispute Resolution

Any dispute between the Parties as to matters arising under this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement by the provisions specified in the SCC.

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Section 8. Special Conditions of Contract


The following Special Conditions of Contract (SCC) shall supplement the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

GCC clause reference	Special Conditions of Contract
	The Procurement Reference Number is: Tender No. 05
GCC 1.2 (e)	The Eligible Countries are those listed in Section 5 of the Request for Proposals Document.
GCC 1.2(k)	Member in Charge: The Member in Charge is:
GCC 4.1(f)	Contract Documents: Other documents forming part of the contract are:
GCC 4.4	Authorised Representatives: The Authorised Representatives are: for the Procuring Entity: Mathokoza S. Shongwe for the Consultant:
GCC 5.1	Law: The Contract shall be governed by the Laws of Eswatini.
GCC 7.1	Notices: The addresses for Notices are: for the Procuring Entity : Physical Address: 73 Mpumalanga Road Town/City: Ezulwini P. O. Box No: 344 Country: Eswatini Telephone: 2417 1432 Email: mathokoza@ezulwini.co.sz For the Consultant Physical Address: Town/City: P. O. Box No: Country: Telephone: Email:
GCC 8.1	Commencement: The Period within which the Services shall have commenced is:

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GCC clause reference	Special Conditions of Contract
GCC 17.2	Dispute settlement: Dispute settlement shall be in accordance with the Alternative Dispute Resolution Process under the Laws of Eswatini.
GCC 18.1	Completion of the Services: The Period within which the Services shall have been completed following commencement of the Services is: three (3) years
GCC 19.5(c)	Further Assistance: The Procuring Entity shall provide the following further assistance:
GCC 20.1	Counterpart Staff: Counterpart Staff be provided
GCC 21.2	Payment currencies: Payments shall be made in the currency or currencies of the contract price. The exchange rate for purposes of payment shall be the Central Bank of Eswatini exchange rate prevailing at the time of financial proposal opening
GCC 22.1	The Contract is a (<i>Lump Sum, Time based contract, etc</i>).
GCC 24.1	Documentation for Payment: The following documentation shall be required to support invoices requesting payments:
GCC 25.1	Payment Schedule: The payment schedule shall be:
GCC 26.1	Advance Payment Guarantee: An Advance Payment Guarantee required. The period of validity of the Advance Payment Guarantee shall be:
GCC 27.1	Payment Period: Payment shall be made by the Procuring Entity within days of receipt and certification of the invoice accompanied by supporting documents and within days in the case of the final payment.
GCC 31.5	Additional provisions: The additional provisions for Personnel time are:
GCC 32.1	Price variation: The Contract Price including the remuneration rates is not subject to price variation for fluctuations in market, commodity or other variable rates.

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GCC clause reference	Special Conditions of Contract
GCC 33.1	Taxes and duties: The Consultant bear and pay all taxes, duties, and levies imposed on the Consultant, by all municipal, state or national government authorities:
GCC 34.5(c)	The Procuring Entity's prior approval: The Procuring Entity's prior approval is also required for:
GCC 36.1	Joint Venture requirements: The individuals or firms in a joint venture, consortium or association shall be jointly and severally liable.
GCC 38.3(b)	Additional activities prohibited: The following activities are prohibited:
GCC 39.3	Total Liability: The total liability under the Contract shall be the total contract value.
GCC 40.1	Insurance taken out by Consultant: The risks and coverage shall be: (i) Third Party motor vehicle (ii) Third Party liability (iii) Employer's liability and workers' compensation (iv) Professional liability (v) Loss or damage to equipment and property (vi) Other
GCC 44.1	Restrictions on the use of Deliverables: The future use of deliverables are restricted as follows:
GCC 47.2	Personnel entitlements: The Key Personnel shall be entitled to payment for:

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Section 9. Contract Forms

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RFP for Consultancy Services



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Agreement

For Lump Sum/Time Based Contracts

This Agreement is made this..... day of the month of between of (hereinafter called the “Procuring Entity”) and of hereinafter called the “Consultant”).

WHEREAS

- the Procuring Entity has requested the Consultant to provide certain consultancy services (hereinafter called the “Services”) as defined herein and attached to this Contract;
- the Consultant having represented to the Procuring Entity that it has the required professional skills, personnel and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract.

NOW THEREFORE the parties hereto agree as follows:

- The documents forming the Contract shall be as stated in and in the order of priority stated in the General Conditions of Contract.
- The mutual rights and obligations of the Procuring Entity and the Consultant shall be as set forth in the Contract, in particular:
 - The Consultant shall carry out the Services in accordance with the provisions of the Contract; and
 - the Procuring Entity shall pay the Consultant the Contract Price of _____ or such other sum as may become payable under the provisions of the Contract, at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

Signed by _____ (Authorized Representative of the Procuring Entity)

Name: _____ Position: _____


In the presence of:

Name: _____ Position: _____

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Signed by _____ (Authorized Representative of the Consultant)

Name: _____ Position: _____


In the presence of:

Name: _____ Position: _____

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Appendices

APPENDIX A STATEMENT OF REQUIREMENTS

[Detailed descriptions of the Services to be provided, dates for completion of tasks, location of tasks, etc.]

APPENDIX B KEY PERSONNEL AND SUB-CONTRACTOR

- B.1 Team Composition – Technical/Managerial Staff: Names, (where available), positions, assigned tasks and staff-months for each (Section 4 Table 4.1.5).
- B.2 Team Composition – Support Staff [Names, where available], positions, assigned tasks and staff-months for each. (Same as B.1 for Key foreign Personnel to be assigned to work outside Eswatini). (Section 4 Table 4.1.5)
- B.3 List of Sub-contractors (where available); same information with respect to their Personnel as in B.1.
- B.4 List of Sub-contractors (where available); Same information as B.1 for Key local Personnel.]
- B.5 Time Schedule for Professional Staff (Section 4 Table 4.1.7). Specify working hours, holidays and travel time, etc. in accordance with GC Clause 48.

APPENDIX C BREAKDOWN OF CONTRACT PRICE IN FOREIGN CURRENCY

[List here the elements of cost used to arrive at the breakdown of the lump-sum price—foreign currency portion:

- C.1 Breakdown of Contract Price (summarising the main elements of the contract price detailing fees, reimbursables and miscellaneous expenses (Section 4 Table 4.2.2) :
- C.2 Breakdown of Fees into the monthly rates for Personnel (Key Personnel and other Personnel) (Section 4 Table 4.2.3).
- C.3. Breakdown of Reimbursable (Section 4 Table 4.2.4)
- C.4 Breakdown of Miscellaneous Expenses (Section 4 Table 4.2.5)

This appendix will exclusively be used for determining remuneration for additional services.]

APPENDIX D BREAKDOWN OF CONTRACT PRICE IN ESWATINI LILANGENI


[List here the elements of cost used to arrive at the breakdown of the lump-sum price—local currency portion:

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- D.1 Breakdown of Contract Price (summarising the main elements of the contract price detailing fees, reimbursables and miscellaneous expenses (S. 4 Table 4.2.2)
- D.2 Breakdown of Fees into the monthly rates for Personnel (Key Personnel and other Personnel) (Section 4 Table 4.2.3).
- D.3. Breakdown of Reimbursable expenditures (Section 4 Table 4.2.4)
- D.4 Breakdown of Miscellaneous Expenses (Section 4 Table 4.2.5). This appendix will exclusively be used for determining remuneration for additional services.

[The Advance Payment Security should be on the letterhead of the issuing Financial Institution and should be signed by a person with the proper authority to sign documents that are binding on the Financial Institution]

Advance Payment Security

Date: *[insert date (as day, month, and year) of Advance Payment Security]*

Procurement Reference No.: *[insert Procurement Reference number]*

To: *[insert complete name of Procuring Entity]*

In accordance with the payment provision included in the Contract, in relation to advance payments, *[insert complete name of Consultant]* (hereinafter called “the Consultant”) shall deposit with the Procuring Entity a security consisting of *[indicate type of security]*, to guarantee its proper and faithful performance of the obligations imposed by said Clause of the Contract, in the amount of *[insert currency and amount of guarantee in words and figures]*.

We, the undersigned *[insert complete name of Guarantor]*, legally domiciled in *[insert full address of Guarantor]* (hereinafter “the Guarantor”), as instructed by the Consultant, agree unconditionally and irrevocably to guarantee as primary obligor and not as surety merely, the payment to the Procuring Entity on its first demand without whatsoever right of objection on our part and without its first claim to the Consultant, in the amount not exceeding *[insert currency and amount of guarantee in words and figures]*.

This security shall remain valid and in full effect from the date of the advance payment received by the Consultant under the Contract until *[insert day and month]*, *[insert year]*.


This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

Name: *[insert complete name of person signing the Security]*

In the capacity of *[insert legal capacity of person signing the Security]*

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Signed: *[signature of person whose name and capacity are shown above]*

Duly authorised to sign the Security for and on behalf of: *[insert complete name of the Financial Institution]*

Dated on _____ day of _____, _____ *[insert date of signing]*

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