



MANKAYANE TOWN BOARD

REQUEST FOR EXPRESSION OF INTEREST

CONSULTANCY SERVICES: CIVIL AND STRUCTURAL PROFESSIONAL ENGINEERS

MANKAYANE EOI/ ENG/017/2024 – 2025

CLOSING DATE: FRIDAY,07 MARCH 2025

CONFIDENTIALITY

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DATE: FEBRUARY 2025

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SCHEDULE INDEX

- SECTION A - INTRODUCTION
- SECTION B - SCOPE OF THE EIO
- SECTION C - INSTRUCTIONS TO VENDORS AND TERMS AND CONDITIONS

- SECTION D - EVALUATION CRITERIA

- SECTION E - SUBMISSION FORMAT / DECLARATION FORM

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SECTION A - INTRODUCTION

Tenderers are requested to complete their proposals following the outline indicated in this document:

1. BACKGROUND

Mankayane Town Board (MTB) is one of twelve municipalities in Swaziland. It is situated in the south western part of the country and is closest to the Chiefdoms of Velezizweni, Macudvulwini, Ngwempisi, Mahlangatsha and Ncabaneni. MTB has beautiful natural landscapes and climate. Located in the sub-regional administration offices housing various Government departments.

The Board want to acquire the services of a consultant to provide Civil and Structural consultancy services. A document with terms, conditions and qualifications criteria is obtainable from the Eswatini Public Procurement Regulatory Agency (ESPPRA) website.

A fee of E500.00 (Five hundred Emalangeni only) payable at Mankayane Town Board Offices shall be paid upon submission of the Tender,

This Pre-qualification document and the response thereof shall be only basis for prequalification as a supplier in the specified categories. Please read through this document carefully and provide the requested information together with ALL the required supporting documents.

SECTION B - SCOPE

The EOI aims to invite consultants wishing to provide Civil and Structural Engineering to express their interest for the professional Civil and Structural Engineering.

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OBJECTIVE

The purpose of this document is to select a suitably qualified Civil and Structural Professional Engineers to assist Mankayane Town Board with Civil and Structural Engineering. The consultancy firm will provide assistance with tendering, tender evaluations and the supervision of the civil and structural contractors.

SECTION C: INSTRUCTIONS TO TENDERERS AND TERMS AND CONDITIONS OF TENDER

1. Mankayane Town Board is seeking reliable, financially stable service providers who can meet its stringent cost, quality and service requirements.
2. We reserve the right to prequalify more than one bidder per category of goods and/or services. In order to simplify this process, you need to provide certified copies of all supporting documents requested. You may also be asked to clarify your answers or provide more details. Please answer all questions. If the question does not apply to you, please indicate N/A.
3. Mankayane Town Board will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete this questionnaire and/or to provide written answers to any further questions or requested additional information for clarification will result in the supplier's disqualification from further consideration. Where necessary and if insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets.
4. The information provided in this document is strictly confidential and solely for use by Mankayane Town Board. Please note that by responding to this questionnaire you accept that all answers provided in this questionnaire are legally binding and should the need arise, may be used as evidence in any court of law, which has jurisdiction. Further the Board reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.

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5. Mankayane Town Board will have the right to inspect the business premises of the supplier as part of the evaluation process.
6. Consultants are to kindly note that this document does not amount to any contractual obligation on the part of MTB, and that MTB is not obliged to invite tenders/quotation from any or all who express interest by responding to this expression of interest process.
7. The Expression of Interest document as well as all other correspondence and documents relating to the tender exchanged by the tenderer and the Board, shall be written in the English language.
8. To assist in the examination & evaluation, the Board may, at its discretion, ask the tenderer for a clarification on any part of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.
9. Participation in this Expression of Interest process, or in relation to any matter concerning the tender, will be at the tenderer's sole risk, cost and expense. MTB will not be responsible in any circumstance for any costs or expenses incurred by any tenderer in preparing or lodging a tender or in taking part in the tender process or taking any action related to the tender process.
10. Although this Expression of Interest is not limited to Eswatini Businesses, Eswatini nationals are encouraged to apply.
11. Each page of the offer must be numbered consecutively, bear the Expression Of Interest number, signed and stamped by the Tenderer at the bottom. A reference to the total number of pages must be made at the top right-hand corner of the first page.
12. The Expression Of Interest shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.
13. Documents submitted by Fax; Telex will not be accepted.

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14. Completed Expression of Interest documents must be placed in the Tender Box situated at the MAKAYANE TOWN BOARD, Reception, before 12h00

Noon on Friday, 07th March 2025.

- No electronic documents will be accepted.
- Late submission will not accept.

15. Tender documents or any part thereof received after the stipulated closing date and time will not be accepted.

16. Tenderers must provide the following information for the technical proposals;

- A. Checklist as attached in Section E of this document.
- B. Company profile
- C. CVs of key personnel
- D. Original Valid Tax Compliance Certificate
- E. Copy of a valid Labour Compliance Certificate
- F. Copy of a valid Trading License
- G. Company Form J & C
- H. Certified copy of ENPF Certificate.
- I. Police Clearance for Company Directors
- J. Company audited annual financial statements for the past 3 years or since inception.
- K. Names and contact details of at least three (3) reference customers of not less 10 years professional engineering attendance and reporting. K. Statement of joint ventures / partnerships (if any).

NB: The Absence of any of the items above may render the tender disqualified on opening. The discretion to disqualify rests with the MTB.

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17. Any request for clarification in connection with the Tender or the Invitation to Tender shall be submitted in writing to: engineering@mankayane.co.sz not later than **28 February 2025**.

SECTION D: TENDER EVALUATION PROCESS AND CRITERIA EVALUATION CRITERIA.

Non-Price Elements: Criteria and weightings are summarized below;

Criteria Elements	Criteria Weighting Factors
<p>1. RESPONSIVENESS OF TENDERER (YES/NO)</p> <p>All required documentation and information have been submitted: The following weightings shall apply:</p> <ul style="list-style-type: none"> a. Checklist as attached in section E of this document b. Company Profile c. CVs of key personnel d. Original Valid Tax Compliance Certificate e. Certified Labour Compliance f. Police Clearance of Company Directors three (3) months old g. Certified Identity documents for owners and directors or passport for foreigners. h. Certified copy of Valid Trading License i. Certified copy of ENPF Certificate j. Company Audited annual financial statements for the past 3 years or since inception. k. Names and contact details of at least three reference customers <ul style="list-style-type: none"> • All tender documents have been appropriately signed and authorized • The document has been submitted in the correct format. • The correct number of legible copies has been submitted. 	

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<ul style="list-style-type: none"> • NB: A tender which does not contain the documents listed above may be deemed to be non-responsive and eliminated from further evaluation. 	
<p>1. Resources and Capability</p> <ul style="list-style-type: none"> • Reputation of Tenderer • Key Personnel, relevant qualification(s) and relevant experiences • Trade references • Number of years with relevant experience in the category. 	50
<p>2. Adequacy of the proposed methodology and work plan in responding to the terms of reference;</p> <ul style="list-style-type: none"> • Work plan (5) • Technical approach and methodology (15) 	20
<p>3. Risk Assessment</p> <ul style="list-style-type: none"> • All risk factors which may be prejudicial to Mankayane Town Board and performance of the contract, including but not limited to availability of resources (human, financial or suitable equipment's for the tender) or extent of the Tenders commitment in other projects; • Ascertaining the integrity and general conduct in business dealings, professional conduct of contractor's directors and senior management; • Compliance with the law; e.g., workman's compensation) • Circumstances which may expose MTB and hinder due performance under the contract, e.g., criminal records in connection with corruption, fraud, theft or 2forgery by the contractor's directors and management. 	20

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4. Eswatini Business Promotion	
<ul style="list-style-type: none"> Degree to which ownership of business vests with Eswatini Citizen (above 60% shareholders are Swazis) ; Degree to which business is managed by Eswatini Citizen (above 60% management are Swazis) 	10
Total	100

PASS MARK

75%

SECTION E: SUBMISSION CHECKLIST

REQUIREMENTS	AVAILABILITY (Please Tick or Cross as appropriate)
Company Profile	
CVs for key personnel	
Original Valid Tax Compliance Certificates	
Certified Valid Labour Compliance Certificate	
Certified copy of ENPF Certificate	
Police Clearance of company Directors	
Certified Valid Trading License	
Company Audited Annual Financial Statements for the past 3 years or since inception.	
Name and contact details of at least three (3) reference customers	
Statement of joint ventures/ partnerships (if any)	
Bidders in the industry regulated by the Construction Industry Council (CIC) must submit a valid CIC Certificate	

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NB: Please submit checklist attached on the first page of the Tender documents. The documents must follow the sequence on the checklist.

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ANNEXURES:

DECLARATION OF ELIGIBILITY

[The firm must provide a signed declaration on its Company letterhead in the following format. If the Proposal is being presented by a joint venture or consortium all members must each sign their own declaration.]

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

To: The Town Clerk
Mankayane Town Board
P.O. Box 888
Mankayane

Dear Sir,

Re: Reference: TENDER No. **MANKAYANE EOI/ ENG/017/2024 – 2025**

I/We hereby declare that: -

I/We, including any joint venture partners or consortium partners, are a legal entity and have the legal capacity to enter the contract.

I/We are not insolvent, in receivership, bankrupt or being wound up, our affairs are not being administered by a court or a judicial officer, our business activities have not been suspended, and we are not the subject of legal proceedings for any of the foregoing.

I/We have fulfilled our obligations to pay taxes and social security contributions.

I/We have not, and our directors or officers have not, been convicted of any criminal offence related to our/their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter a contract within a period of five years preceding the commencement of the procurement proceedings; and

I/We do not have a conflict of interest in relation to the procurement requirement.

Signed
 Authorised Representative

Date

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