

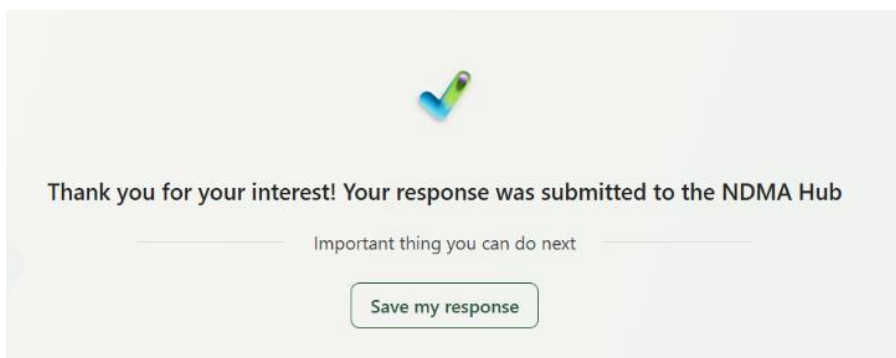
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Originated by: Proc. Specialist  
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Approval Date: 10.12.2025  
Rev no: 00



# AMENDMENT 1

## EXPRESSION OF INTEREST FOR WORKS, SERVICES OR GOODS

Procurement reference number	NDMA EOI 01/2026-7
Date of issue	18th December 2025
Submission date	13th February 2026 at 10:00 am (GMT+2)
participation	Open to local and international firms
Submission link	<a href="https://forms.office.com/r/uvxHPiUrjG">https://forms.office.com/r/uvxHPiUrjG</a>



This will indicate a successful submission



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## INVITATION FOR EXPRESSION OF INTEREST LETTER

### TO ALL PROSPECTIVE SUPPLIERS

The National Disaster Management Agency (NDMA) has a responsibility as detailed in its establishing Act to prevent and minimize the impact of disasters on vulnerable communities and groups. With the available funds the Agency conducts annual procurements of goods, works and services for efficient response to Disasters.

It is against such background that the organization hereby invites Expression of Interest from eligible and capable vendors to join hands with the agency in ensuring availability of the required goods, works and services when the need arises. Like all other strategic procurements, this invitation does not necessarily mean immediate procurement, but it is only for the purposes of building and creating a qualified pool of suppliers that shall be utilized where the need arises.

All interested Service Providers must submit their application not later than the dated stated in this document, submission must be submitted via the online platform.

The NDMA shall publish the list of all vendors who have been considered eligible to provide the required goods/service on the websites (NDMA and ESPPRA) for viewing by all suppliers who submitted an expression.

For any request for further information regarding this Expression of Interest document, bidders are advised to make request in writing to: [tenders@ndma.org.sz](mailto:tenders@ndma.org.sz). Request for information and/or clarification must be sent not later 30 January 2026, and request submitted after this date will not be considered.

Yours Sincerely

**Victor Mahlalela**

**Chief Executive Officer**

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## PREFACE

The NDMA invites suitable suppliers and service providers to express their interest in supplying the categories of goods, work and services below. The purpose of this EOI is to pre-qualify potential suppliers who have the capacity and capability to supply the required goods, works and services for a period of two (2) years on the approved supplier database.

The Expression of Interest invitation shall be published on the ESPPRA and NDMA website, all Tinkhundla Centres, and NDMA social media platforms for wide circulation to ensure maximum reach of all prospective suppliers.

The expression of interest document is divided into:

- Part I: General Part
- Part II: Instructions to Tenderers
- Part III: Preparation of Applications
- Part IV: Submission of Applications
- Part V: Opening and Evaluation of Applications
- Part VI: Pre-qualification
- Part VII: Statement of requirements
- Part VIII: Evaluation criteria

### Appendices:

- A: declaration of eligibility
- B: code of ethical conduct in business

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## **PART I: GENERAL PART**

- 1.1. Scope of Application**
- 1.1.1 The Procuring Entity invites applications for the Pre-qualification of works, services and supplies described in **part VII**.
- 1.1.2 Throughout this document:
- (a) the “Applicant” means the tenderer submitting an application; and
  - (b) “Application” means a tender or submission to be short-listed.

as defined in the Public Procurement Act, 2011 and Regulations, 2020 of the Government of Eswatini.

- 1.2. Corrupt Practices**
- a) defines, for the purposes of this provision, the terms set forth below as follows:
    - (i) “corrupt practice” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
    - (ii) “fraudulent practice” includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Providers prior to or after tender submission designed to establish tender prices at artificial, non competitive levels and to deprive the Procuring Entity of the benefits of free and open competition;
  - b) will reject a recommendation for award if it determines that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract; and
  - c) will suspend a Provider from engaging in any public procurement proceeding for a stated period of time, if it at any time determines that the Provider has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government contract.
- 1.2.1 In pursuit of the policy, the Government of Eswatini requires representatives of both the Procuring Entity and of Providers to adhere to the relevant codes of ethical conduct. The Code of Ethical Conduct for Providers is available from the Authority and Providers are required to indicate their acceptance of this code through the declarations in the **code of ethical conduct in business**.

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## PART II: INSTRUCTIONS TO PROVIDERS

### 2.1. Introduction

The NATIONAL DISASTER MANAGEMENT AGENCY (NDMA) will evaluate and include all eligible companies for the provision of various works, services or supplies in the Approved Supplier Database for the Financial Years 2026/27 and 2027/28. The NATIONAL DISASTER MANAGEMENT AGENCY reserves the right to add similar types of work, services or supplies to the list in **part VII**.

### 2.2. Objectives

The NATIONAL DISASTER MANAGEMENT AGENCY invites online Applications from reputable providers for works, services or supplies for the provision of various works, services or supplies for 2 Financial Years commencing 2026/27.

The list of items required during the above-mentioned financial years is given in **part VII**. Procuring Entities should note that the works, services or supplies are not restricted to those listed in **part VII**.

### 2.3. Eligible Applicants and Countries

2.3.1 An applicant, and all parties constituting the Applicant, shall meet the following criteria to be eligible to participate in public procurement:

- a) the applicant has the legal capacity to enter into a contract;
- b) the applicant is not:
  - (i) insolvent;
  - (ii) in receivership;
  - (iii) bankrupt; or
  - (iv) being wound up
- c) the applicant's business activities have not been suspended.
- d) the applicant is not the subject of legal proceedings for any of the circumstances in (b); and
- e) the applicant has fulfilled his or her obligations to pay taxes and social security contributions.

2.3.2 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 supplies or related 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 any import of Supplies from that country or any payments to persons or entities in that country".

2.3.3 An Applicant shall be a natural person, private entity, government-owned entity, subject to 2.3.9, or any combination of them with the formal intent to enter into an agreement or under an existing

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agreement in the form of a joint venture, consortium or association. In the case of a joint venture, consortium or association, all parties shall be jointly and severally liable.

- 2.3.4 An Applicant and all parties constituting the Applicant shall have the nationality of an eligible country. An Applicant shall be deemed to have the nationality of a country if the Applicant is a citizen, or is constituted, incorporated or registered and operates in conformity with the provisions of the laws of that country.
- 2.3.5 This criterion shall also apply to the determination of the nationality of proposed subcontractors or providers for any part of the Contract including related services.
- 2.3.6 Applicants shall be required to declare conflict of interest. All Applicants found to be in conflict of interest, yet not declared shall be disqualified. Applicants shall be considered to have a conflict of interest with one or more parties in this short-listing 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 application; or
  - 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 application of another Applicant, or influence the decision of the Procuring Entity regarding this short-listing process; or
  - e) participated as a consultant in the preparation of the design or technical specifications of the works, services or supplies that are the subject of this Pre-qualification.
- 2.3.7 A supplier shall submit expression of interest for their best five (5) categories only.
- 2.3.8 A firm that is under a declaration of suspension by the Authority at the date of submission of the application or thereafter, shall be disqualified.
- 2.3.9 Government-owned entities in Eswatini shall be eligible only if they can establish that they are legally and financially autonomous, and operate under commercial law, and that they are not a dependent agency of the Procuring Entity.
- 2.3.10 Applicants shall provide such evidence of their continued eligibility satisfactorily to the Procuring Entity, as the Procuring Entity shall reasonably request.
- 2.3.11 Applicants will be required to complete and submit Supplier Conflict of Interest Declaration Form with the Procuring Entity
- 2.3.12 Applicants will be required to complete and submit Supplier Anti-Corruption Declaration Form

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#### 2.4. Cost of Applying

The Applicant shall bear all costs associated with the preparation and submission of its Application, and NATIONAL DISASTER MANAGEMENT AGENCY will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the short-listing process.

#### 2.5. Clarification of Short-listing Documents

A prospective Applicant requiring any clarification of the short-listing documents may notify the NDMA in writing or by cable (hereinafter, the term cable is deemed to include telephone and e-mail) at the client's address indicated below. The NDMA will respond in writing to any request for clarification on the short-listing documents, which it receives no later than seven (7) days prior to the deadline for the submission of Applications. Written copies of the NDMA's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective applicants that have received the short-listing documents.

For clarification purposes only, the Procuring Entity's address is:

Attention: **Controlling Officer**

Physical Address: **3<sup>rd</sup> Floor SMVAF Building, Mbabane**

Postal Address: **PO Box 8909 Mbabane**

Electronic mail address: [tenders@ndma.org.sz](mailto:tenders@ndma.org.sz)

Telephone: +268 2409 5500

Cell: +268 7602 2659

#### 2.6. Amendment of Short-listing Document

- 2.6.1 At any time prior to the deadline for submission of applications, the Procuring Entity may amend the Invitation Document by issuing addenda.
- 2.6.2 Any addendum issued shall be part of the Invitation Document and shall be communicated in writing to all who have obtained the short-listing document from the Procuring Entity.
- 2.6.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, the Procuring Entity may, at its discretion, extend the deadline for the submission of applications.

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## PART III: PREPARATION OF APPLICATIONS

- 3.1. Language of Application** The Application and all related correspondence shall be written in English. Supporting documents in other languages must be accompanied by accurate English translations which shall govern for interpretation purposes.
- 3.2. Documents Establishing Applicant's Eligibility and Qualifications** The Applicants must complete all required fields in the Microsoft Supplier Pre-qualification Form and upload **originals or certified copies** of the following mandatory documents:
- a) Detailed Company profile
  - b) Financial Statements (last 3 years)
  - c) Valid Trading license
  - d) Certificate of incorporation
  - e) Valid Tax Compliance certificate
  - f) VAT Registration Certificate (where applicable)
  - g) Labor Compliance (where applicable)
  - h) ENPF Compliance Certificate
  - i) Form J and Form C (or equivalent)
  - j) Police Clearance for all company directors.
  - k) Certified ID copies for all Directors
  - l) Curriculum Vitae (CVs) for key personnel.
  - m) Letters from at least three relevant trade references
  - n) Valid Certification with Professional Bodies (Where applicable)
  - o) Signed Declaration of Eligibility
  - p) Signed code of ethical conduct in business for service providers
- All uploads must comply with the specified format and file size limits indicated in the Microsoft Form.
- 3.3. Format of Application submission**
- 3.3.1 The All documents must be uploaded in PDF or accepted formats (Word, Excel, PPT, Image, etc.).
- 3.3.2 Each document must be clearly labelled according to **company name and its title** (e.g., **"XYZ General Trades - Company Profile"**, **"XYZ - Tax Clearance Certificate"**).
- 3.3.3 Pages within each document must be numbered
- 3.3.4 The submission must be completed in one session; partial submissions will not be accepted.

## PART IV: SUBMISSION OF APPLICATIONS

- 4.1. Method of submission** 4.1.1 Applications must be submitted electronically via the designated **Microsoft Forms link** provided below:

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<https://forms.office.com/r/uvxHPiUrjG>

- |   |   |
|---|---|
| <b>4.2. Deadline for Submission of Applications</b> | 4.2.1 All applications must be submitted no later than 13 <sup>th</sup> February 2026 at 10:00 am (SAST). The Microsoft Forms system will automatically close submissions after the deadline            |
| <b>4.3. Late Applications</b>                       | 4.3.1 Late submissions will not be accepted by the system and will be considered non-compliant. Applicants are advised to complete their submissions well before the deadline to avoid technical issues |
| <b>4.4. Confirmation of submission</b>              | 4.4.1 Upon successful submission, applicants will receive an automated confirmation message. This serves as proof of submission.  |

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## PART V: OPENING AND EVALUATION OF APPLICATIONS

### 5.1. Opening of Applications by the NATIONAL DISASTER MANAGEMENT AGENCY

- 5.1.1 Applications submitted via Microsoft Forms will be automatically recorded by the system. NATIONAL DISASTER MANAGEMENT AGENCY will conduct a virtual opening session on 13<sup>th</sup> February 2026 at 10:05am (GMT+2). Applicants who wish to attend may join the session via a link provided in the tender notice. During the session, NDMA will read out the names of applicants and confirm receipt of submissions. Attending representatives will be requested to identify by Name of Representative \_ Company Name when sign a digital attendance register.

Microsoft Teams meeting

Join:

<https://teams.microsoft.com/meet/31356969130292?p=xcgogO3VF77xXUzXgN>

Meeting ID: 313 569 691 302 92

Passcode: MN7GD9jc

- 5.1.2 No application shall be rejected at the opening stage, except for late submissions, which will be automatically blocked by the Microsoft Forms system and considered non-compliant.
- 5.1.3 NDMA will prepare official minutes of the application opening, including a list of applicants and attendance records.

### 5.2. Evaluation of Applications

- 5.2.1 The National Disaster Management Agency will carry out the evaluation of proposals based on PASS or FAIL basis.
- 5.2.2 The National Disaster Management Agency may further capacitate vendors, depending on the availability of resources.

### 5.3. Clarification of Applications

- 5.3.1 During evaluation of the Applications, NDMA may, at its discretion, ask the Applicant for clarification of its application. A request for clarification shall be signed and sent to a tenderer by the chairperson of the evaluation committee and all requests for clarifications shall be copied to all tenderers for information purposes only and noted in the evaluation report.
- 5.3.2 A tenderer shall be instructed to reply to clarifications in writing within a specified time, addressing their responses to the head of the Chairperson of the Tender Evaluation Committee (tenders@ndma.org.sz).
- 5.3.5 Suppliers may apply for more than one but **not exceeding** five (5) categories.
- 5.3.6 Registration does not guarantee award of contracts

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- 5.3.7 Shortlisted EOIs may lead to RFQs, RFTs, or framework contracts.
- 5.3.8 Categories will be activated as and when the need arises

#### **5.4. Contacting the Procuring Entity**

- 5.4.1 No Applicant shall contact NDMA on any matter relating to its Application from the time of Application opening to short listing Applicants.
- 5.4.2 Any effort by the Applicant to influence NDMA in its decisions on the Application evaluation may result in the rejection of the Application.

#### **5.5. Confidentiality**

- 5.5.1 Information relating to the evaluation of applications, and recommendation for short listing, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of Approved Supplier List is made to all Applicants.
- 5.5.2 From the deadline for submission of applications to the time of notification of the results of the short listing, any Applicant that wishes to contact the Procuring Entity on any matter related to the short-listing process, may do so but only in writing.

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## **PART VI: PRE-QUALIFICATION**

- 6.1. Notification to the Short-listed Applicants** NDMA will notify all Applicants in writing by email, on the ESSPRA and NDMA websites, that they have been pre-qualified to provide works, services or supplies for the Financial Years 2026/27
- 6.2. Inspection** NDMA reserves the right to conduct a physical inspection of the premises of the Applicant at its own cost and discretion. If, after the inspection, it is deemed that the physical structure and quality of service equipment is unsatisfactory, then the Application will be rejected. The Procuring Entity reserves the right to verify all information submitted.
- 6.3. Currency** All monetary/financial information furnished, must be quoted in Eswatini Lilangeni (SZL).
- 6.4. Changes in Qualifications of Applicants**
- 6.4.1 Applicants and those subsequently pre-qualified or conditionally pre-qualified, shall inform the Procuring Entity of any material change in information that might affect their qualification status. Providers shall be required to update key Pre-qualification information at the time of tendering.

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## PART VII: STATEMENT OF REQUIREMENTS

### CATEGORIES OF GOODS AND SERVICES

The purpose of this Prequalification is to register suitable qualified suppliers and service providers into the NDMA vendor database to be contacted through Requests for Quotations (RFQs) and Selective Tendering/ Limited Tendering or to engage in Framework Agreements as and when the need arises for any of the listed product categories. NDMA reserves the right to employ the open tender process to increase competition for any of the categories listed and to re-engage the market if approved vendors lack capacity.

EOI CODE	SERVICE / COMMODITY	SCOPE G RELEVANCE
<b>GOODS</b>		
NDMA-EOI-01	Office Stationery & Consumables	Supply of routine office consumables required to support administration, procurement processes, record-keeping, and programme coordination functions.
NDMA-EOI-02	Printing, Toner & Imaging Supplies	Provision of printing and imaging supplies to support reporting, documentation, stakeholder communication, and statutory compliance.
NDMA-EOI-03	Office Furniture	Supply of ergonomic office furniture to support staff productivity and compliance with workplace safety standards.
NDMA-EOI-04	Office Equipment	Supply and maintenance of office equipment including copiers, scanners, shredders, and related machinery necessary for daily operations.
NDMA-EOI-05	Branding & Promotional Materials	Production of NDMA-branded items for awareness campaigns, donor engagement, training, and public communication.
NDMA-EOI-06	ICT Hardware Supply	technical support, preventive maintenance, and troubleshooting services to ensure system availability and business continuity.
NDMA-EOI-07	ICT Accessories & Peripherals	Provision of peripherals including printers, networking components, and accessories to maintain ICT functionality, Cell phones etc.
NDMA-EOI-08	Emergency Relief Items	Blankets, hygiene kits, mattresses, clothing, shoes, and other immediate relief items for affected populations.
NDMA-EOI-09	Bulk food commodities supply	Rice, beans, sugar, split beans, cooking oil, soup, Maize grain, Maize meal, Vegetable oil, etc.
NDMA-EOI-10	Tents & Temporary Shelter Solutions	Provision of tents, tarpaulins, and temporary shelter materials during emergencies.
NDMA-EOI-11	Medical & First Aid Supplies	Provision of pharmaceutical drugs, medical kits, first aid equipment, and emergency health supplies.
NDMA-EOI-12	Water tanks, Portable office water, Sanitation & Hygiene (WASH) Supplies	Supply of water storage tanks, mobile sanitation services, sewage extraction and disposal, Water purification supplies and hygiene items to prevent disease outbreaks during emergencies.
NDMA-EOI-13	Building & Construction Materials as per bill of quantities (2 rooms and 2 bedrooms structures)	Supply of high-quality construction materials for post-disaster repair and reconstruction, including standard building essentials (cement, aggregates, bricks, steel, roofing, etc.).
NDMA-EOI-14	Construction Aggregates	Supply and delivery of crush stones, river sand and deliver plaster sand.
NDMA-EOI-15	Precast Infrastructure Components	Specialized infrastructure materials such as precast concrete culverts, box culverts, and related components for bridge and roadway rehabilitation.
NDMA-EOI-16	Farm Inputs (fertilizer, LAN, Maize seeds, Beans seeds, vegetable seedlings and seeds, pesticides, herbicides, etc.)	Fertilizer, LAN, Maize seeds, Beans seeds, vegetables seedlings and seeds, fruit tree seedlings, pesticides, herbicides, etc) and irrigation supplies (drip kits, water supply pipes,tanks)
NDMA-EOI-17	Livestock and Products	Supply of livestock; cattle, goats, chicken, pigs etc.
NDMA-EOI-18	Livestock feed and vaccines	Vaccines - Lumpy Skin Disease) Vaccine, Foot and Mouth Disease, Anthrax, Rabies (where required), FEED - Maize meal / hominy chop, grass bran/ Wheat bran / rice bran, Molasses, Limestone (Ca)

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SERVICES		
NDMA-EOI-20	Archiving & Filing Solutions	Provision of secure and compliant filing, storage, and document management systems in line with public sector record-keeping requirements.
NDMA-EOI-21	Software & Licensing	Supply of licensed software solutions to support financial management, communications, data analysis, and operational planning.
NDMA-EOI-22	Network Infrastructure & Connectivity	Installation and maintenance of network infrastructure, structured cabling, and internet connectivity solutions.
NDMA-EOI-23	ICT Maintenance & Technical Support	Technical support, preventive maintenance, and troubleshooting services to ensure system availability and business continuity.
NDMA-EOI-24	Building Maintenance & Minor Works	Provision of general building maintenance, repairs, and minor works to ensure facilities are safe, functional, and fit for purpose.
NDMA-EOI-25	Electrical & Plumbing Services	Installation, maintenance, and emergency repair services for electrical and plumbing systems.
NDMA-EOI-26	Cleaning & Sanitation Services, Fumigation & pest control services	Daily and periodic cleaning, fumigation, and hygiene services to maintain safe and healthy working environments.
NDMA-EOI-27	Security Services and Fire extinguisher service and maintenance	Provision of guarding, access control, and asset protection and fire protection services for NDMA premises and installations.
NDMA-EOI-28	Security camera supply and installation	Supply and install security cameras and related services
NDMA-EOI-29	Vehicle tracking services	Supply and install vehicle tracking and fleet management services
NDMA-EOI-30	Car wash services	Car wash and hygiene services for NDMA fleet
NDMA-EOI-31	Waste Management Services	Collection, disposal, and management of waste in compliance with environmental and health regulations.
NDMA-EOI-32	Vehicle Leasing	Rental services for vehicles to support routine operations and emergency response deployments.
NDMA-EOI-33	Vehicle Maintenance & Repair Services	Servicing, repairs, diagnostics, and spare parts supply for the NDMA vehicle fleet.
NDMA-EOI-34	Un-manned Aerial Vehicle (UAV) maintenance, equipment and servicing.	Drone supply, spare parts and maintenance.
NDMA-EOI-35	Transport & Logistics Services	Provision of transport haulage, and distribution services for bulk food commodities, relief items, and building material and equipment etc.
NDMA-EOI-36	Warehousing & Storage Services	Secure storage, inventory management, and handling of emergency relief items and operational supplies.
NDMA-EOI-37	Office space rental	Provision of office facilities rental services across the four regions
NDMA-EOI-38	Travel agent services	Air Tickets, travel insurance
NDMA-EOI-39	Courier Services	Local and international documents and samples transportation
NDMA-EOI-40	Workshops, Conferences & Event Management	Delivery of stakeholder meetings, workshops, simulations, conferences, and related events; including refreshments and accommodation.
NDMA-EOI-41	Newspaper supplies, Online Advertising Platforms, Communication & Media Services	Development and dissemination of public information, awareness campaigns, media engagement, and communication products. Multimedia, Videography & photography services, Advert Placement Services
NDMA-EOI-42	Construction & Rehabilitation Services, Supply of pre-mix concrete	Architects, Civil and Supervising Engineers, Surveyors, Provision of construction, repair, and rehabilitation services for damaged infrastructure and facilities. Carpentry, Chemical blasting services, scaffolding services, etc.
NDMA-EOI-43	Heavy plant equipment hire/ plant hire services	(grader, excavator, Dozer, TLB, Lowbed, smooth roller, pad foot roller, Crane Truck, Tipper truck etc.)
NDMA-EOI-44	Scaffolding & Shoring Systems/ Temporary Works & Site Equipment	Concrete work scaffolding, Scaffolding erection and dismantling, Scaffolding components
NDMA-EOI-45	Legal Services	Provision of legal advisory, contract management, and litigation support services.

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NDMA-EOI-46	Insurance Services	Insurance cover for assets, operations, personnel, and emergency-related risks.
NDMA-EOI-47	Tractors hire services	Ploughing, disc harrowing, ridging, threshing and harvesting etc.
NDMA-EOI-48	Quality test and inspection services - Food Safety	Food safety sample collection, inspection and testing,
NDMA-EOI-49	Quality test and inspection services - Construction	construction material test, inspection and quality assurance
NDMA-EOI-50	HR Recruitment consultancy	Advertisement, screening and selection of NDMA personnel.
NDMA-EOI-51	Solar System Supply and Installation	Provision of solar system and its installation for houses, water systems (boreholes) for potable water and for irrigation purposes.
NDMA-EOI-52	Fencing	Fencing installation and supply
NDMA-EOI-53	Temperature control system	Supply and install temperature control and regulating equipment and related software services
NDMA-EOI-54	Water systems and borehole maintenance	Supply of rehabilitation of water supply systems and medium well and deep well boreholes, drilling, supply of pumps
NDMA-EOI-55	Calibration Services	Warehouse scales etc.
NDMA-EOI-56	Catering Services	Supply of fresh meals/refreshment in all Tinkhundla and municipalities
NDMA-EOI-57	Aircraft Evacuation services	fire and rescue services, medical emergency teams, Evacuation coordinators, Local emergency responders
NDMA-EOI-58	Water Rescue Services	Emergency responders, rescue teams, specialized units with boats, life jackets, and other equipment
NDMA-EOI-59	Hazard Response Services; Equipment and supplies	PPE (Masks, gloves, safety suits for hazardous environments, waste package First Aid kits); Communication & Power Services and supplies (Radios: Hand-crank/battery-powered, two-way radios, megaphones); Power and Generators (fuel, battery packs, solar chargers, power banks); Alerts: Sirens, whistles, manual call points, public notification systems); Tools & Rescue (Cutting/Prying (Multi-tools, crowbars, handsaws, hacksaws. Lighting: Headlamps, flashlights, LED lights); Specialized & Command Medical (IV pumps, syringe pumps, mass oxygen systems); Hazardous Materials (HAZMAT): Biohazard bags, sampling equipment, specialized detectors (EPA provides these for radiological events)
NDMA-EOI-60	Conferencing & catering services	Venue hire, Conference packages, décor and refreshments supply
<b>CONSULTANCY SERVICES</b>		
NDMA-EOI-61	Auditors, Consultancy & Advisory Services	Provision of professional consultancy services including disaster risk management, logistics, systems, and operational planning.
NDMA-EOI-62	Policy Review and Development Consultancy	Conducting policy review and development to support and inform planning, governance and decision-making.
NDMA-EOI-63	Reward, compensation and Benefits	Organizational Redesigning; Job grading; Salary review; Benefits design & Management
NDMA-EOI-64	Employee Engagement & Wellness	Wellbeing and mental health support (EAPS service); Occupational health and safety support; Team Building
NDMA-EOI-65	Staff Training & Development	Capacity building services; First AID Training; ISO Standards

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## PART VIII: EVALUATION CRITERIA

### 8.0. Evaluation Overview

Applications submitted via Microsoft Forms will be evaluated in two stages:

- 8.1 Preliminary Compliance Check – to verify submission of all mandatory documents.
- 8.2 Applicant Vetting – NDMA reserves the right to contact references and conduct physical site inspection for applicants.

### 8.1. Preliminary Compliance Check

The National Disaster Management Agency will carry out the evaluation of applications based on PASS or FAIL basis with an option to further capacitate vendors. Applications will be screened for completeness and validity of the following documents. Completeness includes the completion of all the forms obtained in Annexures:

**Evaluation Outcome:** Pass or Fail with an option to be capacitated

No.	Document	Submitted: (yes or no)
a)	Detailed Company profile	
b)	Financial Statements (last 3 years)	
c)	Valid Trading license	
d)	Certificate of incorporation	
e)	Labour Compliance (where applicable)	
f)	ENPF Compliance Certificate	
g)	Form J and Form C (or equivalent)	
h)	Police Clearance for all company directors.	
i)	Certified ID copies for all Directors	
j)	Curriculum Vitae (CVs) for key personnel.	
k)	Letters from at least three relevant trade references	
l)	Signed Declaration of Eligibility	
m)	Valid Certification with Professional Bodies (Where applicable)	
n)	Signed code of ethical conduct in business for service providers	

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## Appendices A Declaration of Eligibility

[The Tenderer 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 declaration.]

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

Re Tender Reference .....

In accordance with the eligibility requirements of the Invitation to Tender documents we hereby declare that: -

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

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.

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

We declare that we adhere to basic labour legislation.

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

I/We declare that we are eligible to participate in the above-mentioned public procurement pre-qualification exercise for addition onto the NDMA supplier database.

We further declare that we are not Politicians and or Public Officers.

That we do not have a conflict of interest in relation to the procurement requirement as defined in the Instructions to Tenderers.

I/We are aware that, where it shall be found that any or all of the below mentioned directors of our Company have provided misleading information in preparing this tender document, the tender will be cancelled, and contracts awarded shall be terminated immediately.

Name \_\_\_\_\_ (In the capacity of) \_\_\_\_\_

Authorised Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Appendices B

### CODE OF ETHICAL CONDUCT IN BUSINESS FOR SERVICE PROVIDERS

#### 1. Ethical Principles

Suppliers 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

Suppliers 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

Suppliers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with any Procuring Entity. Suppliers 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 Suppliers 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

Suppliers 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) Suppliers 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) Suppliers 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

Suppliers 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;

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**Originated by:** Proc. Specialist  
**Approved by:** PM  
**Approval Date:** 10.12.2025  
**Rev no:** 00

- (b) enter into business arrangements that might prevent the effective operation of fair competition;
- (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 SERIVE PROVIDER**

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## GUIDE TO TENDERERS: Completing the Microsoft Supplier Pre-qualification Form

To ensure your application is successfully submitted and considered for evaluation, please follow the steps below when completing the Microsoft Forms-based Supplier Pre-qualification Form.

### Step 1: Access the Form

Use the official link provided below:

<https://forms.office.com/r/uvxHPiUrjG>

Ensure you have a stable internet connection before starting.

### Step 2: General Instructions

All fields marked with an asterisk (\*) are **mandatory**.

Prepare all required documents in advance. You will need to upload them during the form completion.

Accepted file formats: PDF, Word, Excel, PPT, Image, Video, Audio.

Maximum file size per upload: **10MB**.

You must complete the form in one session; partial submissions are not saved.

### Step 3: Sections of the Form

#### A. Company Information

Select your supplier type (Local-Swati, South Africa, Other).

Choose up to **five service categories** relevant to your business.

Provide your company trade name, TIN, website, VAT registration status, email, contact number, postal and physical address.

Enter details of your main contact person (name, position, cell phone, email).

#### B. Company Experience

List **three major clients** and describe services provided.

Upload **reference letters** from these clients (up to 3 files).

#### C. Business Documents

Upload the following:

- a) Detailed Company profile
- b) Financial Statements (last 3 years)
- c) Valid Trading license
- d) Certificate of incorporation
- e) Valid Tax Compliance certificate
- f) VAT Registration Certificate (where applicable)
- g) Labor Compliance (where applicable)
- h) ENPF Compliance Certificate

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- i) Form J and Form C (or equivalent)
- j) Police Clearance for all company directors.
- k) Certified ID copies for all Directors
- l) Curriculum Vitae (CVs) for key personnel.
- m) Letters from at least three relevant trade references
- n) Valid Certification with Professional Bodies (Where applicable)
- p) Signed Declaration of Eligibility
- q) Signed code of ethical conduct in business for service providers

#### **D. Tendering Forms**

Upload **Signed Declaration of Eligibility Form** (on company letterhead)

Uploaded **signed code of ethical conduct** (on company letterhead)

#### **Step 4: Submission**

Review all entries and uploads before clicking **Submit**.

Once submitted, you will receive a confirmation message.

No changes can be made after submission.

#### **Step 5: Support**

If you encounter technical issues or need clarification, contact the Tender Committee Secretary using the details provided in this document.

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