



REQUEST FOR PROPOSAL

PROVISION OF ESWATINI AIR WEBSITE DESIGN SERVICES

RENAC 004 OF 2024-2025

21st AUGUST 2024

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SECTION 1. LETTER OF INVITATION

REQUEST FOR PROPOSAL: PROVISION OF ESWATINI AIR WEBSITE DESIGN SERVICES

The Royal Eswatini National Airways Corporation (RENAC) invites suitably qualified and experienced service providers to submit proposals for the design of Eswatini Air Website.

In order to be eligible for consideration, the service provider must provide the following eligibility documents:

- A Valid Trading license or Equivalent for other countries
- Form J and C or Equivalent for other countries
- Original valid tax compliance certificate
- Power of attorney
- ENPF compliance certificate or Equivalent for other countries
- Police clearances for all Directors or Affidavit of Non-Conviction
- Labour compliance certificate or Equivalent for other countries
- Audited Financial Statements for the past two (2) years.
- Declaration of eligibility.
- Power of Attorney

Proposals must be accompanied by a tender receipt for a non-refundable tender fee of **E 500.00** payable at RENAC offices, Matsapha.

Tenderers must provide their technical proposal in a sealed envelope and the financial proposal in a separate sealed envelope. Both the technical and financial proposal must be enclosed in a sealed envelope marked **RENAC 004 OF 2024-2025 PROVISION OF ESWATINI AIR WEBSITE DESIGN SERVICES**

The submission deadline shall be **4th OCTOBER AT 12:00**. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. The Corporation does not bind itself to accept the lowest or any tender.

Request for clarification shall addressed to the Procurement Manager in writing to tenders@renac.co.sz on or before 27TH September 2024.

CAPT. P.Q. DHLAMINI
CHIEF EXECUTIVE OFFICER

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1. Terms of Reference

The Royal Eswatini National Airways Corporation requires services of a suitably qualified and experienced service provider with proven track record of experience, capacity, skills and competence in providing website design in order to enhance user experience and increase sales.

2. Objectives

The main objective is to acquire the services of a website designer that will provide a well-designed airline website that will make the process of finding and booking flights easy and enjoyable for customers, while also serving as an effective tool for sales and marketing. The website should be designed with the user's needs and expectations in mind, providing a seamless and stress-free experience.

3. Scope of Work

The specific scope of work for the website designer shall be the following:

- Redesign the Eswatini Air website
- Improve website usability and interaction to simplify the booking process and encourage conversions.
- Optimize page speed for faster loading times.
- Integrate essential travel website features, mobile-friendly functionalities, geo-targeted features, and marketing tools.
- Integrate social media features for improved customer engagement.
- Ensure that the design is responsive and adapts seamlessly to all devices, including smartphones and tablets.
- Ensure a mobile-optimized booking process for smooth user experience on the go.
- Provide for integration with mobile wallets for easy and secure payment processing.
- Provide geolocation features to personalize content and offers based on user location.
- Provide marketing automation tools for targeted email campaigns and promotions.
- The website should be clean and provide intuitive user interface with clear navigation menus and easy-to-find information.
- Provide for uncluttered design with high-quality, original images showcasing Eswatini Air's brand and the destinations, Johannesburg, Cape Town, Durban and Harare.

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- Provide a well-structured content with informative headers using relevant keywords for improved search engine optimization (SEO).
- Use of bullet points and concise language to present key information and benefits.
- The website should intergrate with major social media platforms (Facebook, Twitter, Instagram &LinkedIn) for customer engagement and brand promotion.
- Functionality to share flight deals and travel experiences on social media.
- Implement techniques to ensure fast website loading times for a positive user experience.
- Ensure the website adheres to web accessibility standards to accommodate users with disabilities.
- Utilize a user-friendly Content Management System for easy content updates by Eswatini Air's marketing team.
- Integrate website analytics tools to track user behaviour, identify areas for improvement, and measure the success of the redesigned website.
- Ensure website adheres to data privacy protection regulations

4. Methodology

- Provide implementation methodology
- Provide activity matrix with gphant chart
- Provide timelines for the implementation

5. Deliverables

The following deliverables/outputs are expected:

- A fully functional and responsive website design based on the specifications outlined in this document and innovative ideas from the service provider.
- Style guide outlining design elements, fonts, colours, and brand voice for consistent website presentation.
- Comprehensive website user manuals for Eswatini Air's marketing and IT teams.

6. Qualifications and Relevant Experience

- Proven track record of website design and development in similar or highly recognized organizations
- Three contactable references from organizations where the service provider has undertaken similar services.

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- The project lead should have master's degree in information technology or related field
- Support staff should have adequate experience and capacity to undertake the implementation of the project
- The firm should have at least 5 years of experience in website design and development or information technology.
- Familiarity with data protection laws and regulations of Eswatini
- Experience airline website design will be an added advantage
- Excellent communication and interpersonal skills
- Ability to handle confidential information with discretion
- Detail-oriented with strong organizational skills
- Provide for benchmarking of similar service, where the service provider has implemented similar service.

7. Time Frame and Budget

The project is expected to be completed within 2 months

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SECTION 2. INFORMATION TO CONSULTANTS

1. Introduction The Client will select a firm in accordance with the quality and cost-based method of selection.

The consultants are invited to submit a Technical Proposal and a Financial Proposal for the consulting services. The Technical Proposal and the Financial Proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected firm.

When the assignment is phased, the performance of the consultant under each phase must be to the Client's satisfaction before work begins on the next phase. The Client's prior written approval shall be obtained prior to the commencement of the subsequent phase.

The consultants must familiarize themselves with site conditions and take them into account in preparing their proposals. To obtain firsthand information on the assignment and on the site conditions, consultants are encouraged to visit the Client before submitting a proposal and to attend a pre-proposal conference.

Please note that (i) the costs of preparing the proposal and of negotiating the contract are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.

The Corporation's policy requires that consultants provide professional, objective, and impartial advice and at all times hold the Corporation's interest's paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.

Without limitation on the generality of this rule, consultants shall not be hired under the circumstances set forth below:

- (a) A firm which has been engaged by the Client to provide the services for a project,

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and any of their affiliates, shall be disqualified from providing consulting services for the same project. Conversely, firms hired to provide consulting services for the preparation or implementation of a project, and any of their affiliates, shall be disqualified from subsequently providing services related to the initial assignment (other than a continuation of the firm's earlier consulting services) for the same project.

- (b) Consultants or any of their affiliates shall not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants.

Consultants may be hired for downstream work, when continuity is essential. It will be the exclusive decision of the Client whether or not to have the downstream assignment carried out, and if it is carried out, which consultant will be hired for the purpose.

It is the Corporation's policy to require that its Officials as well as consultants observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the Corporation's Board of Directors:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
 - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment

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of the borrower, and includes collusive practices among consultants (prior to or after submission of proposals) designed to establish prices at artificial, noncompetitive levels and to deprive the borrower of the benefits of free and open competition.

- (b) will reject a proposal for award if it determines that the firm recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;
- (c) will institute legal action if it at any time it determines that corrupt or fraudulent practices were engaged in by representatives of the Corporation during the selection process or the execution of the contract.
- (d) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Corporation contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Corporation contract; and
- (e) will have the right to require that a provision be included requiring consultants to permit the Corporation to inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by the Corporation.

Consultants shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

Consultants shall furnish information as described in the Financial Proposal submission form (Section 4A) on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal, and to execute the work if the firm is awarded the contract.

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Consultants shall be aware of the provisions on fraud and corruption stated in the Standard Contract.

2. Clarification and Amendment of RFP Documents

Consultants may request clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile, or electronic mail to the Client's address indicated in the Data Sheet. The Client will respond by cable, telex, facsimile, or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.

At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex, facsimile, or electronic mail to all consultants who have attended the clarification meeting and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

3. Preparation of Proposal Technical Proposal

In preparing the Technical Proposal, consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

While preparing the Technical Proposal, consultants must give particular attention to the following:

- (i) 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) and/or other consultants or entities in a joint venture or sub consultancy, as appropriate. Consultants may associate with the other consultants invited for this assignment only with approval of the Client as indicated in the Data Sheet.

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- (ii) The proposal shall be based on the number of professional staff-months estimated by the firm.
- (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or has an extended and stable working relationship with it.
- (v) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):

- (i) A brief description of the firm's organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should indicate, *inter alia*, the profiles of the staff proposed, duration of the assignment, contract amount, and firm's involvement.
- (ii) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client (Section 3C).
- (iii) A description of the methodology and work plan for performing the assignment (Section 3D).
- (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).
- (v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal (Section 3F). Key information should include number of years working for the firm/entity and degree of

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responsibility held in various assignments during the last five (5) years.

- (vi) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Sections 3E and 3G).
- (vii) A detailed description of the proposed methodology, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment.

The Technical Proposal shall not include any financial information.

3.2. Preparation of Proposal Financial Proposal

In preparing the Financial Proposal, consultants are expected to consider the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section 4). It lists all costs associated with the assignment, including (a) remuneration for staff (foreign and local, in the field and at headquarters), and (b) reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. If appropriate, these costs should be broken down by activity and, if appropriate, into foreign and local expenditures.

The Financial Proposal should clearly estimate, as a separate amount, the taxes, duties, fees, levies, and other charges imposed under the applicable law, on the consultants, the sub consultants, and their personnel (other than nationals or permanent residents of the government's country), unless the Data Sheet specifies otherwise.

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Commissions and gratuities, if any, paid or to be paid by consultants and related to the assignment will be listed in the Financial Proposal submission form (Section 4A).

The Data Sheet indicates how long the proposals must remain valid after the submission date. During this period, the consultant is expected to keep available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.

4. Submission, Receipt, and Opening of Proposals

The original proposal (Technical Proposal and Financial Proposal) shall be prepared in **indelible ink**. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person who sign(s) the proposals.

An authorized representative of the firm initials all pages of the proposal. The representative's authorization is confirmed by a written power of attorney accompanying the proposal.

For each proposal, the consultants shall prepare the number of copies indicated in the Data Sheet. Each Technical Proposal and Financial Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original governs.

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 sealed envelope clearly marked "FINANCIAL PROPOSAL" and warning: "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and be clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF THE TENDER OPENING COMMITTEE."

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The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened.

After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the tender opening committee. The Financial Proposal shall remain sealed and shall be kept in the Procurement Managers safe until all submitted proposals are opened publicly.

5. Proposal Evaluation

General

From the time the bids are opened to the time the contract is awarded, if any consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the firm to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, including any Board's reviews and issuance of a "no objection", is concluded.

Evaluation of Technical Proposals

The evaluation committee, appointed by the Corporation, evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub criteria (typically not more than three per criteria), and point system specified in the Data Sheet. Each responsive proposal will be given a technical score (St). 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 the minimum technical score indicated in the Data Sheet.

Public Opening and

After the evaluation of quality is completed, the Corporation shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered

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Evaluation of Financial Proposals: Ranking (QCBS, Fixed-Budget, and Least-Cost Selection Methods Only)

nonresponsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Corporation shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.

The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the quality scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.

The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have priced all items of the corresponding Technical Proposals; if not, the Client will cost them and add their cost to the initial price), and correct any computational errors. The evaluation shall exclude those taxes, duties, fees, levies, and other charges imposed under the applicable law; and to be applied to foreign and non-permanent resident consultants (and to be paid under the contract, unless the consultant is exempted), and estimated as per Para. 3.7.

Under the QCBS, the lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be 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;

$T + P = 1$) indicated in the Data Sheet: $S = St \times T\% + Sf \times P\%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.

6. Negotiations

Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.

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Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.

Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff (no breakdown of fees) nor other proposed unit rates.

Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection 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 firm may be disqualified.

The negotiations will conclude with a review of the draft form of the contract. To complete negotiations the Client and the firm will initial the agreed contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a Contract.

7. Award of Contract

The contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify

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other consultants on the successful consultant and that they were unsuccessful and return the unopened Financial Proposals of those consultants who did not pass the technical evaluation.

Following the contract award decision, RENAC shall prepare a notice indicating the name of the best evaluated tenderer, the value of the proposed contract and any evaluation scores. The notice shall be-

- (a) sent directly to all tenderers who submitted tenders by letter and, where appropriate, by fax or email; and,
- (b) published on the ESPPRA website.
- (C) RENAC shall allow a period of at least ten working days to elapse from the date of dispatch and publication of the notice in accordance with subsection (3) before a contract is awarded.

The firm is expected to commence the assignment on the date and at the location specified in the Data Sheet.

8. Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the contract.

Withdrawal, substitution, or modification of tenders

A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted before the submission deadline by sending a written notice to tenders@renac.co.sz that is duly signed by an authorized representative, and shall include a copy of the authorization in its correspondence. The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be:

- (b) received by RENAC prior to the deadline prescribed for submission of Tenders. Tenders requested to be withdrawn shall be returned unopened to the Tenderers. No Tender may

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be withdrawn, substituted, or modified in the interval between the deadline for submission of Tenders and the expiration of the period of Tender validity specified by the Tenderer on the Tender Submission Form or any extension thereof.

DATA SHEET

Data

The name of the Client is: ROYAL ESWATINI NATIONAL AIRWAYS CORPORATION

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The method of selection is <u>Quality and Cost Based Selection</u>
Technical and Financial Proposals are requested: Yes
The assignment is phased: NO.
A pre-proposal conference will be held: No
Clarifications may be requested 7 days before the submission date. The address for requesting clarifications is tenders@renac.co.sz
Proposals must remain valid 120 days after the submission date.
Service Providers must submit an original and 1 additional copy of each technical proposal and financial proposal.
Proposals shall be hand delivered to a designated tender box at the following physical address. Royal Eswatini National Airways Corporation (RENAC) Gate 6, Matsapha International Airport, Matsapha
Information on the outer envelope should also include: <u>RENAC 004 OF 2023-2024 Provision of Website Design Services</u>
Proposals shall be valid for a period of 120 days after submission deadline
The Language of the Tender Document and proposals shall be: English Language
The currency for the tender/ proposal shall be Emalangeneni (SZL)
Preliminary Evaluation of Tenders: Shall be conducted on Yes/No criteria.
The number of points to be given under each of the evaluation criteria are:
Technical Evaluation of Tenders:

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<u>Technical Evaluation Criteria</u>	<u>Total Points Allocated</u>
Website Design Concept	40%
Proposed Work plan including design and implementation timelines	10%
Firms Previous Experience website designs which must be supported with 3 contactable references	30%
Qualifications and Experience of team lead and support staff	20%
Minimum Technical Score	70%
The formula for determining the financial scores is the following: [Either $Sf = 100 \times Fm/F$, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration, or another proportional linear formula]	
The weights given to the technical and Financial Proposals are: T= 0.7, and P=0.3	
The assignment is expected to commence in: November 2024	

SECTION 3. TECHNICAL PROPOSAL

SAL - STANDARD FORMS

3A. Technical Proposal submission form.

3B. Firm's references.

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- 3C. Comments and suggestions of consultants on the Terms of Reference and on data, services, and facilities to be provided by the Client.
- 3D. Description of the methodology and work plan for performing the assignment.
- 3E. Team composition and task assignments.
- 3F. Format of curriculum vitae (CV) for proposed professional staff.
- 3G. Time schedule for professional personnel.
- 3H. Activity (work) schedule/ghant chart.

3A. Technical Proposal Submission Form

[*Location, Date*]

To: [*Name and address of Client*]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [*Title of consulting services*] in accordance with your Request for Proposal dated [*Date*]

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and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

3B. Firm's References

Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

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

Assignment Name:	Country:
------------------	----------

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Location within Country:		Professional Staff Provided by Your Firm/Entity(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 Current US\$):
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:		

Firm's Name: _____

3C. Comments and Suggestions of Consultants on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Client

On the Terms of Reference:

1.

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2.

3.

4.

5.

On the data, services, and facilities to be provided by the Client:

1.

2.

3.

4.

5.

3D. Description of the Methodology and Work Plan for Performing the Assignment

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DECLARATION OF ELIGIBILITY FORM

*[Tenderers must provide a signed declaration on their **company letterhead** in the following format. If the Tender is being presented by a joint venture or consortium all members must sign each their declaration]*

Dear Sirs,

Tender Reference RENAC 004 OF 2024-2025

In accordance with the eligibility requirements of the tender documents we hereby declare that:

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

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- b) We are not insolvent, in receivership, bankrupt or being wound up, our affairs are not being administered by a court or a judicial officer, our business activities have not been suspended, and we are not the subject of legal proceedings for any of the foregoing.
- c) We have fulfilled our obligations to pay taxes and social security contributions.
- d) We have not, and our directors or officers have not, been convicted of any criminal offence related to our/their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a contract within a period of five years preceding the commencement of the procurement proceedings, and
- e) That we do not have a conflict of interest in relation to the procurement requirement.

Signed:

Date:

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3E. Team Composition and Task Assignments

1. Lead Consultant and Experts		
Name	Position	Task

2. Support Staff		
Name	Position	Task

3F. Format of Curriculum Vitae (CV) for Proposed Professional Staff

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

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[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____ Date: _____
[Signature of staff member and authorized representative of the firm] Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

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3G. Time Schedule for Professional Personnel

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

Full-time: _____
 Reports Due: _____
 Activities Duration: _____

Part-time: _____

Signature: _____
 (Authorized representative)

Full Name: _____

Title: _____

Address: _____

3H. Activity (Work) Schedule

A. Workplan

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

B. Completion and Submission of Reports

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

SECTION 4. FINANCIAL PROPOSAL - STANDARD FORMS

- 4A. Financial Proposal submission form.
- 4B. Summary of costs.
- 4C. Breakdown of price per activity.
- 4D. Breakdown of remuneration per activity.
- 4E. Reimbursables per activity.
- 4F. Miscellaneous expenses.

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4A. Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [Title of consulting services] in accordance with your Request for Proposal dated [Date] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is exclusive of the local taxes, which we have estimated at [Amount(s) in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,
Authorized Signature:
Name and Title of Signatory:
Name of Firm:

Address:

Disclaimer

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4B. Summary of Costs

Costs	Currency(ies)	Amount(s)
Subtotal		
Taxes		
Total Amount of Financial Proposal		<hr/>

4C. Breakdown of Price per Activity

Activity No.: _____	Activity No.: _____	Description: _____
Price Component	Currency	Amount(s)
Remuneration		
Reimbursables		
Subtotal		<hr/>

4D. Breakdown of Remuneration per Activity

Activity No. _____		Name: _____		
Names	Position	Input	Remuneration Rate	Amount
Supporting staff				
Experts				
Lead Consultant				
Grand Total				_____

4E. Reimbursables per Activity

Activity No: _____

Name: _____

No.	Description	Unit	Quantity	Unit Price In	Total Amount In
1.					
2.					
3.					
4.					
5.	Grand Total				_____

4F. Miscellaneous Expenses

Activity No. _____

Activity Name: _____

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Grand Total				
2.					
3.					
4.					

Section 6.2: Selected Section of Particular Conditions of Contract

References from Clauses in the General Conditions:

1. Definitions

(i) The Project is:

17. Duration of Liability

Within 30 calendar days from any occurrence

22. Commencement:

Completion:

31. (ii) Time for Payment:

Local Currency days: 30 calendar days

Foreign Currency days: 30 calendar days

Agreed Compensation for overdue payment percent: Shall be agreed upon during negotiations.

32. Currency of Agreement

Currencies of payments: Swati Lilangeni

Currency of Agreement: Swati Lilangeni

36. Language(s) of the Agreement

Ruling language: English

Law to which Agreement is subject: Law of the Kingdom of Eswatini

37. Principal place of business: Ezulwini RENAC Head Office

41. Notices

Client:

Consultants: _____

Attention: _____

Cable address: _____

Email: _____

44. Rules for Arbitration

Cancel Clause 44; Parties shall settle disputes by Mediation (Clause 43)