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**ESPPRA**  
ESWATINI  
PUBLIC  
PROCUREMENT  
REGULATORY  
AGENCY

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Mbabane, Eswatini

## ESPPRA CIRCULAR NO.: 3/2022

<b>ISSUE DATE:</b>	<b>15<sup>TH</sup> AUGUST 2022</b>
<b>ADDRESSED TO:</b>	<b>TENDERERS, SUPPLIERS, PROCURING ENTITIES AND ENTITY TENDER BOARDS</b>
<b>SUBJECT:</b>	<b>SERVICE FEES</b>
<b>EFFECTIVE DATE:</b>	<b>01<sup>ST</sup> OCTOBER 2022</b>
<b>STATUTORY REFERENCE:</b>	<b>SECTIONS 66 AS READ WITH SECTION 20 (c), 46 (2), 48 (2), 57 (7), OF THE PUBLIC PROCUREMENT ACT NO.7 OF 2011, and PEU CIRCULAR NO.1 OF 2022</b>

1. This circular has been issued in terms of Section 20 (c) as read with Section 66, 46 (2), 48 (2) and 57 (7) of the Public Procurement Act No.7 of 2011, and the PEU Circular No. 1 of 2022. The Act provides for the payment of fees for all services rendered by the Agency. The Act also provides for the payment of fees administrative review, and appeals against suspension from tenderers and suppliers.
2. This circular is an introduction of new service fees, and an amendment to fees of the following circulars:
  - SPPRA CIRCULAR NO.: 4/2015
  - SPPRA CIRCULAR NO.: 1/2017
  - SPPRA CIRCULAR NO.: 2/2017
  - SPPRA CIRCULAR NO.: 1/2018
3. The new schedule of fees shall be as follows:
  - i) **FEES FOR LODGING APPLICATIONS FOR ADMINISTRATIVE REVIEW**

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- (a) 0.5% of the evaluated contract price offered by the review or administrative review applicant to the procuring entity in the procurement proceedings;
- (b) 0.5% of the value of the contract concerned in the case of an appeal against suspension;
- (c) Subject to a minimum fee of E5,000.00 if the percentage fee is lower than E5,000.00; and
- (d) Subject to a maximum fee of E100,000.00 if the percentage fee is higher than E100,000.00.

**ii) APPEALS AGAINST SUSPENSION**

- (a) E50,000.00 application fee.

**iii) ADVERTISEMENT OF TENDER OPPORTUNITIES**

- (a) E5,136.50 per tender for the entire duration of the tendering period.
- (b) E3,081.90 for reviewing a tender document.
- (c) E2,054.60 for advertising a tender document.

**iv) INTERNAL TRAININGS (FACILITATION FEE ONLY):**

- (a) E 4,728.38 per session/day for a maximum group of 5.
- (b) E 9,456.75 per session/day for a group of 6 and not exceeding 10.
- (c) E 12,644.18 per session/day for a group of 11 and not exceeding 15
- (d) E 20,665.50 per session for a group 16 and not exceeding 30.

**v) ADJUDICATION SERVICE FEE FOR DEVIATIONS**

- (a) E 3,081.90 per application lodged with the Agency.

**vi) PROCUREMENT WORKLOAD AND CAPACITY ASSEMENTS**

Annual Procurement Expenditure Range		Fees (E)
Exceeds	Does not Exceed	
0	500,000	25,000.00
500,000	1,000,000	E25,000 + 0.5% of the excess over E500,000
1,000,000	2,000,000	E27,500 + 1% of the excess over E1,000,000
2,000,000	3,000,000	E37,500 + 1.5% of the excess over E2,000,000
3,000,000	4,000,000	E52,500 + 2% of the excess over E3,000,000
4,000,000	5,000,000	E72,500 + 2.5% of the excess over E4,000,000
5,000,000	6,000,000	E97,500 + 3% of the excess over E5,000,000

6,000,000	7,000,000	E127,500 + 3.5% of the excess over E6,000,000
7,000,000	8,000,000	E162,500 + 4% of the excess over E7,000,000
8,000,000	9,000,000	E197,500 + 4.25% of the excess over E8,000,000
9,000,000	10,000,000	E242,500 + 4.5% of the excess over E9,000,000
10,000,000		E300,000

**vii) WEBSITE ADVERTISING RATES**

ISLAND/MEDIUM RECTANGLE 325 x 325px, JPEG/Flash animation

- 1 Month: E499.00
- 6 Months: E2,499.00
- 12 Months: E4,499.00

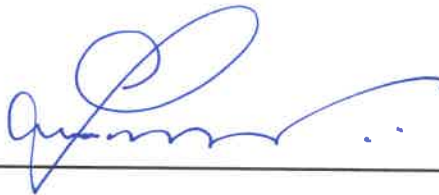
**viii) PROCUREMENT POLICY REVIEWS**

- E7,500.00 per policy.

**ix) SPECIAL PROCUREMENT AUDITS**

- E30,000.00 per Audit.

4. This circular shall come into force and effect on the **1<sup>st</sup> of October 2022.**



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