



ESPPRA
ESWATINI
PUBLIC
PROCUREMENT
REGULATORY
AGENCY



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ESPPRA CIRCULAR NO.: 2/2025

ISSUE DATE:	01st JULY 2025
ADDRESSED TO:	TENDERERS, SUPPLIERS, PROCURING ENTITIES AND ENTITY TENDER BOARDS
SUBJECT:	SERVICE FEES
EFFECTIVE DATE:	01ST JULY 2025
STATUTORY REFERENCE:	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.1/2025

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 2024. The Act provides for the payment of fees for all services rendered by the Agency. The Act also provides for the payment of fees for administrative review and appeals against suspension from tenderers and suppliers.
2. This circular is an amendment to fees of the following circulars:
 - ESPPRA CIRCULAR NO.1/2024
3. The new schedule of fees shall be as follows:
 - i) **FEES FOR LODGING APPLICATIONS FOR ADMINISTRATIVE REVIEW**
 - (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.

Established by an Act of Parliament of the Government of the Kingdom of Eswatini to regulate Public Procurement

All written correspondence to be directed to the Chief Executive Officer

"New Thinking New Beginning"

ii) APPEALS AGAINST SUSPENSION

(a) E50,000.00 application fee.

iii) ADVERTISEMENT OF TENDER OPPORTUNITIES

(a) E 5,714.08 per tender for the entire duration of the tendering period.

(b) E 3,428.44 for reviewing a tender document.

(c) E 2,285.63 for advertising a tender document.

iv) INTERNAL TRAININGS (FACILITATION FEE ONLY):

(a) E 4,285.56 per session/day for a maximum group of 5.

(b) E 8,571.11 per session/day for a group of 6 and not exceeding 10.

(c) E 11,142.45 per session/day for a group of 11 and not exceeding 15.

(d) E 17,142.22 per session for a group 16 and not exceeding 30.

v) ADJUDICATION SERVICE FEE FOR DEVIATIONS

(a) E 3,428.44 per application lodged with the Agency.

vi) PROCUREMENT WORKLOAD AND CAPACITY ASSESSMENTS

Annual Procurement Expenditure Range		Fees (E)
Exceeds (E)	Does not Exceed (E)	
0	2,000,000	10,000.00
2,000,000	4,000,000	E10,500 + 0.25% of the excess over E2,000,000
4,000,000	6,000,000	E15,500 + 0.5% of the excess over E4,000,000
6,000,000	8,000,000	E25,500 + 0.75% of the excess over E6,000,000
8,000,000	10,000,000	E40,500 + 1% of the excess over E8,000,000
10,000,000	15,000,000	E60,500 + 1.25% of the excess over E10,000,000
15,000,000	No limit	E123,000 + 1.25% of the excess over E15,000,000, with a maximum of E180,000.

vii) WEBSITE ADVERTISING RATES

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

- 1 Month: E 555.11
- 6 Months: E 2,780.00
- 12 Months: E 5,004.89

viii) PROCUREMENT POLICY REVIEWS

- E 8,343.34 per policy.

ix) SPECIAL PROCUREMENT AUDITS

- E 33,373.36 per Audit.

4. This circular shall come into force and effect on the **1st of July 2025**



Vusi Matsebula
Chief Executive Officer



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