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ESPPRA
ESWATINI
PUBLIC
PROCUREMENT
REGULATORY
AGENCY

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ESPPRA CIRCULAR NO: 1/2020

ISSUE DATE: 25 March 2020

ADDRESSED TO: ESWATINI GOVERNMENT TENDER BOARD, PROCURING ENTITIES, ENTITY TENDER BOARDS, ESWATINI ELECTRICITY COMPANY, ESWATINI STANDARDS AUTHORITY, ESWATINI POST AND TELECOMMUNICATIONS, ESWATINI TELEVISION AUTHORITY, NATIONAL DISASTER MANAGEMENT AGENCY

SUBJECT: PROCUREMENT OF ENTITY TENDER BOARDS AND LEVELS OF AUTHORITY

EFFECTIVE DATE: 25 March 2020

VALIDITY PERIOD: 12 Months (25 March 2021)

STATUTORY REFERENCE: SECTION 27(3) AND 66 OF THE PUBLIC PROCUREMENT ACT NO.7 OF 2011

1. This circular has been issued in terms of Section 27(3) of the Public Procurement Act No.7 of 2011. The Act provides for the establishment of Entity Tender Boards (ETB) and Levels of Authority, as well as Section 66 that provides that the Agency may issue public procurement manuals, circulars and instructions to provide further guidance on the interpretation and application of the Procurement Act, 2011.

2. After conducting the Workload and Capacity Assessment of the Eswatini Electricity Company (EEC), Eswatini Standards Authority (SWASA), Eswatini Post and Telecommunications (EPTC), Eswatini Television Authority (ETVA) and National Disaster Management Agency (NDMA), the Agency is now authorising these entities to establish their entity tender boards and levels of authority.

3. Kindly refer to the annexure for the procuring entity specific level of authority.

- a. Circular 1 of 2020 a- Eswatini Electricity Company,
- b. Circular 1 of 2020 b - Eswatini Standards Authority,
- c. Circular 1 of 2020 c - Eswatini Post and Telecommunications,
- d. Circular 1 of 2020 d - Eswatini Television Authority,
- e. Circular 1 of 2020 e - National Disaster Management Agency

ESWATINI PUBLIC PROCUREMENT REGULATORY AGENCY



Procurement Method		Maximum or minimum level of expenditure allowed for the use of a particular procurement method				Levels of Authority			
		Goods	Works	Consultancy Services	Non-consultancy Services	Person responsible for	Body responsible for the awarding	Person responsible for	Verification of receipt of goods/
Open Tendering	Maximum value	SZL 360 000 000,00	SZL 600 000 000,00		SZL 6 000 000,00	Head of User Department	Mini/ Main Tender	Managing Director	User Dept, CSM, Purchasing Office,
	Minimum value	SZL 50 000,00	SZL 50 000,00		SZL 50 000,00	Head of User Department	Mini/ Main Tender	Managing Director	User Dept, CSM, Purchasing Office,
Limited Tendering	Maximum value	SZL 300 000 000,00	SZL 60 000 000,00		SZL 2 400 000,00	Head of User Department	Mini/ Main Tender	Managing Director	User Dept, CSM, Purchasing Office,
	Mimimun value	SZL 50 000,00	SZL 50 000,00		SZL 50 000,00	Head of User Department	Mini/ Main Tender	Managing Director	User Dept, CSM, Purchasing Office,
Request for Proposal	Maximum value			SZL 24 000 000,00	SZL 24 000 000,00	Head of User Department	Main Tender/ Mini Tender	Managing Director	User Dept, CSM, Purchasing Office,
	Mimimun value			SZL 50 000,00	SZL 50 000,00	Head of User Department	Main Tender/ Mini Tender	Managing Director	User Dept, CSM, Purchasing Office,
Requested for Quotation	Maximum value	SZL 2 000 000,00	SZL 2 000 000,00	SZL 2 000 000,00	SZL 1 000 000,00	Head of User Department	Mini Tender/ Main Tender	Managing Director	User Dept, CSM, Purchasing Office,
	Mimimun value	SZL 50 000,00	SZL 50 000,00	SZL 50 000,00	SZL 50 000,00	Head of User Department	Mini Tender	Managing Director	User Dept, CSM, Purchasing Office,
Single Source Solicitation	Maximum value	SZL 6 000 000,00	SZL 15 000 000,00	SZL 5 000 000,00	SZL 1 000 000,00	Head of User Department	Mini/ Main Tender	Managing Director	User Dept, CSM, Purchasing Office,
	Minimum value	SZL 50 000,10	SZL 50 000,00	SZL 50 000,00	SZL 50 000,00	Head of User Department	Main Tender/ Mini Tender	Managing Director	User Dept, CSM, Purchasing Office,
Selection for Individual Consultant	Maximum value			SZL 1 000 000,00			Managing Director	Managing Director	User Dept
	Minimum value			SZL 50 000,00			Managing Director	Managing Director	User Dept

Procurement Method		Maximum or minimum level of expenditure allowed for the use of a				Levels of Authority			
		Goods	Works	Consultancy Services	Non-consultancy Services	Person responsible for initiating procurement	Body responsible for the awarding the contract	Person responsible for signing the Contract	Verification of receipt of goods/ works / services
Open Tendering	Maximum value	1 200 000,01	3 000 000,00		1 200 000,01	Head of User Department	Entity Tender Board	Executive Dir	Corporate Affairs Department and end user
	Minimum value	200 000,01	500 000,01		200 000,01	Head of User Department	Entity Tender Board	Executive Dir	Corporate Affairs Department and end user
Limited Tendering	Maximum value	600 000,00	6 000 000,00		240 000,00	Head of User Department	Entity Tender Board	Executive Dir	Corporate Affairs Department and end user
	Minimum value	200 000,00	200 000,00		100 000,00	Head of User Department	Entity Tender Board	Executive Dir	Corporate Affairs Department and end user
Request for Proposal	Maximum value			360 000,00	360 000,00	Head of User Department	Entity Tender Board	Executive Dir	Corporate Affairs Department and end user
	Minimum value			100 000,00	100 000,00	Head of User Department	Entity Tender Board	Executive Dir	Corporate Affairs Department and end user
Requested for Quotation	Maximum value	50 000,00	100 000,00	100 000,00	100 000,00	Head of User Department	Executive Dir	Executive Dir	Corporate Affairs Department and end user
	Minimum value	10 000,00	10 000,00	10 000,00	10 000,00	Head of User Department	Executive Dir	Executive Dir	Corporate Affairs Department and end user
Single Source Solicitation	Maximum value	10 000,00	10 000,00	10 000,00	10 000,00	Head of User Department	Executive Dir	Executive Dir	Corporate Affairs Department and end user
	Minimum value	2 000,00	2 000,00	2 000,00	2 000,00	Head of User Department	Executive Dir	Executive Dir	Corporate Affairs Department and end user
Selection for Individual Consultant	Maximum value			75 000,00			Executive Dir	Executive Dir	Corporate Affairs Department and end user
	Minimum value			10 000,00			Executive Dir	Executive Dir	Corporate Affairs Department and end user

Procurement Method		Maximum or minimum level of expenditure allowed for the use of a				Levels of Authority			
		Goods	Works	Consultancy Services	Non-consultancy Services	Person responsible for initiating procurement	Body responsible for the awarding the contract	Person responsible for signing the Contract	Verification of receipt of goods/ works / services
Open Tendering	Maximum value	36 000 000,00	36 000 000,00		12 000 000,00	Head of User Department	Entity Tender Board	Controlling Officer	Procurement dept and end user
	Minimum value	200 000,00	500 000,00		200 000,00	Head of User Department	Entity Tender Board	Controlling Officer	Procurement dept and end user
Limited Tendering	Maximum value	36 000 000,00	36 000 000,00		36 000 000,00	Head of User Department	Entity Tender Board	Controlling Officer	Procurement dept and end user
	Minimum value	200 000,00	200 000,00		200 000,00	Head of User Department	Entity Tender Board	Controlling Officer	Procurement dept and end user
Request for Proposal	Maximum value			15 000 000,00	15 000 000,00	Head of User Department	Entity Tender Board	Controlling Officer	Procurement dept and end user
	Minimum value			200,000.00	200,000.00	Head of User Department	Entity Tender Board	Controlling Officer	Procurement dept and end user
Requested for Quotation	Maximum value	100 999,99	100 999,99	100 999,99	100 999,99	Head of User Department	Controlling Officer	Controlling Officer	Procurement dept and end user
	Minimum value	10 000,00	10 000,00	10 000,00	10 000,00	Head of User Department	Controlling Officer	Controlling Officer	Procurement dept and end user
Single Source Solicitation	Maximum value	100 999,99	100 999,99	100 999,99	100 999,99	Head of User Department	Controlling Officer	Controlling Officer	Procurement dept and end user
	Minimum value	10 000,00	10 000,00	10 000,00	10 000,00	Head of User Department	Controlling Officer	Controlling Officer	Procurement dept and end user
Selection for Individual Consultant	Maximum value			5 000 000,00			Controlling Officer	Controlling Officer	Procurement dept and end user
	Minimum value			100 999,99			Controlling Officer	Controlling Officer	Procurement dept and end user

Procurement Method		Maximum or minimum level of expenditure allowed for the use				Levels of Authority			
		Goods	Works	Consultancy Services	Non-consultancy Services	Person responsible for initiating procurement	Body responsible for the awarding the contract	Person responsible for signing the Contract	Verification of receipt of goods/ works / services
Open Tendering	Maximum value	1 800 000,00	2 400 000,00		600 000,00	Head of User Department	Entity Tender Board	Controlling Officer	Procurement dept and end user
	Minimum value	200 000,01	500 000,01		200 000,01	Head of User Department	Entity Tender Board	Controlling Officer	Procurement dept and end user
Limited Tendering	Maximum value	240 000,00	600 000,00		240 000,00	Head of User Department	Entity Tender Board	Controlling Officer	Procurement dept and end user
	Mimimun value	50 000,00	50 000,00		50 000,00	Head of User Department	Entity Tender Board	Controlling Officer	Procurement dept and end user
Request for Proposal	Maximum value			600 000,00	600 000,00	Head of User Department	Controlling Officer	Controlling Officer	Procurement dept and end user
	Mimimun value			200,000.00	200 000,00	Head of User Department	Controlling Officer	Controlling Officer	Procurement dept and end user
Requested for Quotation	Maximum value	50 000,00	50 000,00	50 000,00	50 000,00	Head of user Department	Controlling Officer	Controlling Officer	Procurement dept and end user
	Mimimun value	5 000,00	5 000,00	5 000,00	5 000,00	Head of User Department	Controlling Officer	Controlling Officer	
Single Source Solicitation	Maximum value	5 000,00	5 000,00	5 000,00	5 000,00	Head of user Department	Head of User Department/Controlling Officer	Head of User Department/Controlling Officer	Procurement dept and end user
Selection for Individual Consultant	Maximum value			75 000,00			Controlling Officer	Controlling Officer	Procurement Dept and end user
	Minimum value			0,00			Controlling Officer	Controlling Officer	Procurement Dept and end user
Other (Content / Programmes)	Maximum value	500 000,00	500 000,00	500 000,00	500 000,00	Head of user Department	Controlling Officer	Controlling Officer	Procurement dept and end user
	Minimum value	0,00	0,00	0,00	0,00	Head of user Department	Controlling Officer	Controlling Officer	Procurement dept and end user

Procurement Method		Maximum or minimum level of expenditure allowed for the use of a particular procurement method							
		Goods	Works	Consultancy Services	Non-consultancy Services	Levels of Authority			
						Person responsible for initiating procurement	Body responsible for the awarding the contract	Person responsible for signing the Contract	Verification of receipt of goods/ works / services
Open Tendering	Maximum value	120000000	120000000		120000000	Head of User Department	Entity Tender Board	Controlling Officer	Procurement dept and end user
	Minimum value	200 000,01	200 000.01		200 000,01	Head of User Department	Entity Tender Board	Controlling Officer	Procurement dept and end user
Limited Tendering	Maximum value	120 000 000,00	120 000 000,00		120 000 000,00	Head of User Department	Entity Tender Board	Controlling Officer	Procurement dept and end user
	Minimum value	200 000.01	200 000.01		200 000.01	Head of User Department	Entity Tender Board	Controlling Officer	Procurement dept and end user
Request for Proposal	Maximum value			120000000		Head of User Department	Entity Tender Board	Controlling Officer	Procurement dept and end user
	Minimum value			200 000,01		Head of User Department	Entity Tender Board	Controlling Officer	Procurement dept and end user
Requested for Quotation	Maximum value	200 000.00	200 000.00	200 000.00		Head of User Department	Controlling Officer	Controlling Officer	Procurement dept and end user
	Minimum value	200,01	200,01	200,01	200,01	Head of User Department	Controlling Officer	Controlling Officer	Procurement dept and end user
Single Source Solicitation	Maximum value	100 000 000	100 000 000	100 000 000	100 000 000	Head of User Department	Entity Tender Board	Controlling Officer	Procurement dept and end user
	Minimum value	1000	1000	1000	1000	Head of User Department	Controlling Officer	Controlling Officer	Procurement dept and end user
Selection for Individual Consultant	Maximum value			1 000 000				Controlling Officer	Procurement dept and end user
	Minimum value			1000				Controlling Officer	Procurement dept and end user