

PHASE	EXPECTED DELIVERABLES
<p>i) Baseline Survey</p>	<ol style="list-style-type: none"> 1. Inception Report: submitted in English and electronic form together with 3 bound colour hard copies. The report should detail: <ul style="list-style-type: none"> • <u>Baseline study approach:</u> detailed research methodology, sampling method and framework, data collection strategy, methodologies etc.) • <u>Quality assurance plan</u> detailing the processes for assuring the quality of the research process and deliverables: <ul style="list-style-type: none"> - Training of enumerators and researchers conducting the primary research - Logistical and management planning - Field work protocols - Data verification - Data cleaning and editing before analysis • <u>Research ethics plan:</u> detailing the approach to ensure complete compliance with good practices in research and ethics protocols. 2. Primary quantitative and qualitative research instruments developed for the baseline study. 3. One training session conducted for enumerators on sampling framework, research instruments and research ethics. Duration and content will be determined by the Consultant. 4. Fully ‘cleaned –up’ dataset in SPSS format. 5. Baseline study report. The report should be submitted in English and electronic form together with 3 bound colour hard copies.
	<ol style="list-style-type: none"> 1. Final Assessment Report: submitted in English and electronic form together with 3 bound colour hard copies. The report should detail: <ul style="list-style-type: none"> • <u>Assessment study approach:</u> detailed research methodology, sampling method and framework, data collection strategy, methodologies etc.) • <u>Quality assurance plan</u> detailing the processes for assuring the

<p>ii) Final Assessment Survey</p>	<p>quality of the research process and deliverables:</p> <ul style="list-style-type: none"> - Training of enumerators and researchers conducting the primary research - Logistical and management planning - Field work protocols - Data verification - Data cleaning and editing before analysis <ol style="list-style-type: none"> • <u>Research ethics plan</u>: detailing the approach to ensure complete compliance with good practices in research and ethics protocols. 2. Primary quantitative and qualitative research instruments developed for the final assessment survey. 3. One training session conducted for enumerators on sampling framework, research instruments and research ethics. Duration and content will be determined by the Consultant 4. Fully ‘cleaned –up’ dataset in SPSS format. 5. Final Assessment Survey. The report should be submitted in English and electronic form together with 3 bound colour hard copies.
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1.4 Methodology

The consultant is expected to provide a methodology showing how they intend carrying out the survey and which data collection techniques they are going to use to segregate the customers. This will indicate the level of understanding of what is expected from the team.



1.5 Company profile and statutory documents

The proposal should have the following documents (civil construction contractor and /or design engineer):

- Company profile(s)
- Minimum 5 years of experience with designing and conducting marketing research surveys
- At least three (3) references where similar work has been undertaken.
- Three reference letters from previous and / or current clients
- Composition of the team. It is necessary that the team leader be identified as well as the role to be played by any of the support team members.
- Curriculum vitae of key personnel
- The following statutory documents should be submitted together with those highlighted in the datasheet at the end of the document:
 - Company Profile, Form J and Form C or equivalent for foreign registered companies, and Proof of registration with the relevant professional or regulatory body.
 - Certified copy of Valid Trading License.
 - Certified copy of an Original/Valid Tax Compliance Certificate.
 - Certified copy of VAT Registration Certificate
 - Police Clearance for Directors
 - Certified copy of Labour Compliance Certificate
 - Latest audited financial statements.

1.6 Information to be provided by EEC

The Eswatini Electricity Company will provide the following information:

- Domestic and small commercial customer database
- Any other information deemed relevant that is to be requested by the consultant

The engaged team is expected:

- To provide all the necessary expertise to deliver the activities highlighted in the scope
- Deliver the project in accordance to the agreed project timelines
- To ensure that a cost efficient approach is adopted to the completion of the project.



1.7 Timelines

The Baseline Survey component of the project is expected to complete the Inception Report within **2 weeks** from the date of signing the agreement between EEC and the engaged team. The Quantitative and qualitative research instruments should be availed within 3 weeks after the tender engagement. 2 weeks after approval of research instruments, the data collection and analysis should take place. After which the Final study report must be completed in 2 weeks thereafter.

The overall project must take no more than **3 months** to final completion

1.8 Evaluation Methodology

The evaluation will be separated into two parts. First will be the technical evaluation after which the financial evaluation will be done for those consultants that surpass the minimum accepted score for technical proposals.

The weights to be used for the evaluation are as follows:

- Technical – 70%
- Financial – 30%

1.8.1 Technical Evaluation

Technical	Description	Maximum Points %
Approach and Methodology	Understanding of the project and scope of work	20
	Overall methodology adopted to meet the scope of work requirements	20
	Detailed work plan with timeframes for the overall project (design plus construction)	20
Maximum Points		60
Relevant Experience of Service Provider	Verifiable track record of successful marketing research conducted in the last 3 years	15
	Organisational capability and access to resource systems projects	10
Maximum Points		25



Team Structure	Qualifications of key personnel	10
	Attendance of compulsory briefing	5
Maximum Points		40
Total Score for Technical Proposal		100
Minimum Acceptable Score for Technical Proposal		70

1.8.2 Financial Evaluation

The financial evaluation of the bids will follow the following process:

- The evaluation team will review the financial bids and determine the evaluation price for each proposal;
- The lowest priced proposal shall be given a financial score of 100 and the other proposals shall be given a financial score which is inversely proportional to the lowest evaluated price.

	ITEM	Points
1	Pricing	20

- Quotation requirements

Suppliers are urged to use the table below as a guide when quoting for the work. However, if your requirements differ, feel free to change and clearly state your added requirements, if any.

ITEM	PRICING
Services	
Data collection	
Data Analysis	
Meeting with client	
Travel	
Respondent survey incentive (if any)	
Mail and telephone costs	
Design meetings	
Facilities and equipment	
Extension to work agreements	
Pilot tests	
Report preparation	
Computer models	



Project management	
Deliverables	
Questionnaire and reproduction costs	
Manpower costs	
Total Costs	

1.8.3 Final Evaluation

- The weighted technical and financial scores shall be added together to give a total score for each proposal
- Proposal with highest score shall be recommended for award.

1.9 Instructions to Tender

1.9.1 Introduction

- **Source of funds**

The Eswatini Electricity Company has made funds available towards the cost of the project for segmentation of domestic and small commercial customers as specified in the Scope of the Tender, and intends to apply the funds to eligible payments under the Contract for which this Invitation to Tender is issued.

- **Employer**

The Eswatini Electricity Company, hereinafter referred to as “the Employer”, is a vertically integrated parastatal company responsible for the generation, transmission and distribution of electric power throughout Eswatini. The Employer’s address is:

Eswatini Electricity Company
P.O. Box 258
Mbabane
H100
Eswatini

Eluvatsini House
Mhlambanyatsi Road
Mbabane
Eswatini

Telephone: +268 409 4000

Facsimile: +268 409 4001



- **Internal Project Manager**

The personnel appointed by the Employer for the purpose of the project is:

The Eswatini Electricity Company' Key Accounts Manager
Address is the same as above.

- **Scope of Tender**

Eligible Tenders are invited to submit Tenders for the Project. The Project covers the segmentation of domestic and small commercial customers.

- **Eligible Tenderers**

The invitation to Tender is open to suitably qualified and capable contractors with a track record and financial backing to deliver a customer segmentation model.

- **Cost of Tendering**

The Tenderer shall bear all costs associated with preparation and submission of its Tender, and the Employer will in no case be responsible or liable for those costs, regardless of the outcome of the tendering process.

1.9.2 Tender Documents

- **Modifications**

Tenderers shall not make any modifications to the Tender Document. Should a Tenderer notice any clause or item which he considers necessary to be changed, he shall notify the Key Accounts Manager in writing, and the Key Accounts Manager will in turn investigate and reply in writing.

- **Checking of Tender Documents**

On receipt of the Tender Documents, the Tenderer must prior to submitting his Tender, check all the Tender Documents and should any difference or discrepancy in the specification be detected by the Tenderer, he shall seek in writing a decision also in writing of the Key Accounts Manager on the true intent and meaning of the Tender documents as the Employer cannot be held liable for the additional cost of extra work that may be caused as a result thereof.

- **Clarification of Tender Document**

A prospective Tender requiring any clarification of the Tender Documents may notify the Key Accounts Manager in writing through the Commercial Manager (busisiwe.masangane@sec.co.sz). The Key Accounts Manager will respond in writing to any request for clarification of the Tender Documents, which it receives no later than a week prior to the deadline for submission of Tenders prescribed by the Employer. Written copies of the Key Accounts Manager's response (including an explanation of the query but without identifying the source of the inquiry will be sent to all prospective Tenderers who have received the Tender Document.

- **Amendment of Tender Document**

At any time prior to the deadline for submission of Tenders, the Employer may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer,



modify the Tender Documents by amendment. If this modification occurs later than one week before the deadline for the submission Tenders, the Employer has the right of extending the deadline for the submission in order to give other Tenderers the necessary time for considering the modifications in the preparation of their Tenders.

The amendment will be notified in writing or by cable (hereinafter, term cable is deemed to include Electronic Data Interchange (EDI), telex or facsimile) to all prospective Tenderers, which have received the Tender Document and will be binding to them.

- **Tender Documents and Ownership**

The Tender Documents which have been made available to Tenderers are the property of the Employer and shall be returned to the Employer whether or not a Tender is submitted.

- **Documents Confidential**

Tenderers shall treat the details of the Tender Documents as confidential, whether they submit a Tender or not.

1.9.3 Preparation of Tenders

- **Language of Tender**

The Tender prepared by the Tenderer and all correspondences and documents relating to the Tender exchanged by the Tenderer, the Key Accounts Manager and the Employer, shall be written in the English language, provided that any printed literature furnished by the Tenderer may be written in another language on condition that it is accompanied by an English translation in which case, for purposes of interpretation of the Tender, the English translation shall govern.

- **Tender Briefing Meeting**

It is required that all prospective Tenderers attend a pre-tender briefing meeting as indicated in the Invitation for Tender. Failure to attend will result in disqualification of the Tender. The cost of attending the meeting shall be at the Tenderer's own expense.

- **Tender Prices**

Tenders shall quote for the facilities on a "single responsibility" basis such that the total Tender Price covers all the Contractor's obligations mentioned in or to be reasonably inferred from the Tender Documents in respect to the design, manufacture, including procurement and Items against which no price is entered by the Tenderer will not be paid for by the Employer when executed and shall be deemed to be covered by the prices for other items.

Tenderers are required to quote the price for commercial, contractual and technical obligations outlined in the Tender Documents. If a Tenderer wishes to make a deviation, such deviation shall be listed in Attachment 6 of its Tender. The Tenderer shall also provide the additional price, if any, for withdrawal of the deviations. Deviations without an additional price for its withdrawal will be accepted at **no cost**.

Tenderers shall give a breakdown of the prices in a format similar to the one provided.

Installation Services shall include rates or prices for all labour, contractor's equipment, temporary works, materials, consumables and all matters and things of whatsoever nature,



including operations and maintenance services, the provisions of operations and maintenance manuals, training etc. where identified in the Tender Documents, as necessary for proper execution of Installation Services, including all taxes, duties, levies and charges payable in the Employer's country as of 28 (twenty-eight) days prior to the deadline of submission of Tenders.

Prices quoted by the Tender shall be **FIXED** for the duration of the Contract and will not be subject to the adjustments for change in cost. **A Tender submitted with an adjustable price quotation will be treated as non-responsive and rejected.**

Applicable rates of exchange as determined by the Central Bank of Swaziland on the date of the Tender closure will be applicable for the duration of the Contract. Tenderers will be responsible for acquiring forward cover against the exchange rates fluctuations. **NO** adjustments for the changes in cost will be accepted for the duration of the Contract. The Contractor shall submit proof of forward cover on the relevant portions of the Contract within 28 days after award of Contract.

All taxes including VAT, levies and custom duties etc., as applicable to the Works and determined 28 (twenty-eight) days prior to Tender submission, shall be deemed included in the Tender Prices. If there are or may be exemptions from levies, customs duties, tax, etc. applicable to any aspect of the works, the Tenderer must make his own arrangements thereof, as the tender price shall be regarded as comprehensive.

The Tenderer, if registered in Swaziland, is liable for income tax or other national or local taxes applicable in the country in connection with the execution of the Contract. The Tenderer, if not registered in Swaziland, is liable only to **15 (fifteen) percent Withholding Tax** in line with the Income Tax Act Directive on non-resident Contractors/Suppliers.

- **Tender Currencies**

Tender prices shall be quoted in Emalangeni (SZL) or South African Rand (ZAR).

The point of payment will be Swaziland.

- **Period of Validity**

The Tender shall remain valid for **90** (ninety) days after the Tender closing date. A Tender valid for a shorter period shall be rejected by the Employer as being non-responsive.

In exceptional circumstances the Employer may solicit the Tenderer's consent to an extension of the Tender validity period. The request and responses thereto shall be made in writing or by cable. A Tenderer granting the request will not be required or permitted to modify its Tender.

- **Format and Signing of Tender**

The Tender shall prepare one original and two complete copies of the Tender (Technical and financial) and clearly marking each one respectively as "Original Tender", "Copy No. 1" and "Copy No. 2." In the Event of any discrepancy between them, the original shall govern.

The original and all copies of the Tender, each consisting of the documents listed above shall be typed or written in indelible ink and shall be signed by the Tenderer or person or persons duly authorised to bind the Tenderer to the Contract. The latter authorisation shall be indicated by written power of the attorney accompanying the Tender and submitted as Attachment 2 to the



Tender. All pages of the Tender except for un-amended printed literature shall be initialled by the person or persons signing the Tender.

The Tender shall contain not alterations, omissions or additions, unless such corrections are initialled by the person or persons signing the Tender.

1.9.4 Submission of Tenders

- **Sealing and Marking**

The Tenderer shall Seal the Original and each Copy of the Tender in separate envelopes, duly marking the envelopes as “Original Tender”, “Copy No.1” and “Copy No.2.” The envelopes shall then be sealed in an outer envelope. This should be done for the technical proposal and financial proposal, i.e. the technical and financial should be in separate envelopes.

The inner and outer envelopes shall:

Be addressed to the Employer at the address given, and

Bear the Tender Number and the statement “DO NOT OPEN BEFORE” and the closing date for Tendering, excluding any notice allowing identification of the Tenderer.

If the outer envelope is not sealed and marked as requested, then the Employer will assume no responsibility for the Tender’s misplacement or premature opening. If the outer envelope discloses the identity of the Tenderer, the Employer will not guarantee the anonymity of the Tender submission, but this disclosure will not constitute grounds for Tender rejection.

- **Deadline for Submission of Tenders**

Tenders must be received by the Employer at the address no later than the time and date stated in the Invitation for Tender.

The Employer may, at its discretion, extend this deadline for submission of Tenders by amending the Tender Documents in which case all rights and obligations of the Employer and Tenderers will thereafter be subject to the deadline as extended.

- **Late Tenders**

Any Tender received after by the Employer after the Tender submission deadline prescribed by the Employer will be rejected and returned unopened to the Tenderer.

- **Modification and Withdrawal from Tenders**

The Tenderer may modify or withdraw its Tender after submission, provided that written notice of the modification or withdrawal is received by the Employer prior to the deadline prescribed for Tender submission.

The Tenderer’s modifications shall be prepared, sealed, marked and dispatched as follows:

The Tender shall provide an original and the number of copies specified of any modifications to its Tender, clearly identified as such, in two inner envelopes duly marked “Tender Modification – Original” and “Tender Modification – Copies.” The inner envelopes shall be sealed in an outer envelope, which shall be duly marked “Tender Modifications.”



A Tenderer wishing to withdraw its Tender shall notify the Employer in writing prior to the deadline prescribed for Tender submission.

The notice of withdrawal shall:

Be addressed to the Employer at the address specified, and

Bear the Tender Number and the words “Tender Withdrawal Notice.” Tender withdrawal notices received after the Tender submission deadline will be ignored, and the submitted Tender will be deemed to be a validly submitted Tender.

No Tender may be withdrawn in the interval between the Tender submission deadline and the expiry of the Tender validity period specified.

1.9.5 Tender Opening and Evaluation

- **Opening of Tender by Employer**

The Employer will open the Tenders, including withdrawals and the modifications made in the presence of Tenderer’s designated representatives who choose to attend, at the time, date and location specified. The Tenderers’ representatives who are present shall sign a register to provide evidence of their presence.

Envelopes marked “Withdrawal” shall be opened first and the name of the Tenderer shall be read out. Tenders for which an acceptable notice of withdrawal has been submitted pursuant shall not be opened.

The Tenderer’s names, the Tender Prices including any alternative Tender Price or deviation any discounts, Tender modifications and withdrawals, and any such other details as the Employer may consider appropriate, will be announced by the Employer at the opening.

Subsequently, all envelopes marked “Modification” shall be opened and the submissions therein read out in appropriate detail.

No Tender shall be rejected at Tender opening except for late Tenders

The Employer shall prepare minutes of the Tender opening, including the information disclosed to those present.

Tenders not opened and read out at the Tender opening shall not be considered further for evaluation, irrespective of the circumstances.

- **Clarification of Tenders**

During the Tender evaluation, the Employer may, at its discretion, ask the Tenderer for clarification of its Tender.

The request for clarification and the response shall be in writing and no change in the price or substance of the Tender shall be sought, offered or permitted.

- **Preliminary Examination of Tenders**

The Employer will examine the Tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Tenders are generally in order.



Arithmetic errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price and quantity, or between subtotals and the total price, the unit or subtotal price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures the amount in words will prevail. If the Tenderer does not accept the correction of errors its Tender will be rejected.

Prior to the detailed evaluation, the Employer will determine whether each Tender is of acceptable quality, is complete and substantially responsive to the Tender Documents. For purposes of this determination, a substantially responsive Tender is one that conforms to all terms, conditions and specifications of the bidding documents without material deviations and objections, conditionalities or reservations. A material deviation, objection, conditionality or reservation is one (i) that affects in any substantial way the scope, quality or performance of the contract; (ii) that limits in any substantial way, inconsistent with the Tender Documents, the Employer's rights or successful Tenderer's obligations under the contract; or (iii) whose rectification would unfairly affect the competitive position of other Tenderers who are presenting substantially responsive.

If a Tender is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by the Tenderer by correction of the non-conformity. The Employer's determination of a Tender's responsiveness is based on the contents of the Tender itself without recourse to extrinsic evidence.

- **Contacting the Employer**

From the time of the tender opening to the time of Contract award, if any Tenderer wishes to contact the employer on any matter related to its Tender, it should do so in writing.

Any effort by a Tenderer to influence the Employer in the Employer's Tender evaluation, Tender comparison or Contract award decisions may result in rejection of the Tenderer's Tender.

1.9.6 Award of Contract

- **Award Criteria**

The Employer may award the contract to the Tenderer whose Tender has been determined to be substantially responsive and provided that the Tenderer is determined to be qualified to perform the Contract satisfactorily. The Employer is not bound to accept the lowest Tender or any at all and no reasons will be given for non-acceptance of Tender.

- **Employer's Right to Accept Any Tender and to Reject Any or All Tenders**

The Employer reserves the right to accept or reject any Tender, and to annul the Tendering process and reject all Tenders at any time prior to award of Contract, without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for the Employer's action

- **Employer's Right to Vary Quantities at Time of Award**

The Employer reserves the right at the time of award of Contract to increase or decrease the quantities of goods and services up to 25% of the Total Tender Price without any change in unit prices, Preliminary and General cost, or other terms and conditions.



- **Pre-Award Negotiations**

Prior to the expiry of the period of Tender Validity, the Employer will invite the successful Tenderer to his office for Contract negotiations.

The successful conclusion of the Contract Negotiations will constitute the formation of the Contract.

The Employer shall prepare the Minutes of Contract Negotiations which shall form part of the Contract.

Upon the successful Tenderer's furnishing of a Performance Security the Employer will promptly notify each unsuccessful Tenderer and will discharge its Tender Security.

- **Signing the Contract Agreement**

The Employer will send the Tenderer the Contract Agreement provided in the Tender Documents, incorporating all agreements between parties.

Within 28 (twenty-eight) days of receipt of the Contract Agreement, the successful Tenderer shall sign and date the Contract Agreement and return it to the Employer.

- **Performance Security**

Within 28 (twenty-eight) days after successfully concluding the Contact negotiation, the successful Tenderer shall furnish the Performance Security in the amount of 10% (ten percent) of the accepted Contract Amount and in the form provided in the Tender Documents or in another form acceptable to the Employer.

Failure of the successful Tenderer to comply shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security, in which event the Employer may make the award to the next most advantageous evaluated Tenderer or call for new Tenders.

- **Corrupt or Fraudulent Practices**

Any Tenderer that is found to be, or who attempts to be involved in any corrupt or fraudulent activity or practice involving any party concerned in the Tender process, shall be disqualified. The Tenderer may forfeit the Tender Security.



2. APPENDIX TO TENDER

The Appendix to refer to the Conditions of Contract for Plant and Design Build for Electrical and Mechanical Works and for Building and Engineering Works, Designed by the Contractor, First Edition 1999 as published by FIDIC.

Item	Sub Clause	Data
Employer's Name and Address	1.1.2.2 & 1.3	Eswatini Electricity Company P.O. Box 258, Mbabane, H100 Swaziland.
Contractor's Name and Address	1.1.2.3 & 1.3	
Engineer's Name and Address	1.1.2.4 & 1.3	Same as the Employer
Time for Completion of Works	1.1.3.3 & 8.2	3 Months
Defects Notification Period	11.1	365days
Electronic transmission systems	1.3	Add facsimile and electronic documents in PDF format
Governing Law	1.4	Law of the Kingdom of Swaziland.



3. TENDER FORM

Tenderers must complete one tender form for each Lot they are offering services for

Date

Tender No. _____

To:

**Eswatini Electricity Company
Eluvatsini House
Mhlambanyatsi Road
Mbabane
Kingdom of Eswatini**

Having examined the tendering documents the receipt of which is hereby duly acknowledged, we, the undersigned, offer to undertake the maintenance and service of *[State the particular groups that you are tendering for]* at *[State Locations]* in conformity with the said tendering documents for the sum of *[total tender amount in words and figures]* and at the rates indicated in the Pricing Form and made part of this Tender.

We undertake, if our Tender is accepted, to deliver the services in accordance with the requirements of the specifications forming part of this contract.

We agree to abide by this Tender for a period of 90 days from the date fixed for Tender opening, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any tender you may receive.

[Signature] [In the capacity of]

Duly authorized to sign Tender for and on behalf of _____



4. DECLARATION OF ELIGIBILITY

All Tenderers must meet the following criteria, to be eligible to participate in public procurement *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 the declaration*

Dear Sirs,

Re Tender Reference

In accordance with the eligibility requirements of the Procurement Regulations and 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;
- (b) We further declare that 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 declare that 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) We do not have a conflict of interest in relation to the procurement requirement.

Signed

Date.....



5. DATA SHEET

1	Eligibility criteria	<p>All required documentation and information highlighted below has been submitted.</p> <ol style="list-style-type: none"> i. Company Profile, Form J and Form C or equivalent for foreign registered companies, and Proof of registration with the relevant professional or regulatory body. ii. Certified copy of Valid Trading License. iii. An Original valid Tax Compliance Certificate. iv. Certified copy of VAT Registration Certificate v. Police Clearance for Directors vi. Certified copy of Labour Compliance Certificate vii. Latest audited financial statements. viii. Original Receipt for Purchase of Tender Document <p>NB: A tender which does not contain the documents listed above shall be deemed to be non-responsive and eliminated from further evaluation</p>
2	Qualification criteria	<p>Qualifications will be evaluated as follows:</p> <ul style="list-style-type: none"> - Demonstrated experience in at least three similar projects - Academic qualifications necessary to undertake the required service.
3	Compulsory Briefing	<p>There will be a compulsory briefing meeting which will be held:</p> <p>Date and time : 15th February 2019 Venue : EEC Head Office</p> <p>Proof of attendance will be a signed attendance register that will be kept by EEC.</p>
4	Validity	<p>The tender shall be valid for 90 days from the submission/closing date. A tender with less than 90 days validity will be deemed non-responsive.</p>
5	Prices	<p>Quoted prices must be in the local currency (Emalangi) and should include all relevant levies and taxes. A filled in bill incorporating the entire tender scope in similar format to the provided template should be provided. The prices should be fixed and firm for the duration of the contract, and where there is foreign currencies involved, forward cover should be catered for.</p>



6	Documents comprising the tender	<p>The documentation required for this tender are:</p> <p>Document 1:</p> <ol style="list-style-type: none"> 1. Signed Tender Form, and Declaration of Eligibility 2. Company profile, statutory documents, qualifications criteria related documents etc., as highlighted in the document 3. Proof of tender payment 4. Methodology as per the requirements of the tender 5. Preliminary working programme 6. Exclusions of the tender <p>Document 2:</p> <ol style="list-style-type: none"> 1. Price schedule and tender validity
7	Tenderer's request for clarification	<p>The deadline for clarifications shall be one week before the closing date.</p> <p>Clarification can be submitted until the 22nd February 2019 to the Commercial Manager at busisiwe.masangane@sec.co.sz</p>
8	Tender submission	<p>The location for submission of tenders is EEC Main Tender Committee P O Box 258 Mbabane</p> <p>The following information should be considered:</p> <ul style="list-style-type: none"> • The technical and financial proposals should be separated and clearly marked “TECHNICAL” and “FINANCIAL”. • The separate, sealed envelopes of both the financial and technical proposals should then be sent to EEC in a sealed envelope clearly marked “Tender No. 41 of 2018/19 – Segmentation Model” and addressed to the “Secretary to the Tender Committee”, Eswatini Electricity Company, Eluvatsini House, Head Office, Mhlambanyatsi Road, Mbabane, Swaziland no later than 1400 hours on 28th February 2019. • Document should be submitted with proof of payment of E500.00 for tender documentation.
9	Tender opening	<p>Tenders will be opened at 1430hrs on 28th February 2019 at EEC Headquarters, Eluvatsini House, Mhlambanyatsi road, Mbabane</p>



10	Evaluation of tenders	The evaluation criteria is detailed in the Evaluation Methodology section of the tender document.
11	Intention to award	Tenderers will be notified of an intention to award on the same day that the intention is sent to the Swaziland Public Procurement Regulatory Agency (SPPRA) or 10 days before the contract award.

