



## MUNICIPAL COUNCIL OF MANZINI

### TENDER NO: 26: OFFICE FURNITURE

#### 1.1 PREAMBLE

The Municipal Council of Manzini hereby invites competent, registered and reputable Tenderers to submit Tenders for the supply and delivery of commonly used items during the 2021/2022 financial year. The Tenders will be the basis for contract negotiations and ultimately for the creation of a database of suppliers for the 2021/22 financial year.

The Municipal Council of Manzini will select a company in accordance with the method of selection specified in the attached Data Sheet. The tender document constitutes the contract of engagement on award of the tender. Aspects of this tender shall be deemed as binding and part of the contract for award.

Unless the contrary intention is indicated, these Terms of Reference are to be interpreted in the same manner and words have the same meaning as in the Contract and RFT.

If a date stipulated for doing an act in relation to the RFT is not a business day (being any day which is not a Saturday, Sunday or a public holiday in the Kingdom of Eswatini, the act must be done on the next business day.

#### 1.2 TENDER COSTS

- 1.2.1 The Council will not be liable for any expense or loss, which may be incurred by any Tenderer in the preparation or submission of its Tender Response. The Tenderer is responsible for all costs associated with preparing a Tender Response.
- 1.2.2 Tenderers must, at their own expense, inform themselves of all circumstances and conditions relating to submitting a Tender Response and providing the Supplies. This includes compliance with all legislation and satisfying themselves as to the correctness and sufficiency of the Invitation to Tender documentation.
- 1.2.3 The Council reserves the right not to accept any tender and to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Tenderers.
- 1.2.4 Tender Documents are to be purchased from the Municipal Council of Manzini Civic Offices along Ngwane Nkoseluhlaza Street, Manzini at a non-refundable cost of **E500.00** each.

Tenderers are required to submit one (1) original & one (1) copy of the tender document and the following documents:

- Certified Copy of a valid Trading License.
- Original of a valid Tax Compliance Certificate
- Form J
- Certificate of incorporation
- Proof of SNPF Compliance
- Proof of Labour Compliance
- Copy of Municipal Council of Manzini Receipt for E500.00
- Police Clearance or Affidavit of Non-Conviction for Company Directors (Shareholders)

Council does not bind itself to accept the lowest tender or any tender.

For further information contact the Warehouse Officer, Mr. Thokozani Vilakati (+268) 2505 6096/2508 5000.

## **2. INSTRUCTION TO TENDERERS**

- a) Tenderers attention is drawn to the general conditions of purchase and conditions of tender:
- b) This tender document constitutes the contract of engagement on award of the tender. Aspects of this tender shall be deemed as binding and part of the contract for award.
- c) Completed tender documents under sealed cover with tenderer's name and addresses on reverse side of the envelope must be made and addressed to the CEO, P. O. Box 418, Manzini, and delivered not later than **12 Noon, 24 March 2021**. Tenders will be opened on the same date at 12 noon. The Tender Number should be clearly marked on the front of the tender envelop being submitted.
- d) One original and one (1) copy are required. Mark clearly on the front, which is the original and which is the copy.
- e) All Tenders must be provided in English Language
- f) Late or telegraphic tenders will not be accepted.
- g) The Council does not bind itself to accept any or the lowest tender.



- h) Tenderers shall, together with the complete tender documents, supply technical data, illustrations and/or leaflets, which adequately describe the items offered including quality.
- i) If required by the Council the tenderer shall supply sample items and these samples of the accepted tender will be retained by the Council throughout the duration of the contract period. Any items supplied not in accordance with the approved samples will be rejected.
- j) Tenderers may submit prices in the form of standard manufacturer's price lists. However, such list must be supplementary to and not replace the Form of Tender.
- k) The validity period of the Tender shall be 120 days from the date of submission.
- l) Clarifications may be requested in writing by email, but not later than **15<sup>th</sup> March 2021**. The e-mail address for clarification is: [mduduzid@mzcitycouncil.sz](mailto:mduduzid@mzcitycouncil.sz) carbon copy [mfanafuthim@mzcitycouncil.sz](mailto:mfanafuthim@mzcitycouncil.sz), Telephone 2508 5000.
- m) Any time before the submission deadline, the Municipal Council of Manzini may issue an addendum to the Tender document and notify all Tenderers who received the tender documents. The Tenderers will be allowed at least one week before the tender submission deadline, to effect the changes to bidding document. Where necessary, the deadline for submission would be extended. This will be applicable whenever there are major errors or omissions to tender documents noted by the Council before the submission deadline.
- n) All Tenderers are required to provide contact email addresses to the procuring entity through which they will be notified of the intention to award on the day that the Intention is sent to the Swaziland Public Procurement Regulatory Agency (SPPRA).

## **2.1 Modification or Withdrawals of Tenders**

- a) Tenderers may modify, or withdraw the tender prior to the deadline for the submission of Tenders.
- b) The modification or notice of the withdrawal shall be effective if it is received by Council prior to the deadline for submission of tenders

## **2.2 Samples and Literature for Assessment**

- i. Tenderers may submit with their Tender specifications and/or brochures to enable full assessment of the product offered.



- ii. To assist in product evaluation the Chief Executive Officer or subordinate may call on the Tenderer to provide samples of the Goods offered. When samples are to be lodged with Tender, it will be specified in the Scope of Requirement.
- iii. Samples shall be forwarded to the address, and within the time, specified in writing by the Chief Executive Officer at the Tenderer's risk and expense. Failure to provide samples (IF CALLED UPON TO DO SO IN WRITING) may disqualify the Tender from further assessment.
- iv. The Chief Executive Officer or subordinate shall be entitled to test the sample to ensure compliance with the supply requirements. Where specified, samples may be tested to destruction at the Tenderer's expense unless agreed otherwise in writing.
- v. If requested in writing by the Tenderer, samples will be returned to the Tenderer at their risk and expense.

### **2.3 Addendum For Clarifications And Amendments Of Tender Documents**

- vi. The Council may vary, update or clarify the Invitation to Tender document at any time before the stated time and date for closing of the Invitation to tender through the issue of an Addendum as specified in 2.12 above. Such variations, clarifications or updates may emanate from the Council's own initiative or in response to a clarification requested by any Tenderer. Any amendment shall be communicated for the benefit of all potential tenderers. The Council may, at her discretion, extend the deadline for the submission of Tenders if the amendment is substantial.
- vii. No explanation or amendment to the Invitation to Tender will be binding unless in the form of an Addendum. Any Addendum issued under this clause will become part of this Invitation to Tender.
- viii. It is the sole responsibility of Tenderers to ensure that the contact details provided are correct and up-to-date in order for them to receive an Addendum.
- ix. All queries relating to the Tender, technical or otherwise, must either be in writing form of a letter or by email only and will be attended to by the Council only in respect of the queries received up to (10) days before the submission date. The Council will try to reply, without any obligation in respect thereof, every reasonable query raised by the Tenderers in the manner specified.
- x. Should the Tenderer find any discrepancy, error or omission in the RFT they shall notify the Director – Finance in writing or through telephone (2508 5000) as early as possible but in any event before the closing of Tenders. Any clarification given pursuant to this clause may also be issued to all other prospective Tenderers.



## **2.4 Right To Reject Bids**

2.4.1 The Council reserves full and unconditional rights to reject the response to this tender if it is not in accordance with its requirements and no correspondence will be entertained by the Council in that matter. The conditions for rejection shall be if:

- a) It is received after expiry of the due date and time.
- b) It is not in conformity with the instructions mentioned in this tender document.
- c) It is not properly or duly signed.
- d) It is received through Telex/Telegram/Fax/E-mail.
- e) It is incomplete including non-furnishing of the required documents.
- f) It is evasive or contains incorrect information.
- g) There is canvassing of any kind.
- h) It is submitted anywhere other than the place mentioned in the tender.

## **2.5 Preparation Of The Tender**

2.5.1 The tender shall include any financial information.

2.5.2 While preparing the tender, Tenderers must give particular attention to the following;

- a) A brief description of the Tenderers organisation and an outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate inter alia; the profiles of the staff proposed, duration of the assignment and company's involvement.
- b) Any comments or suggestions on the list of goods and facilities to be provided by the Tenderers.
- c) Submission of the wrong type of Tender will be result in the tender being deemed non-responsive.
- d) The tender must remain valid for 120 days after the closing date of submissions.
- e) Tenderers are expected to take into account the requirements and conditions outlined in the tender document.

## **2.6 Pricing**

2.6.1 Tenderers shall express the price of their goods in Emalangen (E).

2.6.2 Tender prices shall be inclusive of:



- a. VAT (where applicable);
  - b. Any form of levy or charge such as customs and excise, tax, sales duty, surcharge or discount must be included in the tender price(s).
- 2.6.3 Tender prices shall be in the form of a company unit price for each item during the contract period of 12 months commencing on 1<sup>st</sup> of April 2021 to 31<sup>st</sup> of March 2022.
- 2.6.4 Price(s) quoted must include cost of supply, delivery, packing, and off-loading.
- 2.6.5 Unless otherwise indicated prices shall allow for labour, materials, transport, freight, overheads, profits and all other costs.
- 2.6.6 Any Schedule of Prices/Rates, which is included in the RFT shall be completed and lodged with the Tender.
- 2.6.7 Pricing shall be submitted for each item in the Schedule against which a price is offered AND SHALL BE VALID FOR AT LEAST 4 MONTHS (120 days).**
- 2.6.8 Advance payment will not be made by the Council. The supplier is expected to have the capacity to make delivery on all orders issued within 14 days without any advance payment.



### 3 EVALUATION OF TENDERS/ CRITERIA

Tenders shall be evaluated using, but not limited to the following tender evaluation criteria:  
The Evaluation shall be staged into three:

i. **Pre-qualification**

At tender opening, tenders without the information detailed the Data Sheet below shall be deemed to be non-responsive.

ii. **Tender Evaluation**

Partial tenders will not be accepted. Only complete tenders will be considered for evaluation. Nonresponsive Tenderers will not be evaluated. The scoring to be used for technical evaluation shall be as follows:

a) **Trading Premise Availability (25 marks)**

A team from the Municipal Council of Manzini will visit all company premises. The following should be in visible place; -

1. Availability of Warehouse or Storeroom for goods to be supplied (5);
2. Availability of stock mentioned in the tender document to check for quality of goods. (10)

b) **Company experience (25 marks)**

Company profile and list of similar work done in the last one year of operations.

c) **Past Performance of Tenderer (10 Marks)**

The performance of the tenderer in the supply of goods to the Municipality in previous periods.

d) **Compliance to Specification and Standards (25 Marks)**

e) **Availability and Authenticity of Pre- Qualification Documents (15 Marks)**

- iii) **Pricing of the Items** - To compare tender prices in order to determine Tenderer with the lowest price. **Tenderers** scoring below 60 points will be considered not to





have the technical capacity or competence to complete the work. **Only Tenderers achieving 60% or above will be ranked according to price. The most economically advantageous tender is the technically compliant tender with the lowest price.**



#### 4. TENDER LISTING

*Tendering companies must quote on the following items and any other items on offer*

| Description                | Price per Unit |
|----------------------------|----------------|
| Executive chair            |                |
| Leather Executive          |                |
| Six drawer desk            |                |
| Six drawer filling cabinet |                |
| Carpets by sizes           |                |
| Kitchen units              |                |
| Office filling cabinet     |                |
| Executive desk             |                |
| Visitors chairs            |                |
| Computer stand             |                |
| Bookshelves                |                |
| Swivel chair               |                |

#### YOUR REFERENCES AND THEIR CONTACT DETAILS

|    |
|----|
| 1. |
| 2. |
| 3. |

**INCLUDE A PHYSICAL ADDRESS WITH YOUR PROPOSAL. TENDER BIDS WITH NO SUCH PHYSICAL ADDRESS WILL NOT BE CONSIDERED AS SUCCESSFUL**



## 5. DATA SHEET

|  |   |
|--|---|
|  | Name of the Client: <b>MUNICIPAL COUNCIL OF MANZINI</b>   |
|  | Method of selection: <b>Quality Basis</b>   |
|  | Tender Description : <b>Sources of Supplies 2021/2022</b>   |
|  | Scope of work: <b>Tenderers are to quote on the supply of material as per attached item list and the Tender Number per the list.</b>  |
|  | A compulsory pre-tender meeting will be held: <b>No</b>   |
|  | Date of & Time of Submission: <b>Wednesday, 24<sup>th</sup> of March 2021, 12:00 Noon</b>   |
|  | Clarifications may be requested not later than <b>15<sup>th</sup> of March, 2021</b> .<br>The Contact Person for Clarifications and Samples is Thokozani Vilakati @2505 6096 / 2508 5000.   |
|  | Tenderers are required to submit one original and one copy of the tender document and following documents: <ul style="list-style-type: none"> <li>• Certified Copy of a valid Trading License</li> <li>• Original of a valid Tax Compliance Certificate</li> <li>• Form J</li> <li>• Certificate of Incorporation</li> <li>• Proof of SNPF Compliance</li> <li>• Proof of Labour Compliance</li> <li>• Copy of Council Receipt for purchase of Tender</li> <li>• Police Clearance or Affidavit of Non Conviction for Company Directors</li> </ul> |
|  | Taxes: Prices quoted must be inclusive of VAT where applicable  |
|  | The currency to be used in the quotes is Eswatini Emalangeni  |
|  | The tender submission address is: Municipal Council of Manzini Civic Offices, Ngwane/Nkoseluhlaza Street, Manzini   |
|  | Evaluation Criteria: <ul style="list-style-type: none"> <li>• Trading Premises Availability 25</li> <li>• Company Experience 25</li> <li>• Past Performance of tenderer 10</li> <li>• Compliance to Specifications &amp; Standards 25</li> <li>• Availability &amp; Authenticity of Documents 15</li> <li>TOTAL 100</li> </ul>  |
|  | Qualifying Score: <b>60% - Tenderers</b> scoring below 60 points will be considered not to have the technical capacity or competence to complete the work. <b>Only Tenderers achieving 60% or above will be ranked according to price. The most economically advantageous tender is the technically compliant tender with the lowest price.</b>   |
|  | Successful tenderers will be included in the Municipal Council of Manzini database and purchase orders will be issued to them as and when items are needed during the next 12 months from April 2021 to March 2022.   |



## **CONTRACT TERMS AND CONDITIONS**

### **1. DEFINITIONS**

1.1 In this Contract, the following terms shall be interpreted as indicated:

- a) “The Contract” means the agreement entered into between the  
  
Procuring Entity and the Supplier, as signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- b) “The Contract Price” means the price payable to the Suppliers under the Contract for the full and proper performance of its contractual obligations.
- c) “The Goods” means all of the equipment, machinery, and / or other materials, which the Supplier is required to supply to the Procuring Entity under the Contract.
- d) “The Services” Means those services ancillary to the supply of the  
  
Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
- e) “The Procuring Entity” means the Municipal Council of Manzini.
- f) “The Supplier” means the individual or firm supplying the Goods and Services under this Contract.

### **2. APPLICATION**

2.2 These Contract Terms and Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.



### **3. STANDARDS**

3.1 The Goods supplied under this Contract shall be new, unused and of the latest design and must conform to the highest standards and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the concerned institution.

### **4. USE OF CONTRACT DOCUMENTS AND INFORMATION**

4.1 The Supplier shall not, without the Procuring Entity's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Entity in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so as may be necessary for purposes of such performance.

4.2 The Supplier shall not, without the Procuring Entity's prior written consent, make use of any document or information enumerated in Clause 4.1 except for purposes of performing the Contract.

4.3 Any document, other than the Contract itself, enumerated in Clause 4.1 shall remain the property of the Procuring Entity and shall be returned (in all copies) to the Procuring Entity on completion of the Supplier's performance under the Contract if so required by the Procuring Entity.

### **5. PATENT RIGHTS**

5.1 The Supplier shall indemnify and hold harmless the Procuring Entity against all third-party claims of infringement of patent, trademark, industrial design, or intellectual property rights arising from use of the Goods or any part thereof.



## **6. PACKING**

6.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

6.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in any subsequent instructions given by the Procuring Entity.

## **7. DELIVERY AND DOCUMENTS**

7.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier shall be specified in the Contract.

7.2 For purposes of the Contract, the trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of Incoterms published by the International Chamber of Commerce, Paris.

## **8. INSURANCE**

8.1 The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery in the manner specified in the Contract.



## **9. TRANSPORTATION**

9.1 Where the Supplier is required under the Contract to deliver the Goods FCA, transport of the Goods and delivery into the custody of the carrier at the place named by the Procuring Entity or other agreed point shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

9.2 Where the Supplier is required under the Contract to deliver the Goods CIP, transport of the Goods to the port of destination or such other named place of destination in Swaziland, as shall be specified in the Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

9.3 Where the Supplier is required under the Contract to transport the Goods to a specified place of destination within Swaziland, defined as the Project Site, transport to such place of destination in Swaziland, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and the related costs shall be included in the Contract Price.

## **10. WARRANTY**

10.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models and that incorporate all recent improvements in design materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Procuring Entity's specifications) or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in Swaziland.

10.2 This warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for eighteen

(18) months after the date of shipment from the port or place of loading



n the source country, whichever period concludes earlier, unless specified otherwise in the Special Conditions of Contract.

10.3 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty.

10.4 Upon receipt of such notice, the supplier shall, within the period specified and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Procuring Entity.

10.5 If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in the Special Conditions of Contract, the Procuring Entity may proceed to take such remedial action as may be necessary at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under Contract.

## **11. PAYMENT**

11.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in the Contract document.

11.2 The Supplier's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and upon fulfilment of other obligations stipulated in the Contract.

11.3 Payment shall be made promptly by the Procuring Entity, but in no case later than thirty (30) days after submission of an invoice or claim by the Supplier unless otherwise stated in the Contract.

## **12. PRICES**





12.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its tender.

12.2 All such prices shall be valid and fixed for a period of one (01) year.

### **13. CHANGE ORDERS**

13.1 The Procuring Entity may at any time, by a written order given to the, make changes within the general scope of the Contract in any one or more of the following:

- a) drawings, designs or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring Entity
- b) the method of shipment or packing;
- c) the place of delivery; and/or
- d) the Services to be provided by the Supplier.

13.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract. An equitable adjustment shall be made in the Contract price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Procuring Entity's change order.

### **14. CONTRACT AMENDMENTS**

14.1 Subject to Clause 13, no variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties.

### **15. ASSIGNMENT**



15.1 The Supplier may not assign, in whole or in part, its obligation to perform under this Contract except with the Procuring Entity's prior written consent.

## **16. SUBCONTRACTS**

16.1 The supplier may not enter into any subcontract for performance hereunder unless the Procuring Entity shall have previously consented in writing to such consent or in the Contract, relieve the Supplier from any liability or obligation under the Contract.

## **17. DELAYS IN THE SUPPLIER'S PERFORMANCE**

17.1 Delivery of the goods and performance of services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Entity.

17.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and Performance of Services, the supplier shall promptly notify the Procuring Entity in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of Suppliers' notice, the Procuring Entity shall evaluate the situation and may at its discretion extend the Supplier's time of performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the contract.

17.3 Except as provided under Clause 24, a delay by the Supplier in the Performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to Clause 18, unless an extension of time is agreed upon pursuant to Clause 17.2 without the application of liquidated damages.

## **18. LIQUIDATED DAMAGES**

18.1 Subject to Clause 17, if the Supplier fails to deliver any or all of the Goods or perfume the services within the period(s) specified in the contract, the Procuring Entity shall, without prejudice to its other remedies under the Contract, deduct from the contract price, as liquidated damages, a sum equivalent to the 20%(percent) of the delivery price of the delayed goods or unperformed services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 60%



(percent). Once the maximum is reached, the Procuring Entity may consider termination of Contract.

## **19. TERMINATION FOR DEFAULT**

19.1 The Procuring entity without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this contract in whole or in part:

- a) If the supplier fails to deliver any or all of the goods within the period specified in the contract, or within any extension thereof granted by the procuring entity pursuant to Clause 17; or
- b) If the supplier fails to perform any other obligation(s) under the contract.

19.2 In the event the Procuring entity terminates the contract in whole or in part, pursuant to clause 18.1, the Procuring Entity may procure, upon such terms and in manner as it deems appropriate, goods or services similar to those undelivered, and the supplier shall be liable to the procuring Entity for any excess cost for such similar goods or services. However, the supplier shall continue performance of the contract to the extent not terminated.

## **20. FORCE MAJEURE**

20.1 Notwithstanding the provision of Clause 17, 18 and 19, the supplier shall not be liable for liquidated damages or termination for default if and to the extent that its delays in performance or other failure to perform its obligation under the contract is the result of Force Majeure.

20.2 For purposes of this Clause, "Force Majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include but are not restricted to, acts of Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.



20.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligation under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

## **21. TERMINATION FOR INSOLVENCY**

21.1 The procuring Entity may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity.

## **22. RESOLUTION OF DISPUTES**

22.1 The Procuring entity and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement, disputes, or claim arising out of or in connection with the contract or the breach, termination, or validity thereof.

22.2 If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Entity and the Supplier have failed to negotiate such an amicable settlement, any dispute, controversy, or claim arising out of or in connection with this contract, or the breach, termination, or validity thereof, either party may require that the dispute be referred for resolution by final and binding arbitration.

22.3 The arbitrator shall determine the matters in dispute in accordance with the laws in effect in Swaziland.

22.4 All notices to be given in connection with the arbitration shall be in writing and shall be effective upon receipt.

## **23. APPLICABLE LAW**



23.1 The contract shall be interpreted in accordance with the laws and regulations in effect in the Kingdom of Swaziland.

## **24. NOTICES**

24.1 Any notice given by one party to the other pursuant to this contract shall be sent to the other party in writing by personal delivery, mail, or e-mail or facsimile and, if by e-mail or facsimile, confirmed in writing to the other party's address specified in the special conditions of contract. Each party may change such address by notice to the other party.

24.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

## **25. TAXES AND DUTIES**

25.1 The Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies incurred or imposed until delivery of the contracted Goods to the Procuring Entity.



## ANNEXURE 1: BID SUBMISSION FORM

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*[Note to Tenderers: This Bid Submission Form should be on the letterhead of the Company and should be signed by a person with the proper authority to sign documents that are binding on the entity. It should be included by the tenderer with the submitted tender.]*

[>>>Date>>>]

Procurement Reference No: [>>>insert Tender number>>>]

To: **The Chief Executive Officer**

**Municipal Council of Manzini**

**P.O. Box 418**

**Manzini**

Dear Sirs:

We, the undersigned, declare that:

- (a) We offer to provide the service for [>>insert a brief description of the tender>>] in conformity with your invitation to tender;
- (b) The schedule of prices of our proposal is attached.
- (c) Our tender shall be valid for a period of [>>specify the number of calendar days>>] days from the date fixed for the tender submission deadline in accordance with the Tender, and it shall remain binding upon us, subject to any modifications resulting from negotiations, and may be accepted at any time before the expiration of that period;

(d) We understand that you are not bound to accept any proposal that you receive;

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*



Name: *[insert complete name of person signing the proposal]*

In the capacity of *[insert legal capacity of person signing the proposal]* Signed:

*[signature of person whose name and capacity are shown above]*

Duly authorised to sign the tender for and on behalf of: *[insert complete name of Tenderer]*



**ANNEXURE 2: DECLARATION OF ELIGIBILITY FORM**

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

[>>Name of Tenderer, Address and Date>>]

**To: The Chief Executive Officer**

**Municipal Council of Manzini**

**Ngwane & Nkoseluhlaza Streets**

**P.O. Box 418**

**Manzini**

Dear Sirs,

**RE: Tender Reference: TENDER NO 26 – 2021/2022 OFFICE FURNITURE**

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 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) We do not have a conflict of interest in relation to the procurement requirement.

Signed .....

**Authorised Representative**

Date .....

