



NATIONAL DISASTER MANAGEMENT AGENCY (NDMA)

EXPRESSION OF INTEREST

TITLE: EVENTS MANAGEMENT SERVICES
REFERENCE: NDMA 2020/01
CLOSING DATE: 10 APRIL 2020 12:00HRS

The National Disaster Management Agency (NDMA), a category A Public Enterprise established in terms of the Disaster Management Act 2006 is seeking to recruit a Service Provider who shall among others, provide the following activities:

- Events Organization and Management – providing technical as well as creative and logistical implementation of all events that the organization shall embark on.
- Events Coordination –looking for innovative ways to inspire and communicate as well as ensuring proper events production.
- Events Marketing
- Event Financial Management

Interested Service Providers are requested to express their interest for provision of Events Management Services for the National Disaster Management Agency.

Supplier Eligibility

To be eligible for evaluation and selection for the above mentioned requirements, tenderers must submit relevant documentation to demonstrate that they are:

- Financially stable and capable of proving the required services as and when needed.
- Experienced and highly qualified at all level of business, especially in the field under which they are applying
- In good standing with taxes and tax matters
- Registered with the Register of companies and have valid license to operate a business in the country.
- Have not been convicted of any procurement related crimes in the past five years



Accompanying Documents

Bidders are further encouraged to submit the following documents in addition to the above for support of their application:

- Company profile, clearly detailing the nature of business, organogram and contactable trade references.
- A certified copy of trading license
- A tax compliance certificate
- Labour compliance certificate
- Audited financial statements for the past three years or since inception

Expression of Interest must be deposited into the tender box situated at the reception area at the NDMA head office and must be addressed to:

THE SECRETARY OF THE TENDER BOARD
NATIONAL DISASTER MANAGEMENT AGENCY
RHUS OFFICE PARK
KARL GRANT STREET MBABANE

Submitted on or before Friday, 10 April 2020 at 12:00 noon

For any enquiries, please contact the procurement office at:

Email: procurement@ndma.org.sz or

Telephone: 24042777 for the attention of Mr Phesheya Dlamini.

Participating Companies

All companies that have the experience and expertise to supply the goods, works and or services enlisted in each category and who are able to supply under emergency situations.

General Terms

- i. The purpose of this Expression of Interest is to develop a shortlist of service providers in terms of capacity and experience. Shortlisted service providers shall be invited to submit a detailed proposal for the provision of the services.
- ii. Interested service providers must submit their expression of interest document on or before the closing date as stipulated above
- iii. Suppliers providing information incorrectly or fraudulently in their expression of interest documents will be disqualified from participating in tender processes that shall emanate from this expression of interest.



- iv. Further, in the event of NDMA being prejudiced financially, it reserves the right to take legal action against the supplier. Any alterations made by the applicant must be initialed.
- v. The expression of interest documents will be evaluated on a pass or fail basis, to determine whether the supplier is substantially responsive.
- vi. The Expression of Interest (EOI) should be addressed and dropped in the Tender Box available at the address mention above.
- vii. The NDMA reserves the right to accept/reject any EOI or stop the process of approval at any stage, at its sole discretion without assigning any reason, and shall bear no liability whatsoever consequent upon such decision.
- viii. Request for clarification can be requested from the procurement office at procurement@ndma.org.sz from date of tender advertisement up-to and including **Friday 03 April 2020.**
- ix. Late, telegraphic, electronic and faxed EOI will not be



