



SWAZILAND DEVELOPMENT & SAVINGS BANK

(ESWATINI BANK)

**PREQUALIFICATIONS OF SUPPLIERS
POTENTIAL SUPPLIERS OF GOODS AND SERVICES**

PREQUALIFICATIONS OF SUPPLIERS

TENDER NUMBER: ESWATINI BANK EOI/001/2020

ESWATINI Development & Savings Bank (EDSB), known as Eswatini Bank, is the only 100 percent locally owned bank in the country. The Bank, which is both a development and commercial entity, is fully owned by the Government of Eswatini. The Bank has 11 branches and numerous Auto Teller Machines (ATMs) strategically located across the country.

In order to fulfil its strategy, ESWATINI BANK invites proposals from eligible, reputable suppliers of goods and services who wish to be shortlisted into the organisation's preferred vendor list for the financial year period 2020/2021 – 2021/2022.

A document with terms, conditions and qualification criteria is obtainable by **sending a requests to Tenders@swazibank.co.sz**.

The document is also downloadable at www.sppra.co.sz.

Tender fee is three hundred and fifty emalangenani (E350.00) payable to any ESWATINI BANK Branch Account Number 77400000533

Sealed proposals, accompanied by proof of payment of tender fee, clearly marked '**PREQUALIFICATION DOCUMENT, CATEGORY XXX**' must be deposited (in sealed envelopes with Tender No. & Category marked on the outside) into the Bank's Tender Box at Head Office: **Ground Floor, Ngungwini Building, Gwamile Street, Mbabane.**

Submission Date:

The Tender Submission Date is **Friday 27 March 2020 no later than 1000Hrs.** Late submissions will not be accepted. Electronic submissions will not be accepted.

Submissions must be Addressed to:

THE SECRETARY TO TENDER COMMITTEE

ESWATINI BANK

P O BOX 336

MBABANE

Request for clarifications must be in writing and should be addressed to email:
tenders@swazibank.co.sz.

ESWATINI BANK will strive to promptly respond in writing **via e-mail to any request for clarification up until close of business on the 24 March 2020.**



CATEGORIES

CATEGORY A: SUPPLY AND DELIVERY OF GOODS

TENDER REFERENCE CODE	ITEM DESCRIPTION
ESWATINI BANK1920 - 001	Computers, Laptops and related IT equipment
ESWATINI BANK1920 – 002	Personal Protective Equipment
ESWATINI BANK1920 – 003	Motor Vehicles
ESWATINI BANK1920 – 004	Branded and Promotional Materials
ESWATINI BANK1920 – 005	Office Stationery
ESWATINI BANK1920 – 006	Office Furniture and Furnishings
ESWATINI BANK1920 – 007	Corporate Wear (Staff Uniforms)
ESWATINI BANK1920 – 008	Specialised Banking Equipment (Money Detectors, Note Counters, etc)
ESWATINI BANK1920 – 020	Pre-Printed Stationery

CATEGORY B: PROVISION OF SERVICES

TENDER REFERENCE CODE	ITEM DESCRIPTION
ESWATINI BANK1920 – 009	Legal Services
ESWATINI BANK1920 – 010	Information Technology Services & Software
ESWATINI BANK1920 – 011	Travel Agencies and Tour (Flight Tickets, Shuttles)
ESWATINI BANK1920 - 012	Hospitality: Accommodation, Catering, Conferencing Facilities
ESWATINI BANK1920 – 013	Graphic Design, Branding & Signage Installations
ESWATINI BANK1920 – 014	HR Consultancies (Training, Team Building, etc)

CATEGORY C: SUPPLY AND DELIVERY OF CONSTRUCTION WORKS REGISTERED WITH THE CONSTRUCTION INDUSTRY COUNCIL (CIC)

TENDER REFERENCE CODE	ITEM DESCRIPTION
ESWATINI BANK1920 - 015	Construction Firms - CIC Category: B, C, E, M
ESWATINI BANK1920 – 016	Specialist Works - CIC Category : BS, CS, ES, MS
ESWATINI BANK1920 – 017	Consultancy Practices - CIC Category: CE/SE, ARC, QS, EE, ME)
ESWATINI BANK1920 – 018	Allied Professionals
ESWATINI BANK1920 – 019	Individual Artisans



1. INTRODUCTION

- 1.1 The Eswatini Bank wishes to pre-qualify and enlist prospective tenderers among those who will have submitted their pre-qualification documents, in accordance with the pre-qualification requirements to undertake the assignments described herein for a period of two years subject to satisfactory performance.
- 1.2 The Pre-qualification document and the response thereof shall be the basis for Prequalification. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing the response.
- 1.3 ESWATINI BANK does not bind itself for supply of the goods or provision of any service but shall endeavour to ensure tenderers will be treated equitably.
- 1.4 Applicants will be informed in writing of the results of the application.
- 1.5 Tenderers will meet all costs associated with preparation and submission of their applications.
- 1.6 It is ESWATINI BANK policy to require that Tenderers observe the highest standard of ethics during selection and execution of its contracts. In pursuance of this policy, ESWATINI BANK:
- 1.6.1 Defines, for the purpose of this provision, the terms set forth below as follows;
- a. **“Corrupt practice”** means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the procuring entity in the pre-qualification process; and
- b. **“Fraudulent practice”** means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the procuring entity, and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non-competitive levels and to deprive the procuring entity of the benefits of free and open competition.
- 1.6.2 Will reject a Tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question;
- 1.6.3 Will declare a Tender ineligible, for pre-qualification if at any time it determines that a Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract; and



- 1.6.4. Will have the right to examine financial records relating to the performance of such services to determine capability.
- 1.6.5. Will have the right to inspect the business premises of the tenderer.
- 1.7. Tenderers shall furnish information as described in the pre-qualification tender document.
- 1.8. Tenderers shall be aware of the provisions on fraud and corruption stated in the standard contract under the clauses indicated in the Data Sheet.
- 1.9. Tenderers and service providers are required to have access to computers and internet connectivity as communication to suppliers will be via emails to enable them provide adequate services and facilitate real-time communication.
- 1.10. Prospective bidders should disclose if they are engaged with past or pending litigation against ESWATINI BANK and the nature of the litigation in order to avoid conflict of interest.

2. DOCUMENTS COMPRISING THE REQUEST FOR PRE-QUALIFICATION

2.1. Tenderers may request a clarification on the Pre-qualification document up to four (4) working days before the tender submission date. Any request for clarification must be sent in writing by email to tenders@swazibank.co.sz.

ESWATINI BANK will respond in writing by email to such requests and will send copies of the response to all tenderers whose emails will be available at the time of sending the response.

3. PREPARATION OF TENDER DOCUMENTS

3.1. Tenderers are requested to submit pre-qualification documents written in English language.

3.2. Tenderers are expected to examine the documents comprising this Request for prequalification in detail. Material deviations in providing the information requested may result in rejection of a tender.

3.3. Tenderers are required to meet the Pre-Qualification criteria stipulated in Section 6.

Tenderers who do not meet such requirements should not submit tenders. Only tenderers, who fulfil such requirements, will be considered for detailed evaluation.

3.4. The Period of Validity shall be 120 days from the date of submission. ESWATINI BANK will make best effort to complete the evaluation and communicate within this period.



4 . SUBMISSION, RECEIPT, AND OPENING OF PRE-QUALIFICATIONS

4.1. The original Pre-qualification Document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant. Any such corrections must be initialled by the authorized representative person or persons who sign(s) the Pre-qualification Document.

4.2. An authorized representative of the applicants should paginate and initial all pages of the tender document.

4.3. One (1) original and a copy of the Pre-qualification document for each category should be prepared and submitted in a plain sealed envelope marked: **“PRE-QUALIFICATION DOCUMENT FOR EACH CATEGORY WITH THE DESCRIPTION AND PREQUALIFICATION CATEGORY NUMBER XXXXXXXX”**.

The tender documents must be deposited (in sealed envelopes with Tender No. & Category marked on the outside) into the Bank’s Tender Box at Head Office: **Ground Floor, Ngungwini Building, Gwamile Street, Mbabane.**

The Tender Submission Date is **Friday 27 March 2020 no later than 1000Hrs.**

4.4. Where a tenderer is qualified for more than one category, submission must be done in separate envelopes for each category.

4.5. Late Submissions will not be accepted. Any Pre-Qualification Document received after the deadline pursuant to clause 4.3 above shall be rejected as a late tender and shall not be considered.

4.6. Expression of Interest evaluation shall be conducted by a committee of officials established in line with section 179 (1) of SPPRA Circular 1 of 2016.

4.7 Payments for tender fee of E 350.00 should be made to any ESWATINI BANK Branch Account Number 77400000533

5. PRE-QUALIFICATION EVALUATION

5.1 Tender evaluation shall be done according to the contents of this document hence it is crucial that each bidder thoroughly reads and satisfy the conditions of this document.

5.2 Pre-qualification will be based on meeting the following minimum criteria regarding the Applicant’s legal status, qualification and particular experience, capacity and resources including financial standing of applicant.

5.3 All applications to pre-qualify received on time shall be evaluated by an evaluation committee, appointed ESWATINI BANK, comprising varied skills making the team suitably qualified for such a process.

5.4 The score for qualification shall 75% and only the five highest shall be shortlisted should there be more qualifying tenderers in each category.

5.5 Any document submitted in reply to the invitation to tender shall become the property of the ESWATINI BANK. ESWATINI BANK will use commercially confidential or proprietary



information solely for the purpose of the evaluation of tenders and the selection of a suitable contract.

5.6 QUALIFICATION AND ELIGIBILITY CRITERIA

Evaluation Criteria	Max Score
Company Profile: Provide company profile showing names of Directors, management team and general structure of the company and products or services offered.	10
Track record and experience: Record of contracts of successfully performed within the stated range. Please provide documentary proof e.g. recommendation letters and contracts. Proof of registration with regulatory and statutory bodies	20
Financial Capacity: Submit certified copy of the firms audited accounts for the last two (2) years and three (3) months certified bank statements.	10
Professional Qualifications: Relevant academic qualifications and experience of the team leaders/directors (highest qualification scored) – attach copies of certificates Relevant Professional /Academic qualifications of three other staff of the organization – attach copies of certificates	10
Methodology: Statement (s) or description of the firm’s technical capability to demonstrate an understanding of the category of interest	40
Swazi business promotion Extent to which the tenderer will: Encourage more Swazi citizens to be involved in business. Encourage the importation of technical and business skills to Swazi citizens Improve levels of Swazi citizens participation in ESWATINI BANK business Promote opportunities for employment of Swazi citizens	10
TOTAL	100



6. TERMS AND CONDITIONS

- 6.1 The tender document as well as all other correspondence and documents relating to the tender exchange by the tenderer and ESWATINI BANK shall be written in the English language.
- 6.2 To assist in the examination, evaluation and comparison of tenders, the ESWATINI BANK may at its discretion, ask the tenderer for a clarification on any part of its tender. The request for clarification and the response shall be in writing and no change in the prices or substance of the tender shall be sought, offered or permitted.
- 6.3 ESWATINI BANK does not bind itself to accept the lowest or any other tender nor give any reason for the acceptance or rejection of a tender. ESWATINI BANK may accept a tender for a part of the quantity offered or reject any tender without assigning any reason.
- 6.4 Tenderers will not be permitted to change the substance of their offers after the tender box has been opened.
- 6.5 Nothing shall prevent the ESWATINI BANK from conducting a due diligence search of the business of the tenderers.
- 6.6 Tenders or any part thereof received after the stipulated closing date and time will not be accepted. No tender may be modified after the deadline for submission of tenders.
- 6.7 The tenderer must disclose, if they or any of their sub-contractor(s):
- Are or have been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or financial standing;
 - Have been convicted of any offence relating to profession misconduct;
 - Has not fulfilled any obligations relating to the payment of taxes in Swaziland;

Disclosure extends to any company in the same group of a tenderer, including but not limited to parent, subsidiary and sister companies and companies with common shareholders whether direct or indirect and parties with whom the tenderer is associated in respect of the tender.

6.8 The Tenderer should provide satisfactory evidence acceptable to ESWATINI BANK to show that:

- (a) It is a reputable company who has adequate technical knowledge, professional qualification and wide experience in related field.
- (b) It is financially solvent and without current judgments or any other financial background which could prevent it from operating a bank accounts, raising finance and conducting other activities which are essential to the running of a business.
- (c) It has an adequately qualified and experienced team assigned for the work under the tender.



6.9 Tenderers must provide the following information in hard copy:

- A. Company Profile with Three Trade References;
- B. Original and Valid Tax Compliance Certificate;
- C. Certified Copy of Valid Trading License;
- D. Police clearance for all company directors;
- E. A copy of the Tenderers Company audited or independently reviewed financial statements for the past two years or since inception;
- F. Three (3) written references from customers;
- G. Joint Venture Agreement, where applicable;
- H. Certified certificate of Incorporation and endorsed by Registrar of Companies;
- I. Certified copies Form J and endorsed by Registrar of Companies;
- J. Certified Form C and endorsed by Registrar of Companies;
- K. Certified copies of IDs for all Directors;
- L. Certificates of registration with industry regulators and statutory bodies (where necessary)

7. CONFIDENTIALITY

7.1. Information relating to evaluation of Pre-Qualification Documents and recommendations concerning pre-qualification shall not be disclosed to other Applicants until the prequalified firms have been advised accordingly.



ANNEXURE 1.

SUBMISSION CHECKLIST

REQUIREMENT	Available/not Available (Please tick ✓ or cross x as appropriate)
A. Company Profile	
B. A Certified Copy of Current Trading License	
C. A Valid / Original Tax Compliance Certificate	
D. A Current Labour Compliance Certificate	
E. Current SNPF Compliance Certificate	
F. Completed Proposal/Proposal Letter	
G. Certified Copies of Form J and Form C	
H. Police Clearance for All company Directors	
I. Certified copies of IDs for all Directors;	
J. Proof of payment for tender document	
K. Certificates of registration with industry regulators and statutory bodies (where necessary)	
L. Statement of joint ventures/partnerships (if any)	
M. Names and Contacts of at least (3) Reference Customers	
O. Three (3) written references from customers	
P. List of key staff and their qualifications	
Q. Latest Audited or Independently Reviewed Financial Statements	
R. Certified three (3) months Bank Statements	

NB: Documents must be submitted or attached following this checklist sequence

