



EZULWINI MUNICIPALITY

REQUEST FOR EXPRESSION OF INTEREST

MAINTENANCE CONTRACTORS

EZULWINI / EOI - 1 OF 2020/21

Civic Offices
Mpumalanga Crescent Lot 1
Mountain View
P O Box 344
Ezulwini
TEL: (+268) 2417 1281 / 1432 /1905



TABLE OF CONTENTS

Contents

Advertisement	3
Preamble	5
Background	5
Objectives	5
Participating companies	6
Scope of the services	6
Information to be submitted with EOI	6
Notification of selected contractors	7
Submission of expression of interest	7
Enquiries regarding EOI document	8
Cost of preparation of the EOI	8
Validity of the EOI	8
EOI evaluation criteria	8
Required Experience of key Personnel & Plant	9
Declaration of eligibility	10



ADVERTISEMENT

REQUEST FOR EXPRESSION OF INTEREST - MAINTENANCE CONTRACTORS

EZULWINI / EOI - 1 OF 2020/21

Ezulwini Town Council invites competent, registered and reputable Contractors who are registered with the Construction Industry Council in Category **C4** and **B4** to express their interest for the maintenance of Council's infrastructure. Prospective Tenderers are expected to outline their capability to deliver the services, in line with the Council's requirements as outlined below. The purpose of the proposed Expression of Interest (EOI) is to identify potential Contractors to execute maintenance works within the town.

The 'Request for Expression of Interest' document can be obtained at Ezulwini Town Council's Civic Offices, located at Lot 1, Mountain View Township, Mpumalanga Crescent at the Accounts office at a non-refundable fee of **Five Hundred Emalangeni (E500.00)** per set, between 8:00am and 16:00pm (Monday to Friday)

Interested companies must submit the following documents;

- a) **Certified copy of a valid Construction Industry Council [CIC] registration certificate**
- b) **Certified Copy/Valid official statement of the Directors, alternative directors, managers and auditors of the company (for Eswatini firms: Form 'J')**
- c) **Certified Copy/Valid official statement of the annual summary of shares capital and shares (for Eswatini firms: Form 'C')**
- d) **Certified Copy of a valid Labour Compliance Certificate**
- e) **Original Receipt of E500.00 for payment for the document.**
- f) **Certified Copy of a valid Trading License**
- g) **Original and Valid Tax Compliance Certificate**
- h) **Certified Copy of a valid ENPF Compliance Certificate**
- i) **Police clearance or affidavit of Non-Conviction for Company Directors (Shareholders)**



- j) Latest Company Profile with contact details of at least three (3) reference customers**
- k) A signed declaration of Eligibility**

The closing date for submission is **Thursday 28th January 2021** at 1400 hours local time. Late submissions will not be considered.

The address referred above is;

**Ezulwini Town Council Offices
Plot 1 Mountain View Township
Mpumalanga Crescent
Ezulwini, Eswatini**

Vusi Matsebula
(Town Clerk/CEO)

PREAMBLE

Ezulwini Town Council invites competent, registered and reputable Contractors who are registered with the Construction Industry Council in Category **C4** and **B4** to express their interest for the maintenance of Council's infrastructure. Prospective Tenderers are expected to outline their capability to deliver the services, in line with the Council's requirements as outlined below. The purpose of the proposed Expression of Interest (EOI) is to identify potential Contractors to execute maintenance works around the town.

The 'Request for Expression of Interest' document can be obtained at Ezulwini Town Council's Civic Offices, located at Lot 1, Mountain View Township, Mpumalanga Crescent at the Accounts office at a non-refundable fee of **Five Hundred Emalangeni (E500.00)** per set, between 8:00am and 16:00pm (Monday to Friday).

1. BACKGROUND

The Ezulwini Town Council is a public sector entity established in terms of the Urban Government Act No. 8 of 1969. The Municipality derives its primary mandate to facilitate the provision of basic Municipal services for all stakeholders including residents, businesses, communities and general public as well as managing development within the Ezulwini local space through the Urban Government Act, 1969. Ezulwini town is a tourist destination and an entertainment hub of Eswatini and was declared a town in 1995 through a Legal notice number 117 of 1995. It covers an area of approximately 1,720 ha and the population of Ezulwini was estimated to be 2,661 in 2017 and projected to grow at a 7% rate yearly for the next five years.

2. OBJECTIVES

The purpose of the proposed EOI is to identify potential Service Providers to carry out general maintenance works in parts of the town. Ezulwini Town Council is mandated to develop, upgrade and maintain up to standard infrastructural services for all stakeholders. The Contractors will be expected to carry out general maintenance of road infrastructure such as concrete lined drains, property accesses, drifts and culvert inlet and outlet structures.

3. PARTICIPATING COMPANIES

Companies registered with the Construction Industry Council under Category C4 and B4 and Road Marking Contractors only are invited. Companies in the following fields are to be considered;

1. Civil Contractors
2. Building Contractors
3. Ancillary road works (Road Marking Contractors)

Companies that will be shortlisted from this Expression of Interest will be requested to provide quotations for maintenance work around the town.

4. SCOPE OF THE SERVICES

The selected Contractors will be required to carry out general maintenance works of roads, drains, buildings and building renovations. The works include, but not limited to;

- Repairs of major road failures
- Repairs of damaged drains
- Repairs of Property accesses
- Storm water management infrastructure
- Roofing repairs & waterproofing
- Renovations of Municipal buildings
- Road markings

5. INFORMATION TO BE SUBMITTED WITH EOI

Suppliers are to submit the EOI Document and Forms completed in all respects. The EOI document is to be kept intact, bound and listed as per the requirements mentioned in the EOI. The full EOI shall include the following documents;

5.1 Company profile



- 5.2 Company structure, including ownership and Curriculum Vitae (CVs) of key personnel
- 5.3 Current work being done (if any)
- 5.4 Previous work done in last three (3) years, including contact details of client
- 5.5 Plant and equipment schedule
- 5.6 Certified copy of a valid Construction Industry Council [CIC] registration certificate
- 5.7 Certified Copy/Valid official statement of the Directors, alternative directors, managers and auditors of the company (for Eswatini firms: Form 'J')
- 5.8 Certified Copy/Valid official statement of the annual summary of shares capital and shares (for Eswatini firms: Form 'C')
- 5.9 Certified Copy of a valid Labour Compliance Certificate
- 5.10 Original Receipt of E500.00 for payment for the document.
- 5.11 Certified Copy of a valid Trading License
- 5.12 Original and Valid Tax Compliance Certificate
- 5.13 Certified Copy of a valid ENPF Compliance Certificate
- 5.14 Police clearance or affidavit of Non-Conviction for Company Directors (Shareholders)
- 5.15 A signed declaration of Eligibility (in the format provided)
- 5.16 Financial statements (Audited or banks statements) for the past three years.

6. NOTIFICATION TO SELECTED CONTRACTORS

Ezulwini Municipality will notify the successful Contractors (if any) of the acceptance of their proposal within the period of EOI validity or any extended period of validity of EOI, if applicable.

7. SUBMISSION OF EXPRESSION OF INTEREST

The Expression of Interest must be delivered to the address below at or before **1400 hours Local Time on the 28th January 2021**. Electronic copies ***shall not*** be permitted. Late bids will be rejected.

The address referred to above is:



**Ezulwini Town Council Offices
Plot 1 Mountain View Township
Mpumalanga Crescent
Ezulwini, Eswatini**

Interested eligible bidders may obtain further information from the Town Engineer at The Ezulwini Town Council offices from the address given below:

**Ezulwini Town Council Offices
Plot 1 Mountain View Township
Mpumalanga Crescent
Ezulwini, Eswatini**

8. ENQUIRIES REGARDING EOI DOCUMENT

Clarifications may be requested in writing or by email, but not later than Thursday, **21st January 2021 at 1600 hours Local Time**. The email address for clarifications is townclerk@ezulwini.co.sz. Should Ezulwini Municipality deem necessary to amend the EOI document as a result of a clarification, it shall do so and inform all Suppliers.

9. COST OF PREPARATION OF THE EOI

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.

10. VALIDITY OF EOI

The EOI shall be held valid for a period of one hundred and twenty (120) consecutive days from the closing date of the EOI.

11. EOI SELECTION CRITERIA

Selection of Contractors will be based on the following;



- 11.1 Overall completeness of the response.
- 11.2 Overall concurrence between EOI requirements
- 11.3 Experience of Contractor
- 11.4 Experience of key personnel
- 11.5 Plant and equipment schedule
- 11.6 Work that has been executed by Contractor in the past three years
- 11.7 Signed Declaration of Eligibility

12. REQUIRED EXPERIENCE OF KEY PERSONNEL & PLANT

Key Personnel	No. of	Total Work Experience (years)	In Similar Work Experience (years)
Site Agent	1	3	1
Concrete Foreman	1	5	3
Brick / block layer	1	5	3
Carpenter	1	5	3
Plumber	1	5	3

List of plant and or equipment to be mobilized for the successful implementation of the proposed project, stating whether the plant or equipment is owned or leased.

Plant/Equipment	Quantity
Light Duty Vehicle (Pick-up)	1
Concrete Mixer	1
Poker Vibrator	1
Walk behind roller (680mm)	1
3-Phase Generator	1
Scaffolding	1 tonne
Ladder	1

Appendix A

DECLARATION OF ELIGIBILITY FORM *(In Company Letterhead)*

To:

The Town Clerk
Ezulwini Town Council
Mpumalanga Crescent
Lot 1 Mountain View Township
P.O. Box 344
Ezulwini

Dear Sir,

Re: Tender Reference: **REQUEST FOR EXPRESSION OF INTEREST -
MAINTENANCE CONTRACTORS**

We hereby declare that: -

- a. I/We are a legal entity and have the legal capacity to enter into the contract;
- b. I/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. I/We have fulfilled our obligations to pay taxes and social security contributions;
- d. I/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 directors' police clearances are attached; and
- e. I/We do not have a conflict of interest in relation to the procurement requirement.

Authorized Signature: _____ Date: _____

Name and Title of Signatory: _____

