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## REQUEST FOR EXPRESSION OF INTEREST - FIRM SELECTION

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### PROVISION OF CIVIL AND STRUCTURAL ENGINEERING SERVICES - MANKAYANE EOI/ENG/001/2021/01

JANUARY 2021



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## 1. Background.

The Mankayane Town Board with funding from the Swaziland Government - Capital Investment Programme would like to acquire the services of a consultant to provide civil and structural consultancy services.

A document with terms, conditions and qualification criteria is obtainable from **Mankayane Town Board Offices for a fee of E650.00 (Six hundred and fifty emalangeni only), payable at Mankayane Town Board Offices.**

The document can also be downloaded at [www.esppra.co.sz](http://www.esppra.co.sz)

## 2. Objective.

The objective of the EOI is to select a suitably qualified civil and structural consultancy firm for the design of civil and structural works including but not limited to roads, drainage, side walkways, buildings, specifications for building refurbishments and pot holes' repairs and other ancillary works and provide assistance with tendering, tender evaluations and the supervision of construction works. The consultant shall be appointed to provide services on a need to basis for a period of 36 months.

## 3. Scope of Work.

The Scope of engineering services required will be as follows:

- Civil and structural designs and specification requirements.
- Preparation of tender document for the procurement of building contractors.
- Construction Administration and quality assurance.

The key features of the works to be performed shall include but not be limited to the following:

- Structural design
- Civil works design



The Scope of works do not limit the responsibility of the consultant, she shall perform all work and ensure the satisfactory performance of the of the facility(ies) when complete.

#### **4. Methodology**

The bidder is required to provide a brief but **clear** method statement on:

- Understanding of a general scope of civil and structural work and its deliverables including the procurement of contractors and the supervision of construction works.

#### **5. Documents to be submitted.**

The proposal should have the following documents.

- Company profile(s)
- List of 3 civil works projects and 3 structural works projects (company work experience).
- Three reference letters from previous clients
- Declaration
- Consultancy Team
- Authority for Signatory

The following statutory documents should be submitted.

- Original EOI Purchase receipt.
- Original and Valid Tax Compliance Certificate
- Original Police clearance for company shareholders
- Certified copy of certificate of incorporation
- Certified copy of current year trading license
- Certified copy of Certificate of VAT registration.
- Certified copy of Form J



- Certified copy of Form C
- Certified copy of Labor Compliance Certificate
- Certified copy of SNPF Compliance Certificate
- Certified copy of registration with construction industry council
- Certified copy of professional indemnity cover.
- Certified copy of proof of workmen compensation cover.

## 6. Evaluation Criteria

Below is the breakdown of the evaluation criteria.

Criteria	Maximum Score
6.1 Track record and experience	20
6.2 Work methodology	40
6.3 Assessment of the company's overall personnel structure (Composition)	20
6.4. Continuous Professional development	5
6.5 Documents: Are they complete and concise	5
6.6 Swazi Business Promotion	10

The minimum score for a firm to be considered shall be - 70%



## 7. Submission of Expression of Interest Documents

The expression of interest documents should be submitted in a sealed envelope accompanied by a proof of payment, document to be marked. **“CONFIDENTIAL: EXPRESSION OF INTEREST FOR PROVISION OF ENGINEERING CONSULTANCY SERVICES - NO. MANKAYANE /EOI//001/2021/01.**

- The Expression of Interest must be hand delivered to the address below at or before **10:00Hours Local Time on the 18<sup>th</sup> February 2021.**
- Electronic submission shall not be permitted
- Late Bids will be rejected
- Interested eligible Bidders may obtain further information from the Town Engineer or Town Clerk at Mankayane Town Board during working hours 8:00 hours to 16:00 hours (Monday to Friday)

The address for submission is as follows:

**The Town Clerk**

**Mankayane Town Board**

**P.O. Box 388**

**Mankayane**

**Eswatini**



**Annexures:**

**1. Sample “Declaration”**

Note: Declaration to be in company letterhead

**Date**

To: The Secretary to Tender Board.  
Mankayane Town Board  
P.O. Box 388  
Mankayane

Dear Sirs,

**Re: EOI/001/ENG/2021/01 - PROVISION OF CIVIL AND STRUCTURAL ENGINEERING SERVICES.**

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 no 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;
- e) We do not have a conflict of interest in relation to the procurement requirement;
- f) I/We have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of five years preceding the commencement of procurement proceedings;
- g) I/We are not subject to suspension in accordance with Section 55, and none of our directors of officers face endorsement or have already been endorsed on the Register for Tender Defaulters in accordance with the prevention of Corruption Act, 2006.

Signed:.....

Authorized Representative



Date: .....

2. Sample “Consultancy Team”

Position/Role in the consultancy Team	Name and surname of Team Member	Gender	Experience (Years)





3. Sample “Company work experience”.

<b>Project 1</b>	
Consultant Name	
Client Name	.....
Project Name:	.....
Year: of construction	.....
Project Value	E .....
Consultant Role in project:	..... ..... .....
Client / Project Managers Contact details	.....



Project Pictures	
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<b>Project 2</b>	
Consultant Name	
Client Name	.....
Project Name:	.....
Year: of construction	.....
Project Value	E .....
Consultant Role in project:	..... ..... .....
Client / Project Managers Contact details	.....



Project Pictures	
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<b>Project 3</b>	
Consultant Name	
Client Name	.....
Project Name:	.....
Year: of construction	.....
Project Value	E .....
Consultant Role in project:	..... ..... .....



<p>Client / Project Managers Contact details</p>	<p>.....</p>
<p>Project Pictures</p>	

<p><b>Project 4</b></p>	
<p>Consultant Name</p>	



<p>Client Name</p> <p>Project Name:</p> <p>Year: of construction</p> <p>Project Value</p> <p>Consultant Role in project:</p> <p>Client / Project Managers Contact details</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>E .....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Project Pictures</p>	



<b>Project 5</b>	
Consultant Name	
Client Name	.....
Project Name:	.....
Year: of construction	.....
Project Value	E .....
Consultant Role in project:	..... ..... .....
Client / Project Managers Contact details	.....



Project Pictures	
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<b>Project 6</b>	
Consultant Name	
Client Name	.....
Project Name:	.....
Year: of construction	.....
Project Value	E ..... ..... .....
Consultant Role in project:	..... ..... ..... .....



Client / Project Managers Contact details	
Project Pictures	

