



YOUTH ENTERPRISE REVOLVING FUND

PRE-QUALIFICATION DOCUMENT FOR OPEN PROSPECTIVE SUPPLIERS OF GOODS AND SERVICES

FOR A PERIOD OF TWO (2) YEAR(S)

10th SEPTEMBER 2018

PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES

The Youth Enterprise Revolving Fund “hereunder referred to as the Fund”
.....
.....

The fund invites all eligible and qualified firms including those owned by youth, to submit sealed applications for Prequalification for general categories of supply of goods for a period of two (2) year(s). The Prequalification documents, containing submission information, detailed terms and conditions of prequalification may be inspected and purchased from the reception area at Youth Enterprise Revolving Fund Head Office Rhus Office Park, Karl Grant Street, Mbabane, during working hours for non-refundable fee of E **300.00** (Three Hundred Emalangeneni).

All applications should be, marked **PRE-QUALIFICATION DOCUMENT FOR EACH CATEGORY WITH THE DESCRIPTION AND PREQUALIFICATION NUMBER YERFPRQ18/09/001**”. and should be sealed on one envelope: and addressed to the; **“Chief Executive Officer, Youth Enterprise Revolving Fund, Rhus Office Park, Karl Grant Street Mbabane, P.O. Box 6557, Mbabane, Swaziland”**

Applications must be deposited in the Tender Box situated at the Funds reception area at the latest by 10:00am, SAST, on the 30th October 2018. Late applications received by telegram, facsimile, email or similar medium will not be considered.

Requests for clarification, must be in writing, should be addressed, via email, info@yef.co.sz. The Fund will strive to promptly respond in writing via e-mail to any requests for clarification up until close of business on the 23th October 2018.

THE CHIEF EXECUTIVE OFFICER

CATEGORIES OF SUPPLY OF GOODS AND SERVICES

NO	TENDER REFERENCE CODE	ITEM DESCRIPTION
1	YERFPRQA-18-001	Supply of office cleaning and cleaning consumables
2	YERFPRQB-18-002	Supply and delivery of office furniture and furnishings
3	YERFPRQC-18-003	Supply and delivery of printing and office stationery
4	YERFPRQD-18-004	Supply and delivery of branded and promotional materials
5	YERFPRQE-18-005	Supply of office tonners/ copiers repairs and maintenance
6	YERFPRQE-18-006	Internet & Network Services

SECTION I. INFORMATION TO TENDERERS

1. INTRODUCTION

- 1.1. The Youth Enterprise Revolving Fund (YERF) 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 (2) years subject to satisfactory performance.
- 1.2. The Pre-qualification document and the response thereof shall be the basis for Pre-qualification. 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. YERF 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 YERF policy to require that Tenderers observe the highest standard of ethics during selection and execution of its contracts. In pursuance of this policy, YERF:
 - 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.

2. DOCUMENTS COMPRISING THE REQUEST FOR PRE-QUALIFICATION

2.1. Tenderers may request a clarification on the Pre-qualification document up to ten (10) days before the tender submission date. Any request for clarification must be sent in writing by email to info@yef.co.sz. YERF will respond in writing by email to such requests and will send copies of the response to all tenderers who intend to submit tenders.

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 deficiencies 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 2. 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 pre-qualification documents shall **NOT** include any **FINANCIAL PROPOSAL** except for information related to audited accounts for the last 2 years.

3.5. The Period of Validity shall be 90 days from the date of submission. YERF 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 authorised 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 4 copies 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 NUMBER YEFPRQ18/001”**. All submissions must be deposited in the tender box located at the reception area of YERF not later than 4:00PM, SAST on the 28th September 2018.

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

4.5. The deadline for submission of the Pre-Qualification Document shall be 10:00AM, SAST on the 30th October 2018. Tenders shall be marked **“DO NOT OPEN BEFORE 30TH OCTOBER 2018,10:00AM”**.

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

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

5. PRE-QUALIFICATION EVALUATION

5.1. YERF will examine tenders to determine completeness, general orderliness and substantial responsiveness.

5.2. Applicants shall not contact YERF on any matter relating to their Pre-Qualification Document from the time of opening to the time the evaluation is finalized and official communication is sent to them. Any effort by any applicant to influence YERF in the Pre-Qualification Document evaluation shall result in the rejection of their application.

5.3. Pre-qualification will be based on meeting the following minimum criteria regarding the Applicant's legal status, general and particular experience, personnel and financial position as demonstrated by the responses in the attached forms.

5.4. The applicants should have registered offices and YERF reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods or services.

5.5. Applicants who qualify according to the selection criteria will be invited to submit their financial proposals. YERF will further conduct an evaluation and comparison of the financial proposals for the provision of various goods or services. Successful applicants will be engaged on a Two (2) years contract and this shall be based on call off) orders against the contract as and when required by YERF.

5.6. YERF reserves the right to accept or reject any or all Pre-Qualification Documents without the obligation to assign any reason (s) for its decision thereof.

5.7. EVALUATION CRITERIA

A: ADMINISTRATIVE COMPLIANCE DOCUMENTS

REQUIREMENT	SCORE
Pre-Qualification Submission Form	Mandatory
Copy of Valid Trading Licence	Mandatory
Original valid Tax Compliance Certificate	Mandatory
Copy of Labour Compliance Certificate	Mandatory

Copy of Employers Compliance Clearance Certificate	Mandatory
Copy of Form J and Form C	Mandatory
Police Clearance or Affidavit of Non-Conviction for Company Directors (Shareholders)	Mandatory
Original Receipt from Youth Enterprise Revolving Fund (YERF)	Mandatory

5.8. Applicants have to provide all the above mandatory requirements to proceed to Technical Evaluation.

B: TECHNICAL EVALUATION

Evaluation Criteria	Max Score	Score Awarded
Company Profile: <ul style="list-style-type: none"> Provide business profile showing names of Directors, management team and general structure of the company and products or services offered. 	10	
Experience: <ul style="list-style-type: none"> Attach five (5) copies of Purchase Orders/Service Level Agreements/contract documents as evidence of doing similar/related business. Provide recommendation letters from 3 reputable institutions/clients. 	15 15	
Financial Capacity: <ul style="list-style-type: none"> Submit certified copy of the firms audited accounts for the last two (2) years or the last 6 months certified bank statements. 	10	
Professional Qualifications: <ul style="list-style-type: none"> Relevant academic qualifications and experience of the team leader (highest qualification scored) – attach copies of certificates Relevant Professional /Academic qualifications of three other staff of the organization – attach copies of certificates 	4 6	

Methodology: <ul style="list-style-type: none"> Statement (s) or description of the firm's technical capability to demonstrate an understanding of the category of interest 	40	
Minimum Technical Score Required (60%)		
TOTAL SCORE	100	

6. CONFIDENTIALITY

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

SECTION 3 FORMS

FORM TECH 1 PRE-QUALIFICATION SUBMISSION FORM

Date

Pre-qualification No.

The Chief Executive Officer
Youth Enterprise Revolving Fund
P.O Box 6557
Mbabane, H100
Swaziland

Dear Sir,

1. Having examined the Pre-qualification documents including all Addenda, the receipt of which is hereby duly acknowledged, We, the undersigned, offer to supply the required goods/services in accordance with your Request for Quotations and we hereby submit our Prequalification Document.
2. Our Pre-qualification is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
3. We understand that you are not bound to accept any tender you may receive.

Dated this _____ day of _____ 2018

[signature] _____ [in the capacity of] _____

Duly authorized to sign tender for an on behalf of _____

FORM TECH 2-BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars below whichever applies to your type of business;

You are advised that it is a serious offence to give false information on this form.

Part 1 General

1. Business Name

.....

2. Location of Business Premises.

.....

3. Plot No..... Street/Road.....

Postal Address

Tel No. Cell No.....

E mail

(this email must be in operation as it will be used for sending out request for quotations)

4. Nature of Business

5. Registration Certificate No.

.....

6. Maximum Value of Business which you can handle at any one time –

SZL.....

7. Name of your BankersBranch

Part 2 Sole Proprietor

Your Name in Full

Age

Nationality

Country of Origin.....

Part 3 Partnership

Given details of Partners as follows:

Name	Nationality	Citizenship Details	Shares
1.....			
.....			
2.....			
.....			
3.....			
.....			
4.....			
.....			

Part 4 – Eligibility Status

Are you related to an Employee, Committee Member or Board Member of?

Youth Enterprise Revolving Fund ? Yes _____ No _____

If answer above is YES give the relationship.

.....

.....

.....

.....

Are you under a declaration of ineligibility for corrupt and fraudulent practices? YES _____
No _____

If answer above is YES give details:

.....

.....

.....
.....
.....

I / We DECLARE that the information given on this form is correct to the best of my/our knowledge and belief and that I/We give YERF authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Register of Companies.

Date Signature of Candidate

FOR TECH 6 TERMS OF PAYMENT

Our Payment Terms are 30 days from the date of invoice/delivery on receipt/acceptance services.

We/I the undersigned state that the payment terms set by YERF are acceptable to us.

Signed _____

In the capacity of _____

Dated this _____ day of _____ 2018

Organization's rubber Stamp _____

FOR TECH 7 (TO BE COMPLETED BY TENDERER'S PRINCIPAL OFFICER)

Format of Curriculum Vitae (CV) for Principal Officer and Five (5) Key Staff

Position:

Name of Firm:

Name of Staff:

Profession:

Date of Birth:

Years with Company/Firm: _____ Nationality:

_____ Membership in Professional Societies:

Previous assignments:

Key Qualifications:

Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations

Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees/diplomas obtained

Employment History:

Starting with present position, list in reverse order every employment held. List all positions held by staff members since graduation, giving dates, names of employing organization, title of position held and location of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate.

CERTIFICATION:

I, the undersigned, certify that to the best of my knowledge and belief, these bio data correctly describe me, my qualifications and my experience.

Signature _____ Date: _____

Staff Member or authorized official from the firm