



ESWATINI REVENUE AUTHORITY

EXPRESSION OF INTEREST

SOURCES OF SUPPLIES FOR FACILITIES MAINTENANCE SERVICES

SRA 2021/05

ISSUANCE: 23-04-2021

CLOSING: 21-05-2021



INSTRUCTIONS TO SUPPLIERS

CONFIDENTIALITY

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1. INTRODUCTION

The Eswatini Revenue Authority (SRA) is a semi-autonomous revenue administration agency, established through the Revenue Authority Act No. 1 of 2008. It operates within the broad framework of Government but outside of the civil service. The SRA is structured as a corporate entity and strives for operational excellence and efficiency. It is headed by a Commissioner General, and is organised on functional lines. It has a Governing Board which is appointed by the Honourable Minister of Finance in accordance with the Eswatini Public Enterprise Act, and read with the founding Act.

SRA invites suppliers wishing to be registered in the organization's supplier database to express their interest for the Supply and provision of goods and services. The purpose of the proposed Pre-qualification is to identify potential service providers to render Facilities Maintenance services for SRA for a period (24) months.

2. REQUIREMENTS

The SRA hereby invites competent, registered and reputable Tenderers to submit proposals for the provision of Facilities Maintenance Services including commonly used materials which shall be clearly spelt out for each service, for two financial years. The Tenders will be the basis for contract negotiations and ultimately for the creation of a database of suppliers for the 2021/22 & 2022/23 financial year.

SCOPE OF WORK/TENDER LISTINGS

DESCRIPTIONS/GOODS/SERVICES	PRICE PER UNIT/HRS/SQM/MILEAGE-TRAVEL E/KM
Plumbing Services	
Building Structures / Maintenance	
Concrete works	
Elevator Maintenance Services	
Electrical Maintenance Services	



3. EXPRESSION OF INTEREST PROCESS

The objective of the expression of interest is to prequalify Vendors. Tendering will be conducted through an Expression of Interest (Eoi) procedures specified in the Swaziland Public Procurement Act, 2011 and policies laid down by the Swaziland Public Procurement Regulatory Agency (SPPRA).

4. 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:

- a. Business Profile with Three Trade References where similar work was undertaken
- b. An Original valid Tax Compliance Certificate
- c. A valid certified copy of Trading License
- d. A current certified copy of Form J or an official statement of the Directors
- e. A current certified copy of Form C or an official statement of the annual summary of shares.
- f. A certified copy of Certificate of Incorporation
- g. Certified Copies of National IDs of Company's Directors
- h. Police Clearance Certificates of Company Directors listed in Form J
- i. A current certified copy of Labour Compliance Certificate
- j. Declaration of Eligibility

NB: A tender which does not contain the documents listed above shall be deemed to be non-responsive and eliminated from further evaluation

5. KEY CRITERIA FOR SHORTLISTING (Technical Evaluation)

1. Trading premises- Availability of stock mentioned in the tender document to check for quality of goods.	20 points
2. Relevant and Professional Experience of the firm in similar projects	30 points
3. Past performance of tender	20 points
4. Qualifications & Skills	
(i) Availability and Authenticity of Pre- Qualification Documents	10 points
(ii) Project management & Key qualifications	5 points



iii) Experience in relevant business sector	5 points
5. Assignment (Project)	
(i) Understanding of the Assignment	10 points
Total Technical Points	100
The minimum Technical Score (St) required to pass is: 70 points (Seventy Points)	

6. NOTIFICATION TO SUCCESSFUL SUPPLIERS

SRA will notify All participating Suppliers after the evaluation process, or with any extended period of validity of EOI, if applicable.

7. SUBMISSION OF EXPRESSION OF INTEREST

Proposals shall be valid for a period of 120 days after the deadline of Eoi submission. Late proposals will be rejected. Eoi opening will not be opened publicly.

Location of EoI Submission:

Completed documents must be placed in the Tender Box situated at the **Eswatini Revenue Authority Building, Portion 419 of Farm 50 Ezulwini, Along MR 103 (Mvutshini-Gables Road) before 12h00 Noon, on Friday, 21 May 2021**

Electronic documents must also be submitted by email to procurement@sra.org.sz

No documents will be accepted after the closing time. The sealed envelope must be clearly marked:

Expression of Interest – Eswatini Revenue Authority Sources of Supplies for Facilities Maintenance Services.

EOI No: SRA 2021/05



Telegraphic, telephonic, telex, facsimile and late proposals will not be accepted. The SRA will accept no responsibility for the late delivery of proposals by courier services or any other means

8. GUIDELINES

- 7.1 The purpose of this document is to pre-qualify suppliers who wish to be considered for the provision of the automated system to the SRA.
- 7.2 All bidders who wish to carry out the above-mentioned services for SRA must complete Section 1 to 4 below (**Annexure A**) in full.
- 7.3 Participation and/or completion of this pre-qualification stage by vendors shall not constitute an offer from SRA to provide the required services or a promise to enter into Contract(s) with the SRA. Nor will it obligate SRA in any way with regard to their final decision.
- 7.4 Failure to provide all the documentation and/or complete all requirements of this document at the time of submission shall invalidate this application.
- 7.5 Questions regarding this expression of interest shall be submitted by e-mail to the Procurement Office, email address: procurement@sra.org.sz. Verbal questions will NOT be accepted.
- 7.6 The details entered hereunder will be considered confidential.
- 7.7 SRA reserves the right to consult referees, clients or consultants, as entered in this pre-qualification document.
- 7.8 SRA reserves the right to require the vendor to produce evidence in support of all details entered herein.
- 7.9 SRA representative(s) may be required to visit the Company's premises to verify the details contained in this document. The vendor will allow SRA representatives to interview present and previous clients.



DECLARATION OF ELIGIBILITY

[The service provider must provide a signed declaration on its company letterhead in the following format. If the Proposal is being presented by a joint venture or consortium all members must each sign their own declaration.]

[>>>Name of the Service Provider, Address, and Date>>>]

To: The Commissioner General, Eswatini Revenue Authority Building, Portion 419 of Farm 50 Ezulwini, Along MR 103 (Mvutshini-Gables Road), P. O Box 5628 Mbabane

Dear Sirs,

Re EoI Reference: **SRA 2021/05**

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 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) 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; and
- (e) We do not have a **conflict of interest** in relation to the procurement requirement.

Signed

Authorised Representative

Date



8. ANNEXURE A

Section 1: Company Information.

- 1.1 Company information
 - 1.1.1 Quote Contract Number - SRA 2021/05
 - 1.1.2 Name of the company
 - 1.1.3 Registered Physical address
 - 1.1.4 Postal Address
 - 1.1.5 Telephone
 - 1.1.6 Fax number
 - 1.1.7 Email of contact persons Address
- 1.2 Company profile
 - 1.2.1 Brief company profile including date of Company Registration
 - 1.2.2 Associated companies (if any) or holding company
 - 1.2.3 Name and Full address, and contact numbers of Bank to whom SRA may make inquiries to verify the financial viability of the Company
 - 1.2.4 Copy of certified audited financial statements for the last 2 financial years.
- 1.3 Labour Strength
 - 1.3.1 Number of staffs based in
 - 1.3.1.1 Eswatini office
 - 1.3.1.2 Republic of South Africa officer
 - 1.3.1.3 Other locations

Section 2 – Track Record

- 2.1 Implementation of similar services done in last 3 years (Complete Investment Lifecycle)
 - 2.1.1 Name of Client
 - 2.1.2 Contract Period
 - 2.1.3 Contact persons
- 2.2 Impact of previous implementation of similar services:
 - 2.1.1 Benefits & Risks
 - 2.1.2 Advantages & Disadvantages
- 2.3 Contracts aborted (Failure to disclose this information may lead to cancellation of contract if awarded).
- 2.4 Three referees (Preferably organisations in Africa)
 - 2.3.1 Name of contact person
 - 2.3.2 Company / Organization
 - 2.3.3 Telephone/ Email address

Section 3 – Implementation Approach

- 3.1 Project Plan
- 3.2 Approach for implementation
- 3.4 Any Schedule of Prices/Rates



Section 4 – Key Organisational Readiness Criteria

Please provide 3 key organizational readiness criteria that you deem critical when executing the obligations. These should be rated in terms of importance. Complete the table below:

Key Criteria		Weight (%)	Reasons for the weighting
1.	Criteria 1		
2.	Criteria 2		
3.	Criteria 3		

