



Eswatini Investment Promotion Authority

REQUEST FOR EXPRESSION OF INTEREST

REGISTRATION OF MAINTENANCE CONTRACTORS

EOI ISSUANCE: 13 February 2019

EOI CLOSING: 22 March 2019



ADVERT ESWATINI INVESTMENT PROMOTION AUTHORITY

REQUEST FOR EXPRESSION OF INTEREST

TENDER NO.: EIPA/003/2018/19

EIPA, a Category A, Public Enterprise, invites suppliers wishing to be registered in the organisation's supplier database to express their interest for the maintenance of EIPA premises and assets.

Prospective Tenderers are expected to unequivocally specify their capability to deliver the services, in line with the EIPA's requirements as outlined below. The purpose of the proposed Expression of Interest (EOI) is to identify potential service providers to render services for EIPA for a period of two (2) years.

Interested companies must submit the following documents:

Business Profile with Three Trade References

A valid/original Tax Compliance Certificate

A valid certified copy of Trading License

A current certified copy of Form J

A current certified copy of Form C

A certified copy of Certificate of Incorporation

A certified copy of Taxpayer Identification Number (TIN)

Certified Copies of National ID's of Company's Directors

Certified valid Construction Industry Council [CIC] registration certificate

A current certified copy of Labour Compliance Certificate

Police Clearance or Affidavit of Non-Conviction for Company Directors (Shareholders)

Declaration of Eligibility

The 'Expression of Interest' document can be obtained at the reception of the Eswatini Investment Promotion Authority, as from 13February 2019 for a non-refundable fee of E300.

The closing date for the submission is Friday, 22 March 2019 at 12:00hrs at the EIPA Head Office in Mbabane, 1st Floor Reception, Sibekelo Building 1. No documents will be accepted after the closing time. The sealed envelope must be clearly marked and addressed to:

CHAIRMAN OF THE TENDER COMMITTEE

Eswatini Investment Promotion Authority

Expression of Interest Tender No.: 3 of 2018/19

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





Contents

Instruction to suppliers	4
1. Background	5
2. General objectives	5
3. Participating companies	5
4. Tendering procedure	6
5. Information to be submitted with EOI	6
6. Notification of successful contractors	7
7. Submission of expression of interest	7
8. Persons excluded from this tender	7
9. Enquiries regarding tender document	8
10. Date of closure of tenders	8
11. Cost of preparation of the EOI	8
12. Validity of EOI	8
13. EOI evaluation criteria	8
Declaration of eligibility	9



Instructions to Suppliers

CONFIDENTIALITY

No part of this document may be disclosed verbally or in writing, including by reproduction, to any third party without the prior written consent of Eswatini Investment Promotion Authority (EIPA). This document, its associated appendices and any attachments remain the property of EIPA and shall be returned upon request.



REQUEST FOR EXPRESSION OF INTEREST

TENDER NO.: 3 OF 2018/19

1. Background

The Eswatini Investment Promotion Authority was established in 1998 through the Swaziland Investment Promotion Act of 1998. The mandate of the Authority is to attract, encourage, facilitate and promote local and foreign investment in Swaziland. Full details about the organisation can be found on the website www.sipa.org.sz.

EIPA manages and maintain Mavuso Trade Centre and Factory Shells in all regions of Eswatini.

2. General Objective

The objective of the tender is to select suitably qualified vendors for the maintenance of EIPA premises and assets so as to include them in our database.

The purpose of the proposed EOI is to identify potential service providers to render services for EIPA for a period of two (2) years.

3. Participating companies

Companies in the following fields are to be considered:

1. Construction companies
2. Civil companies
3. Maintenance contractors
4. Plumbing works
5. Electrical works
6. Carpentry
7. Welding
8. Fire protection services
9. Painting
10. Tree cutting
11. Grass cutting
12. Cleaning services



13. Bush clearing
14. Landscaping
15. Partitioning
16. Air conditioners
17. Fencing
18. Block yards

4. Tendering Procedure

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).

The complete EOI document in English may also be downloaded from the SPPRA's website at www.sppra.co.sz

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, binded and listed as per the requirements mentioned in the EOI. The full EOI shall include the following documents:

1. Company profile
2. Company structure, including ownership and CV's of key personnel
3. Current work being done
4. Previous work done in last five [5] years, including contact details of client.
5. Plant and equipment schedule
6. Audited annual financial statements for past three [3] years or since inception if company newer than stipulated period.
7. Certified valid trading license.
8. Trade References
9. Valid tax compliance certificate.
10. Certified valid Construction Industry Council [CIC] registration certificate
11. Labour compliance certificate



12. Declaration of Eligibility

Below are there properties managed by SIPA

Regions	Town	Property	number
MANZINI	MATSAPHA	Factory Shells	17
	MANZINI	Mavuso Trade and Exhibition Centre	1
HHOHHO	BUHLENI	Factory Shells	2
	NGWENYA	Factory Shells	1
SHISELWENI	NHLANGANO	Factory Shells	5
	MATSANJENI	Factory Shells	2
	HLATIKHULU	Factory Shells	1
LUBOMBO	SITEKI	Factory Shells	1
	MPAKA	Factory Shells	1
	SPHOFANENI	Factory Shells	1

6. Notification to Successful Contractors

EIPA will notify the successful Suppliers (if any) of the acceptance of his proposal within the period of EOI validity or 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:

**Eswatini Investment Promotion Authority, 1st Floor Reception, Sibekelo Building
1, Mbabane before 12h00 Noon on Friday, 22 March, 2019.**

The sealed wrapper in which the EOI Documents are submitted shall not bear the Supplier's name or address and shall not contain any documents not applicable to the tender.

8. Persons Excluded from this Tender

Public officers and politicians shall not participate in all EIPA tenders.

9. Enquiries Regarding Tender Documents

All enquiries in connection with this EOI are to be directed to EIPA in writing. Suppliers may request clarification on or before Friday, 15 March 2019. Any request for clarification must be sent in writing, through standard electronic means to bhembeh@sipa.org.sz

Should EIPA deem necessary to amend the EOI document as a result of a clarification, it shall do so and inform all Suppliers.



10. Date of Closure of Tenders

The date and time for closure of the EOI is Friday, 22 March 2019, 12:00hrs. Late proposals will not be accepted. A postponement of the closure of EOI may be made by EIPA by issuing a public notice to suppliers.

11. Cost of Preparation of the EOI

Neither EIPA nor the Government of Swaziland will be responsible for, or pay for, any expense or loss which may be incurred by the Supplier in the preparation of the proposal.

12. 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.

13. EOI Evaluation Criteria

The EOI Evaluation will be done by EIPA. The procedure for the evaluation of responsive proposals is detailed below:

Compliance with EOI Requirements:

Check compliance of the Suppliers in completing the EOI document. Qualification will be based on submission of certified copies of the following documents regarding the legal status of the supplier. Failure to submit the listed documents as per Section 5 of this document will result to disqualification of the proposal.



DECLARATION OF ELIGIBILITY

[All Suppliers must meet the following criteria, to be eligible to participate in public procurement. Suppliers must provide a signed declaration on their company letterhead in the following format. If the EOI is being presented by a joint venture or consortium all members must sign the declaration]

[>>> Name of Tenderer, Address, and Date>>>]

**To: The Chief Executive Officer
Eswatini Investment Promotion Authority
P.O. Box 4194
Mbabane**

Dear Madam,

RE: Expression of Interest – EIPA /3 of 2018/19

In accordance with the eligibility requirements of the Procurement Regulations and the EOI document we hereby declare that:

- (a) We are a legal entity and have the legal capacity to enter into the contract;
- (b) We, further declare that 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, declare that 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.

Authorized Signature:

Date:

