



NATIONAL DISASTER MANAGEMENT AGENCY (NDMA)

APPLICATION FOR REGISTRATION ON THE NATIONAL DISASTER MANAGEMENT SUPPLIER
DATABASE, 2019-2021

Interested service providers are requested to complete the form attached herewith and submit to the National Disaster Management agency on or before the closing date. Expression of interest must be deposited into the tender box situated at the reception area at the NDMA head office and must be addressed to:

The Secretary of the Tender Board
National Disaster Management Agency
Rhus Office Park
Karl Grant street Mbabane

On a sealed enveloped clearly marked "Expression of Interest registration in supplier data base: NDMA 2019/001" upon payment of a non-refundable E200.00 into the NDMA bank account at: **NEDBANK, Mbabane Branch, A/C: 20000 7611 77**

Submitted on or before Friday, 05 July 2019 at 1200noon

For any enquiries please contact the procurement office at:

[Email: procurement@ndma.org.sz](mailto:procurement@ndma.org.sz) or
Telephone: 24042777/24040256

Supplier Eligibility

To be eligible for evaluation and selection to the NDMA approved database of suppliers, tenderers must submit relevant documentation to demonstrate that they are:

- Financially stable and capable of proving the required services as and when needed.
- Experienced and highly qualified at all level of business, especially in the field under which they are applying
- In good standing with taxes and tax matters
- Registered with the Register of companies and have valid license to operate a business in the country.

Bidders are further encouraged to submit the following documents in addition to the above for support of their application:

- Company profile, clearly detailing the nature of business, organogram and contactable trade references.
- A certified copy of trading license
- A tax compliance certificate
- Police clearance certificate for the company directors
- Labour compliance certificate
- Audited financial statements for the past three years or since inception

Background and General Terms

The National Disaster Management Agency (NDMA or the Agency) is an independent public enterprise established under Part II of the Disaster Management Act 2006. The Agency is established to the Principal Institution for Disaster Management at the national level of government. The objectives of the Agency includes but is not limited to:

- Promoting an integrated and coordinated system of disaster management focused on decreasing vulnerability and increasing preparedness and mitigation capacity
- Addressing the requirements for Disaster Management including mitigation, preparedness, response and recovery measures and supervising and monitoring disaster response programs
- Managing the national emergency operation system; coordinating , facilitation and monitoring the implementation of disaster management policies, programs, procedures and developing effective performance standards for disaster management

Most importantly, the agency acts as the focal point for the dissemination of information concerning disaster threats and hazards, including warning the public of approaching disasters.



Participating Companies

All companies that have the experience and expertise to supply the goods, works and or services enlisted in each category and who are able to supply under emergency situations.

General Terms

- i. The purpose of this Expression of Interest is to prequalify suppliers in terms of capacity and give prequalified suppliers an equal opportunity to submit quotations to the National Disaster Management Agency as and when the need arise.
- ii. Interested tenderers must complete and submit the attached registration form together with the documents enlisted above. The form must be completed in full and duly authorized by the most superior representative of your organization.
- iii. Only documents with an original signature be submitted. A supplier registered on the Suppliers Database must notify the NDMA of any changes to information provided in the initial application form. Failure to do so may result in such a supplier being removed from the Suppliers Database and / or the cancellation of contracts awarded to the supplier, on the basis of misrepresentation.
- iv. Suppliers providing information incorrectly or fraudulently in their application form will be disqualified from tendering and removed from the Suppliers Database, in addition to any other action the organization may institute against such a supplier.
- v. Further, in the event of NDMA being prejudiced financially, it reserves the right to take legal action against the supplier. Any alterations made by the applicant must be initialled. The use of correcting fluid is prohibited, and the use thereof will lead to non-registration of the applicant's business.
- vi. The statements of requirements will be evaluated on a pass or fail basis, to determine whether the supplier is substantially responsive and, if not, the significance of any variation from the requirements to qualify for registration.
- vii. The Expression of Interest (EOI) should be addressed and dropped in the Tender Box provided at the address mention above.
- viii. The NDMA reserves the right to accept/reject any EOI or stop the process of approval at any stage, at its sole discretion without assigning any reason, and shall bear no liability whatsoever consequent upon such decision.
- ix. Request for clarification can be requested from the procurement office at procurement@ndma.org.sz from date of tender advertisement up-to and including **Friday 21 June 2019.**
- x. Late, telegraphic, electronic and faxed EOI will not be



SUPPLIER DATA BASE REGISTRATION FORM



NATIONAL DISASTER MANAGEMENT AGENCY (NDMA)

1. BUSINESS PARTICULARS

Name of Business:		Trade Name:	
Company Registration No:		Tax Payer Identification (TIN):	
Contact Details:			
Tel:	Fax:	Email Address	Cell No.
Physical Address		Postal Address	Contact Person
Region			Name
Town			
Office Building			Department
Office No.			Contact No.
Street			

2. BUSINESS OWNERSHIP AND SHAREHOLDINGS

Names of Directors/Partners/Members		Names of Shareholder and (%) shareholding	
Name	Type	Name of shareholder	shares
i.		a.	
ii.		b.	
iii.		c.	

3. COMPANY PROFILE (SUMMARY)

Goods/services/works supplied by your company	Annual Average turnover for past 3 years		
	Year 2016	Year 2017	Year 2018
Number of employees			
Full Time employees	Part Time employees		

Current Trade Customers (Give four)

Name of Company	Contact No.	Contact Person
i.		
ii.		
iii.		
iv.		

4. CATEGORIES (Please tick any of those categories you are applying for)



Category	Tick	Category	Tick
Supply of Building Material		Conference facilities	
Supply of Food commodities: Maize (garins, Rice, sugar, Beans)		Travel agencies	
Provision of Transport & Truck services		Auctioneers Services	
Supply of River and Plaster sand		Cleaning equipment	
Supply of Office Stationery		Cleaning Services	
Printing Services		Security Services	
Supply of Office Furniture		Consultancy services	
Supply of Computer equipment		Vehicle spares & Tyres	
Vehicle Hire		Catering services	
Video recording and documentary		Pest Control Services	
Maintenance Services		Branding & Visibility services	

All Tender Documents must be addressed to **"THE SECRETARY OF THE MANAGEMENT TENDER COMMITTEE", NDMA RHUS OFFICE PARK MBABANE.**

