



EXPESSION OF INTEREST

VARIOUS SERVICES

Eswatini Bank Head Office

Engungwini Building

Gwamile Street

MBABANE



ESWATINI BANK
EXPRESSION OF INTEREST NO. 1 OF 2019
VARIOUS SERVICES

Eswatini

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Purpose	To invite interested service providers to express an interest for registration in the Banks Supplier DataBase.
Submission Date	Tuesday 18 June 2019 not later than 10:00am
Duration	Duration: 20 Months: August 2019 to March 2021
To access the invitation document	(a) Send email request to tenders@swazibank.co.sz (b) Contact: 24095122 / 24095156 (c) Download from ESPPRA Website

1. PREAMBLE

ESWATINI BANK invites competent and reputable companies for registration on the Bank's supplier database for the supply of products and services listed in Annexure 1.

2. GENERAL CONDITIONS

Tenderers attention is drawn to the following general conditions:

- a. This invitation does not constitute a contract of engagement
- b. Completed expression of interest documents under sealed cover with tenderer's name and addresses on reverse side of the envelope must be made and addressed to The Chairperson, ESWATINI BANK Tender Committee, P. O. Box 336 Mbabane and **delivered not later than 10:00 am on Tuesday 18 June 2019**. Submissions will be opened on the same date at 10:10 am.
- c. All submissions must be provided in English language.
- d. Late or telegraphic or electronic submissions will not be accepted.
- e. Clarifications may be requested in writing by email, but not later than 12 June 2019. The address for clarifications is: tenders@swazibank.co.sz
- f. Interested service providers are required to provide contact **email addresses** to the Bank through which they will be notified of the outcome.

3. SPECIAL INSTRUCTIONS TO TENDERERS

Submissions must include a company profile indicating:



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- a. Similar jobs or engagements executed by the company over the past three years, current contracts and the contract durations thereof;
- b. A demonstration of the capacity to successfully deliver on the contract. Number of current employees, etc;
- c. Qualifications and experience of the respective personnel.

4. CATEGORIES OF PRODUCTS AND SERVICES

a. Premises Category

- i. **General Construction and Premises Maintenance:** Construction of ATM Cubicles, premises maintenance, painting, renovations, shop fittings, carpentry, and joinery, etc.
- ii. **Electrical Works:** Electrical fittings, repairs and maintenance
- iii. **Plumbing Works:** Repairs and Maintenance
- iv. **Civil Works:** Site Building Contractors.

b. Marketing and Advertising

- i. Advertising Agencies
- ii. Promotional Merchandise
- iii. Signage
- iv. Branding: Banners, Bill Boards, etc
- v. Electronic Productions: Radio & TV Adverts

c. Office Furniture: Desks, Chairs, Cabinets, etc

d. Office Fittings: Blinds, Carpets, etc.

e. Computer and Office Equipment: Laptops, Desktops, Printers, Photocopiers, Coin Scales, Note Counters, Note Detectors. Maintenance capability must be stated.

f. Catering Services



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5. ELIGIBILITY CRITERIA

The Bank will require the **interested service providers** to submit the following information in their submissions:

- A certified copy of an official statement of the Directors, alternative directors, managers and auditors of the company (for Eswatini firms: **Form 'J'**)
- A certified copy of an official statement of the annual summary of shares capital and shares (for Eswatini firms: **Form 'C'**)
- Current Labour Compliance Certificate.
- A Certified Copy of the Current Trading License
- A Valid Tax **Compliance** Certificate (**Original**)
- Current SNPF Compliance Certificate
- Police clearance certificates for ALL Directors
- Curriculum Vitae of key Management & Directors
- **A company profile with traceable references**

6. SELECTION OF SUPPLIERS

Suppliers who meet the eligibility criteria in (5) above and have a clear business profile plus experience will be included the Bank's pool of approved suppliers:

- (a) Compliance with the preliminary requirements: Submission of all documents



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- (b) Experience (similar jobs undertaken over the past 3 years)
- (c) Capacity to supply
- (d) Qualifications and Experience of Personnel

The top four (4) Service Providers will be included in the Supplier Database.

7. PROCUREMENT PROCESS

- a. The Bank shall invite quotations or tenders from the shortlisted suppliers in the event there is a procurement need.

ANNEXURE 1.

SUBMISSION CHECKLIST

REQUIREMENT	Available/not Available (Please tick V or cross x as appropriate)
A. Company Profile	
B. A Certified Copy of Current Trading License	
C. A Valid / Original Tax Compliance Certificate	
D. A Current Labour Compliance Certificate	
E. Current SNPF Compliance Certificate	
F. Certified Copies of Form J and Form C	
G. Police Clearance for All company Directors	
H. Names and Contacts of at least (3) Reference Customers	
I. Curriculum Vitaes (CVs) of Key Management / Directors	



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SUBMISSION DETAILS

Delivery address:

The submissions must be deposited (in sealed envelopes with the description of the relevant **Category clearly marked on the outside**) into the Bank's Tender Box at Head Office: **Ground Floor, Ngungwini Building, Gwamile Street, Mbabane.**

Submission Date:

The Tender Submission Date is **Tuesday 18 June 2019 not later than 1000Hrs.** Late submissions will not be accepted. Electronic submissions will not be accepted.

FORM C: DECLARATION OF ELIGIBILITY

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

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

To:

The Tender Committee

ESWATINI BANK,

P. O. Box 336

Mbabane

Dear Sirs,

RE: EXPRESSION OF INTEREST – INCLUSION IN THE SUPPLIER DATA BASE

We hereby declare that:

- a) I/We, including any joint venture partners or consortium partners, are a legal entity and have the legal capacity to enter into the contract;



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- b) I/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) I/We have fulfilled our obligations to pay taxes and social security contributions;
- d) I/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) I/We do not have a conflict of interest in relation to the procurement requirement and the procuring entity.
- 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 or officers face endorsement or have already been endorsed on the Register for Tender Defaulters in accordance with the Prevention of Corruption Act, 2006.

Signed

Authorised Representative

Date

