



**INVITATION TO TENDER FOR THE  
PROVISION OF PRINTING SERVICES FOR  
ANTI-DOPING MATERIALS**

**TENDER REFERENCE NUMBER: ESRC RFP  
NO.2 OF 2022/2023**

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# **SECTION 1: SUPPLIER PRE-QUALIFICATION INVITATION**

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## **PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY & DELIVERY OF GOODS AND SERVICES**

The Eswatini Sports & Recreation Council was established under the Companies Act in 2014 and is a Category A Public Enterprise governed by the Public Enterprises (Control and Monitoring) Act of 1989. Its mandate is currently defined by the National Sports Policy of 2012 whilst awaiting the promulgation of the National Sports Act.

As a public enterprise, the Fund when conducting its procurement, is guided by the Public Procurement Act No.7 of 2011, the Public Procurement Regulations 2020 as well as all other instructions, circulars and guidelines issued under the Act.

In line with Section 46 (3) of the Public Procurement Regulations 2020, the Eswatini Sports & Recreation Council (**ESRC**) invites suitably qualified tenderers to submit sealed applications for provision of printing services for anti-doping education materials.

The complete tender document, containing submission information, detailed terms and conditions of qualification can be downloaded on the Eswatini Public Procurement Regulatory Agency website ( [www.sppra.co.sz](http://www.sppra.co.sz) ) and/or collected at the Eswatini Sports & Recreation Council, Printpak Square, Sheffield Road, Industrial Sites, Mbabane, for the price of Two Hundred Emalangeni Only (SZL200.00) during working hours (0830hrs – 1630hrs). Payment can be made in the following account:

**Eswatini Sports & Recreation Council**

**Nedbank**

**Branch Code: 360164**

**Account Number: 020000704521**

**Reference:” ESRC RFP NO.2 OF 2022/2023”**

All applications should be, marked with the **ESRC RFP NO.2 OF 2022/2023 “PRINTING SERVICES FOR ANTI-DOPING EDUCATION MATERIALS”** and should be sealed in one envelope and addressed to:

Entity Tender Board Secretary

**Eswatini Sports & Recreation Council**

**Printpak, Office E2**

**Sheffield Road, Industrial Sites**



## **Mbabane**

Applications must be deposited in the Tender Box situated at the Council's reception area at the latest by 04:00pm, SAST, on the **28<sup>th</sup> February 2022**. Late applications received by telegram, facsimile, email or another medium will not be considered.

Requests for clarification, must be in writing, and should be addressed, via email to [nqobile@sportscouncil.org.sz](mailto:nqobile@sportscouncil.org.sz) or [zama@sportscouncil.org.sz](mailto:zama@sportscouncil.org.sz) . The Eswatini Sports & Recreation Council will strive to promptly respond in writing via email to any requests for clarification up until close of business on **18 February 2022**.

**THE CHIEF EXECUTIVE OFFICER**

## SECTION 2: INFORMATION TO TENDERERS

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### I.SCOPE

The Eswatini Sports & Recreation Council (**ESRC**) wishes to procure printing services from prospective tenderers in accordance with the set pre-qualification requirements to undertake the assignments described herein.

### II.KEY DELIVERABLES

Prospective tenderers are expected to provide the following services:

- Translation of Anti-Doping Education Materials – English to Siswati
- Printing of Anti-Doping Education Materials

### III.TIMELINES

Supply and delivery of procured services should be conducted no later than 30 April 2022.

### IV.CLARIFICATIONS

Tenderers may request a clarification on the tender document up until the 18 February 2022. Any request for clarification must be sent in writing by email to [nqobile@sportscouncil.org.sz](mailto:nqobile@sportscouncil.org.sz) and/or [zama@sportscouncil.org.sz](mailto:zama@sportscouncil.org.sz). The Eswatini Sports & Recreation Council will respond in writing by email to such requests and will send copies of the response to all tenderers who intend to submit tenders.

### V.GENERAL INFORMATION

HEADING	NOTES
<b>Submission, Receipt &amp; Opening of Tender Documents.</b>	The language for this tender is English and any attached document by bidder which is not in English, must be accompanied by its English translation.
	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.
	Tenderers are required to meet the criteria stipulated in this tender document without fail. Tenderers who do not meet such requirements should not submit tenders. Only tenderers, who fulfil such requirements, will be considered for detailed evaluation.

HEADING	NOTES
	<p>The original tender 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 tender document.</p>
	<p>An authorized representative of the applicants should paginate and initial all pages of the tender document.</p>
	<p>The proposal must remain valid for a period of 60 days after the submission date. The Eswatini Sports &amp; Recreation Council will make best effort to complete the evaluation and communicate within this period. The Eswatini Sports &amp; Recreation Council may require that this period be extended where necessary, without notice.</p>
	<p>Tenderers are required to provide a brief company profile, including references of similar work supplied and delivered previously.</p>
	<p>Tenderers shall submit separate Technical Proposal and Financial Proposals. Both the Technical Proposal and Financial Proposal envelopes shall then be placed into an outer envelope and sealed.</p>
	<p>One (1) original and two (2) copies of the tender document should be prepared and submitted in a sealed envelope marked: <b>ESRC RFP NO. OF 2022/2023 “PRINTING SERVICES FOR ANTI-DOPING EDUCATION MATERIALS”</b>. All submissions must be deposited in the tender box located at the reception area of the Eswatini Sports &amp; Recreation Council not later than 4:00PM, SAST on the 28<sup>th</sup> February 2022. Any proposals submitted after the closing date shall not be accepted and shall be returned unopened to the company, which submitted it or disposed of.</p>
	<p>Tender evaluation shall be conducted by a committee of officials established in line with the provision of the Public Procurement Act,2011.</p>

## **V.EVALUATION TENDER DOCUMENTS**

### **a. EVALUATION CRITERIA:**

#### **i. ADMINISTRATIVE COMPLIANCE EVALUATION**

Applicants have to provide all the listed mandatory requirements below to proceed to Technical Evaluation.

<b>REQUIREMENT</b>	<b>SELECTION CRITERIA</b>
Company Profile including a minimum of two references.	Mandatory
Certified Copy of Company Certificate of Incorporation	Mandatory
Certified Copy of Valid Trading Licence	Mandatory
Original Valid Tax Compliance Certificate	Mandatory
Certified Copy of Company Form J	Mandatory
Form C or Statement of Share Capital	Mandatory
Certified Copy of Valid Labour Compliance Certificate	Mandatory
Police Clearance or Affidavit on Non-Conviction for Company Directors (Shareholders)	Mandatory
Proof of Payment of Tender Fee or Original Receipt from Eswatini Sports & Recreation Council.	Mandatory

Failure to submit any of the above requirements will lead to disqualification or fail. Only those companies who pass at the mandatory stage will proceed to the technical capacity evaluation stage.

#### **ii. TECHNICAL EVALUATION**

<b>EVALUATION CRITERIA</b>	<b>MAX SCORE</b>	<b>SCORE AWARDED</b>
<b>Company Profile:</b> Provide business profile showing names of Directors, management team and general structure of the company and products or services offered.	10	
Show evidence that the company is 100% owned by Swazis or Swazis have majority shareholding.	10	

EVALUATION CRITERIA	MAX SCORE	SCORE AWARDED
<b>Experience:</b> Attach two (2) copies of purchase orders/service level agreements/contract documents as evidence of doing similar/related business and two (2) references from the organisation where service or goods were provided.	10	
<b>Methodology:</b> Statement (s) or description of the firm's technical capability to deliver the envisaged services.	70	
<b>Minimum Technical Score Required (70%)</b>		
<b>TOTAL SCORE</b>	100	

To be eligible to proceed to the financial evaluation stage, tenderers must score at MINIMUM 70 out of 100 at the technical capacity evaluation stage.

### iii. FINANCIAL EVALUATION

HEADING	NOTES
<b>Pricing</b>	Tenderers shall express the price of their services in Eswatini Lilangeni (SZL). The financial proposals must be inclusive of: <ul style="list-style-type: none"> <li>▪ Fees for the services supplied</li> <li>▪ VAT, where applicable</li> <li>▪ Delivery charges if applicable</li> <li>▪ Any other relevant charges</li> </ul>
	Price validity should not be less than 60 days from date of submission of tender and/or award of tender.

The financial proposals of the tenderers that qualified at technical evaluation stage shall be opened and evaluated. The financial proposals will be evaluated using the price/quality methodology whereby: the lowest evaluated financial proposal will be given the maximum financial score (Fs) of 100. The



financial scores of all other proposals will be computed as follows:  $F_s=100$  multiplied by lowest cost proposal amount divided by the amount of the proposal being evaluated.

The final score will be: 70% technical score and 30% Financial Score.

#### **VII.CONTRACT AWARD PROCEDURE**

The awarding of the contract shall be recommended to the best evaluated tender/s, as determined by the evaluation methodology and criteria specified in the invitation document. The Eswatini Sports & Recreation Council reserves the right to award tender contract to more than one company.

#### **VIII.MODIFICATIONS AND WITHDRAWAL**

1. Tenderers may modify, or withdraw the tender prior to the deadline for the submission of tenders.
2. The modification or notice of withdrawal shall be effective if it is received by the Eswatini Sports & Recreation Council prior to the deadline for submission of tenders.

[The applicant 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 declaration.]

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

To: The Chief Executive Officer  
Eswatini Sports and Recreation Council  
**P.O. Box 339**  
**Mbabane**

**Dear Sir**

**RE:**

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**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 subject to legal proceedings for any of the foregoing.
- c) We do not have a **conflict of interest** in relation to the procurement requirement.
- d) We have not, and our directors and 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.