



**INVITATION TO TENDER FOR THE PRE-
QUALIFICATION FOR OPEN
PROSPECTIVE SUPPLIERS OF GOODS
AND SERVICES**

**TENDER REFERENCE NUMBER: ESRC RFP
NO.1 OF 2022/2023**

Table of Contents

SECTION 1: SUPPLIER PRE-QUALIFICATION INVITATION	3
SECTION 2: GOODS & SERVICES CATEGORIES	5
SECTION 3: INFORMATION TO TENDERERS	6
I. INTRODUCTION TO THE PRE-QUALIFICATION	6
II. DOCUMENTS COMPRISING THE REQUEST FOR PRE-QUALIFICATION	7
III. PREPARATION OF TENDER DOCUMENTS	7
IV. SUBMISSION, RECEIPT, AND OPENING OF PRE-QUALIFICATIONS	7
V. PRE-QUALIFICATION EVALUATION	8
VI. EVALUATION CRITERIA:	8
a. ADMINISTRATIVE COMPLIANCE DOCUMENTS	8
b. TECHNICAL EVALUATION	9
FORMS	11
FORM TECH 1: PRE-QUALIFICATION SUBMISSION FORM	12
FORM TECH 2: BUSINESS QUESTIONNAIRE FORM	13
FORM TECH 3: NATURE OF BUSINESS	16
FORM TECH 4: TERMS OF PAYMENT	17

SECTION 1: SUPPLIER PRE-QUALIFICATION INVITATION

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 pre-qualification for general categories for supply and delivery of goods and services for an initial period not exceeding two years.

The pre-qualification documents, containing submission information, detailed terms and conditions of pre-qualification can be downloaded on the Eswatini Public Procurement Regulatory Agency website (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 Emalangeneni 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.1 OF 2022/2023”

All applications should be, marked with the **ESRC RFP NO.1 OF 2022/2023 “PRE-QUALIFICATION NUMBER AND CATEGORY DESCRIPTION”** 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 **28th 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 or 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: GOODS & SERVICES CATEGORIES

CATEGORIES OF SUPPLY OF GOODS & SERVICES

NO	TENDER REFERENCE CODE	ITEM DESCRIPTION	ITEM EXAMPLES
1	ESRC/RFP/2223/001	Supply and delivery of office cleaning material & cleaning consumables and other related services.	Bleaches, Disinfectants and Disinfectant Cleaners, Toiletry, Soaps, Sanitisers, Cleaning Material, etc.
2	ESRC/RFP/223/002	Supply and delivery of office fittings & furniture and related services.	Chairs, Desks, Tables, Cabinets, Partitions, Lobby furniture, etc.
3	ESRC/RFP/2223/003	Supply and delivery of printing & stationery and other related services.	Printing Paper, Pens and other forms of stationery, Letterheads and Envelopes, Notepads, Calendars, Invoice Books, etc.
4	ESRC/RFP/2223/004	Supply and delivery of branded program promotional apparels.	T-shirts, Masks, Branded Water, Medals, Trophies, Towels (Face Cloths), Wrist Bands, Tea/Coffee Mugs, Water/Juice Bottles, Key Rings, Caps, Bandanas, ID Holders, Pens & other forms of stationery.
5	ESRC/RFP/2223/005	Supply and delivery of branding and promotional materials.	Banners (internal & external), Corporate Brochures, Gazebos, etc.
6	ESRC/RFP/2223/006	Service maintenance contracts for office and computer equipment.	Photocopier, Computer Equipment & Other Office Equipment.
7	ESRC/RFP/2223/007	Supply of IT Equipment and other related peripherals.	Laptops, Computers, Computer Software, Camera Equipment, Video Equipment, etc.
8	ESRC/RFP/2223/008	Air Travel Services & Car Hire Services and other transport services.	Travel Reservations & Car Hire
9	ESRC/RFP/2223/009	Accommodation & Conferencing Hire Services.	Hospitality
10	ESRC/RFP/2223/010	Provision of Graphic Design Services	Development of Corporate Identity Manuals & other related works.
11	ESRC/RFP/2223/011	Consultancy Services for development and/or review of operational policies.	-
12	ESRC/RFP/2223/012	Supply of sports equipment and apparels.	Wide variety of sport-specific and general sports (gym) equipment.

SECTION 3: INFORMATION TO TENDERERS

I. INTRODUCTION TO THE PRE-QUALIFICATION

The Eswatini Sports & Recreation Council (**ESRC**) wishes to pre-qualify and enlist prospective tenderers in accordance with the set pre-qualification requirements to undertake the assignments described herein for an initial period of two (2) years subject to review based on satisfactory performance.

The pre-qualification document and the responses thereof shall be the basis for pre-qualification. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account when preparing their response.

The Eswatini Sports & Recreation Council does not bind itself for supply of the goods or provision of any service to any one supplier, but shall endeavour to ensure tenderers are treated equitably. Applicants will be informed in writing of the results of their application. Tenderers will meet all costs associated with preparation and submission of their applications.

It is Eswatini Sports & Recreation Council's policy to require that tenderers observe the highest standard of ethics during the selection and execution of its contracts. In pursuance of this policy, the Eswatini Sports & Recreation Council defines, the purpose of this provision, the terms set forth below:

- a. **"Corrupt Practice"** means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the procuring entity in the pre-qualification process; and
- b. **"Fraudulent Practice"** means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the procuring entity, and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non-competitive levels and to deprive the procuring entity of the benefits of free and open competition.

The Eswatini Sports & Recreation Council will reject a tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question. The Council will declare a Tender ineligible, for pre-qualification if at any time it determines that a Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract; and it will have the right to examine financial records relating to the performance of such services to determine capability.

The Eswatini Sports & Recreation Council will have the right to inspect the business premises of the tenderer and tenderers shall furnish information as described in the pre-qualification tender document. Tenderers shall be aware of the provisions on fraud and corruption stated in standard contract under the clauses indicated in the Data Sheet.

Tenderers and service providers are required to have access to computers and internet connectivity as communication to suppliers will be via emails to enable them provide adequate services and facilitate real-time communication.

II.DOCUMENTS COMPRISING THE REQUEST FOR PRE-QUALIFICATION

Tenderers may request a clarification on the Pre-qualification document up until the 18 February 2022. Any request for clarification must be sent in writing by email to nqobile@sportscouncil.org.sz and/or 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.

III.PREPARATION OF TENDER DOCUMENTS

- a. Tenderers are requested to submit pre-qualification documents written in English language.
- b. 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.
- c. Tenderers are required to meet the Pre-Qualification criteria stipulated in Section 2. Tenderers who do not meet such requirements should not submit tenders. Only tenderers, who fulfil such requirements, will be considered for detailed evaluation.
- d. The pre-qualification documents shall **NOT** include any **FINANCIAL PROPOSAL**.
- e. The Period of Validity shall be 90 days from the date of submission. The Eswatini Sports & Recreation Council will make best effort to complete the evaluation and communicate within this period.

IV.SUBMISSION, RECEIPT, AND OPENING OF PRE-QUALIFICATIONS

- a. The original Pre-qualification 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 Pre-qualification Document.
- b. An authorized representative of the applicants should paginate and initial all pages of the tender document.
- c. One (1) original and two (2) copies Pre-qualification document for each category should be prepared and submitted in a sealed envelope marked: **ESRC RFP NO.1 OF 2022/2023 “PRE-QUALIFICATION DOCUMENT FOR EACH CATEGORY WITH THE DESCRIPTION AND PREQUALIFICATION NUMBER”**. All submissions must be deposited in the tender box located at the reception area of the Eswatini Sports & Recreation Council not later than 4:00PM, SAST on the 28th February 2022.

- d. Where a tenderer is qualified for more than one category, submission must be done in separate envelopes for each category.
- e. Late Submissions will not be accepted. Any Pre-Qualification Document received after the deadline shall be rejected as a late tender and shall not be considered.
- f. Tender evaluation shall be conducted by a committee of officials established in line with the provision of the Public Procurement Act, 2011.

V. PRE-QUALIFICATION EVALUATION

- a. Eswatini Sports & Recreation Council will examine tenders to determine completeness, general orderliness and substantial responsiveness.
- b. Applicants shall not contact the Eswatini Sports & Recreation Council on any matter relating to their Pre-Qualification Document from the time of opening to the time the evaluation is finalized and official communication is sent to them. Any effort by any applicant to influence Eswatini Sports & Recreation Council in the Pre-Qualification Document evaluation shall result in the rejection of their application.
- c. Pre-qualification will be based on meeting the following minimum criteria regarding the Applicant's legal status, general and particular experience, personnel as demonstrated by the responses in the attached forms.
- d. Applicants who will be shortlisted for each category according to the selection criteria will be invited to submit their financial proposals. Eswatini Sports & Recreation Council will issue Requests for Quotations throughout the two years and conduct an evaluation and comparison of the financial proposals for the provision of various goods or services.
- e. Eswatini Sports & Recreation Council reserves the right to accept or reject any or all Pre-Qualification Documents without the obligation to assign any reason (s) for its decision thereof.

VI. EVALUATION CRITERIA:

a. ADMINISTRATIVE COMPLIANCE DOCUMENTS

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

REQUIREMENT	SELECTION CRITERIA
Pre-Qualification Submission Form	Mandatory
Copy of Valid Trading Licence	Mandatory
Original Valid Tax Compliance Certificate	Mandatory
Copy of Company Form J	Mandatory
Form C or Statement of Share Capital	Mandatory

REQUIREMENT	SELECTION CRITERIA
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

b. TECHNICAL EVALUATION

EVALUATION CRITERIA	MAX SCORE	SCORE AWARDED
Company Profile: 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	
Experience: 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	
Methodology: Statement (s) or description of the firm's technical capability to demonstrate an understanding of the category of interest.	70	
Minimum Technical Score Required (70%)		
TOTAL SCORE	100	

VII.CONFIDENTIALITY

- a. Information relating to evaluation of Pre-Qualification Documents and recommendations concerning pre-qualification shall not be disclosed to the Applicants until the prequalified firms have been advised accordingly.

FORMS

- I.**Form Tech 1: Pre-Qualification Submission Form
- II.**Form Tech 2 - Business Questionnaire Form
- III.**Form Tech 3 - Nature of Business
- IV.**Form Tech 4 - Terms of Payment

FORM TECH 1: PRE-QUALIFICATION SUBMISSION FORM

Date:

Pre-Qualification No.:

Secretary to Entity Tender Board

Eswatini Sports & Recreation Council

P.O Box 399

Mbabane, H100

Eswatini

Dear Secretary,

1. Having examined the pre-qualification documents including all addenda, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply the required goods/services in accordance with your request for quotations and we hereby submit our prequalification documents.
2. Our pre-qualification is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
3. We understand that you are not bound to accept any tender you may receive.

Dated this _____ day of _____ 2022.

[signature]: _____ [in the capacity of]: _____.

Duly authorized to sign tender for and on behalf of _____.

FORM TECH 2: BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars below whichever applies to your type of business. You are advised that it is a serious offence to give false information on this form.

Part 1 General

1. Business Name:

.....

2. Location/Address Details of Business Premises.

a. Plot No:

b. Street/Road:

c. Postal Address:

d. Tel No: Cell No:

e. Email:

(this email must be valid as it will be used for sending out request for quotations)

3. Nature of Business:

4. Registration Certificate No.:

5. Maximum Value of Business which you can handle at any one time: SZL.....

6. Name of your Bankers:Branch Code:

Part 2 Sole Proprietor

Name:

Age: ID Number: Nationality:

Part 3 Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			

Part 4 – Eligibility Status

Are you related to an employee, board or committee member of the Eswatini Sports & Recreation Council? Yes: No:

If answer above is YES, please provide details below?

Name of ESRC Official Related to	Nature of Relationship (Father, Mother, Brother, Etc.)
.....	
.....	
.....	
.....	

Are you presently or have been previously under a declaration of ineligibility for corrupt and fraudulent practices? YES: No:

If answer above is YES, please give details:

.....

.....

.....



.....
.....

I / We DECLARE that the information given on this form is correct to the best of my/our knowledge and belief and that I/We give ESRC authority to seek any other references concerning me/my/our company from whatever sources deemed relevant e.g., Register of Companies, etc.

Date Signature of Candidate

FORM TECH 3: NATURE OF BUSINESS

1. Business Type: Please select the appropriate business type.

Sole Proprietor		Partnership		Company		Cooperative		Other	
------------------------	--	--------------------	--	----------------	--	--------------------	--	--------------	--

2. Which of the following best describes your business?

Manufacturer		Distributor		Retailer		Dealer		Agent	
---------------------	--	--------------------	--	-----------------	--	---------------	--	--------------	--

If not a manufacturer, please attach a letter of authorization for the dealership, agency etc.

FORM TECH 4: TERMS OF PAYMENT

Our payment terms are 30 days from the date of invoice/delivery on receipt/acceptance of goods/services.

We/I the undersigned state that the payment terms set by ESRC are acceptable to us.

Signed: in the capacity of

Dated this day of 2022.

Organization's Seal/Stamp: