

UNESWA

REQUEST FOR PROPOSAL:

SUPPLY AND DELIVERY OF PERSONAL PROTECTIVE EQUIPMENT (PPE) AND OFFICE UNIFORM

(RFP 02/UNESWA/2019)



UNIVERSITY OF ESWATINI REQUEST FOR PROPOSALS (RFP)

RFP 02 / UNESWA / 2019

OPEN TENDER

RFP/02/UNESWA/2019

SUMMARY OF DATES;
DEMONSTRATION OF SAMPLES – 10th October, 2019
SUBMISSION DEADLINE – 24th October, 2019 (12:00 Hrs)
TENDER OPENING - 24th October, 2019 (12:15 Hrs)



CONFIDENTIALITY

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UNETHICAL CONDUCT

Suppliers are warned against offering gifts (cash or kind) to employees of the University of Eswatini in return for business from the institution. This practice is unethical, prosecutable by law and WILL result in these suppliers being blacklisted from doing business with UNESWA.



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INTRODUCTION

1. Letter of Invitation

**SUPPLY AND DELIVERY OF PERSONAL PROTECTIVE EQUIPMENT (PPE) AND
OFFICE WEAR FOR UNESWA STAFF MEMBERS**
TENDER: RFP/02UNESWA/2019

Tenders are hereby invited from locally registered, suitably qualified, and reputable suppliers to supply and deliver PERSONAL PROTECTIVE EQUIPMENT (PPE) and OFFICE UNIFORM for the University of Eswatini for the financial year 2019-20. The PPE and OFFICE WEAR shall be delivered to the various campus Stores Receiving Departments of UNESWA as stipulated in the relevant Purchase Orders (PO);

- Kwaluseni Campus - Stores Receiving Department
- Luyengo Campus - Stores Receiving Department
- Mbabane Campus - Stores Receiving Department

The main objective of the PPE is to protect UNESWA employees from exposure when working at hazardous places and the risk of injury. The PPE must be of quality that meet safety standards and specifications as indicated in the schedule of prices and quantities as ANNEX #01. This is in line with the Occupational Health and Safety act.

Terms of Reference will be provided after payment of a non-refundable fee of E350.00 to the University of Eswatini. Payments for the tender fee should be made to the UNESWA ACCOUNTS OFFICE of the Bursary Section (Kwaluseni Campus). Tenderers will receive the Terms of Reference upon full payment for the tender document. The REFERENCE to be used when making payment is: **TENDER: RFP/02UNESWA/2019**.

Documents are available at the University of Eswatini (UNESWA) at the address below:

University of Eswatini
Kwaluseni Campus (Main)
Accounts Office (Bursary Section)

Any actions or tendencies that will be interpreted as an attempt to interfere with or influence the tendering process will result in immediate disqualification of the Tenderer.

All enquiries relating to this tender may be addressed in writing to Ernest Gumedze (UNESWA Tender Board Secretary) at Email: egumedze@uniswa.sz not later than the 19th of October 2019.



2. Background

In this tender UNESWA intends to purchase Personal Protective Equipment (PPE) and Office Uniform for eligible staff members. This will be done for staff member that are stationed in all the three campuses of the university namely; Kwaluseni, Luyengo and Mbabane.

3. Scope

3.1 The purpose of this tender is for the supply and delivery of protective clothing and uniforms to the University of Eswatini for the financial year 2019-2020.

3.2 The University of Eswatini intends to purchase Personal Protective Equipment (PPE) and Office Uniforms for eligible staff members in the following campuses:

- Kwaluseni Campus;
- Luyengo Campus;
- Mbabane Campus;

4. Participating Companies

UNESWA invites locally registered and suitably qualified suppliers to tender for the supply and delivery of Personal Protective Equipment and Office Uniform for eligible staff members. All Companies to demonstrate knowledge and experience to deliver the goods required.



SECTION 1: INSRTRUCTION TO TENDERERS

1.1 Compulsory Sample Demonstration

Bidders are expected to participate in the demonstration of the samples of the listed PPE and Office Uniform to be held at the UNESWA Sports Emporium on **10th October, 2019**.

Bidders who choose to be absent on the day of the demonstration, will have their bids disqualified forthwith. Samples submitted by bidders will be kept at UNESWA and will be used as reference for goods supplied by the prospective supplier(s). Prospective tenderers must read the tender specification and bring a copy to the demonstration.

1.2 List of Required PPE and Uniform

List and specifications of protective wear and uniform is appended hereto as **ANNEX 1(A)**. Particular attention must be paid to the brands and specifications when making price offers. On certain items, preferred brand names are stated in brackets and it is expected that suppliers will quote on these brands

1.3 Instruction on Submission of Bids

A copy of the tender document must be hand delivered and submitted in a sealed envelope and deposited into the official tender box located at the entrance of the Bursary office (Kwaluseni campus) **not later than the 24th October 2019, at 12:00hrs**. Please quote the tender reference number (as stated in Section 2) on the sealed envelope.

NB: All documents that are to be submitted as part of the tender must be stamped with the bidder's stamp and initialed.

- i) The decision of UNESWA on awarding a tender is final.
- ii) UNESWA does not bind itself to accept the lowest or any tender nor give any reason for the acceptance or rejection of a tender. UNESWA may accept a tender for a part of the quantity offered or reject any tender without assigning any reason
- iii) UNISWA also reserves the right, in its sole discretion, to re-advertise, not to retender or not to award the tender.
- iv) The tender awarded will be conditional and subject to successful negotiations and signing of a written contract, failing which UNISWA reserves the right to withdraw the tender and to award the tender to another Tenderer without repeating the process.
- v) **Tenders will be opened from 12:15hrs** on the date of closing at the Committee Room, 1st Floor, Main Administration Building, Kwaluseni. Tenderers are invited to attend the Tender Opening Meeting for which they will be informed if there are changes on the date.



- vi) The bid prices will be opened only by the Adjudication Committee.
- vii) Each Tenderer shall indicate a place in Eswatini and specify it in the Tender as his domicile, where all notifications may be served on him.

1.4 Notice of Intention to Award Contract

- i) The Awarding of the contract shall be recommended to the best evaluated tenderer, as determined by the evaluation methodology and criteria specified in the invitation document.
- ii) The contract award decision shall be taken by the UNESWA Tender Evaluation Committee, but the award decision does not constitute a contract.
- iii) Following the contract award decision, UNESWA will create a notice, indicating the name of the best evaluated tenderer, the value of the proposed contract, and the evaluation scores. Ten (10) days before the contract is awarded, the notice shall be;
 - a) sent directly to all tenderers who submitted tenders by letter and where appropriate, by fax or e-mail; and
 - b) published on the SPPRA website.

1.5 Language of Tender

The language to be used for this tender is English.

1.6 Bid Validity Period

Responses to this bid received from vendors will be valid for a period of **90 days** counted from the closing date of the bid



SECTION 2: INVITATION TO TENDER

2.1 Invitation

UNESWA invites locally registered and suitably qualified suppliers to tender for the supply and delivery of Personal Protective Equipment (PPE) and Office Uniform for eligible staff members. All Companies to demonstrate knowledge and experience to deliver the goods required.

2.2 Closing Date

The Closing date for submission of the tenders is **24th October 2019, at 12:00hrs**. Late, incomplete, telephoned or telegraphic tenders will not be considered. Request for clarification closes on the **19th October at 1200HRS**. Bids should be hand delivered and deposited into the Tender Box located at the entrance to the Bursary or Accounts Office, Kwaluseni campus.

Completed bid documents must be placed in a **sealed envelope and clearly addressed as follows;**

**RFP 02 / UNESWA / 2019
SUPPLY AND DELIVERY OF PERSONAL PROTECTIVE EQUIPMENT (PPE) AND
OFFICE WEAR FOR UNESWA STAFF MEMBERS**

2.3 Opening of Bids

Tenders shall be opened on the **24th October, 2019 at 1215HRS** on the date of closing at the Committee Room, 1st Floor, Main Administration Building, Kwaluseni. Tenderers are invited to attend the Tender Opening Meeting for which they will be informed if there are changes on the date.



SECTION 3: ELIGIBILITY CRITERIA

Tenderers are required to supply the following information to be eligible to participate in the tender process. Failure to submit the required documents may result in disqualification of the tender.

3.1 Appended Documents

- i. Tender document receipt
- ii. Compulsory Sample Demonstration Certificate
- iii. Original and Valid Tax Compliance certificate(s);
- iv. Certified (REP) Copy of Trading License (current, valid, relevant)
- v. Certified (REP) Copy of VAT Registration certificate
- vi. Company registration documents i.e Form J & C and Certificate of incorporation (certified by the Register of Companies NOT REP).
- vii. Certificate of Compliance Labour Department.
- viii. Eswatini National Provident Fund (SNPF) Compliance Certificate
- ix. Police clearance of Non-Conviction for **ALL** company directors
- x. ID's of all the directors (certified by Royal Eswatini Police)
- xi. Certified (REP) Public Liability Insurance Policy
- xii. Certified (REP) copy of Employer's Liability Insurance (workman's compensation insurance) Policy
- xiii. Company Profile with key references and staff qualifications.
- xiv. Completed Financial Proposal in a separate, sealed envelope and annotated accordingly
- xv. Completed and signed Declaration of Eligibility



SECTION 4: TENDER REQUIREMENT

4.1. Tender Requirements

The tender requirements are categorized into two;

- **Financial Requirements**
- **Technical Requirements**

4.1.1 PRELIMINARY EVALUATIONS

The proposals will be reviewed using the criterion set in the Technical table below to determine if mandatory requirements are met. Failure to provide any of the eligibility mandatory requirements will result in a proposal being disqualified.

4.2 Service History

- 4.2.1 List 3 x recent similar projects or projects.
- 4.2.2 Provide copies of recent contracts or letters of appointment (signed or initialed pages that contain relevant information) to support your experience sets.
- 4.2.3 Provide a minimum of three (3) customers (name, postal, physical and e-mail address and telephone number) who can be contacted for reference in connection with the proposed assignment.

SECTION 5: REFERENCES

5.1 References

The respondent is required to provide a list of at least three references relating to the required services of similar nature and size.

Each reference should contain the following information as a minimum:

- a) Name, address and other relevant particulars of the client;
- b) Name, position and contact details of client principal contact;
- c) Nature and scope of the assignment;
- d) Cost of the project

5.2 Validity of Response

It is a requirement of this Tender that the BID remain valid for a period of three (3) months from date of Proposal closing.



SECTION 6: Opening of Technical Proposals

6.1 The Client shall open the Technical Proposal immediately after the deadline for their submission in the presence of supplier's representatives who choose to attend. **The envelopes with the Financial Proposal shall remain sealed** and securely stored.

6.2 From the time the Proposals are opened to the time the Contract is awarded, the Tenderers should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Tenderers to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Tenderers' Proposal.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

SECTION 7: PRICING

7.1 PRICING

Tenderers shall express the price of their goods in Emalangeni (E).

7.1.2 Tender prices shall be inclusive of:

- a. VAT (where applicable);
- b. Any form of levy or charge such as customs and excise, tax, sales duty, surcharge or discount must be included in the tender price(s).

7.1.3 The Total cost for each item must be inclusive of embroidery on the two piece overalls, lab coats and dustcoats.

7.1.4 Tender prices shall be in the form of a company unit price for each item during the contract period of 12 months commencing on date of tender submission.

7.1.5 Price(s) quoted must include cost of supply, printing, embroidery, delivery, packing, on-site supervision and off-loading.

7.1.6 Unless otherwise indicated prices shall allow for labour, materials, transport, freight, overheads, profits and all other costs.

7.1.7 Any Schedule of Prices/Rates, which is included in the RFP shall be completed and lodged with the Tender.

7.1.8 Pricing shall be submitted for each item in the Schedule against which a price is offered **AND SHALL BE VALID FOR AT LEAST 3 MONTHS (90 days).**

7.1.9 Advance payment will NOT be made by UNESWA.

The tenderer must state whether the price quoted is fixed for the duration of the agreement or whether the price is subject to escalation. In the absence of an indication in this regard the price will be considered as fixed for the full period of the agreement.

- ❖ All pricing must be quoted in Emalangeni (SZL) including VAT.



- ❖ The pricing must remain **valid for (3months) 90 days** from the closing date of the tender closing.
- ❖ Pricing / costing must include disbursements / re-umbursables.
- ❖ All pricing shall remain fixed for the duration of the contract.

Note: Prices charged by the supplier for goods delivered and services performed under this proposal shall not vary from those quoted by the same supplier in his tender, and any variance will render the contract null and void.

7.2.0 EVALUATIONS

ELEMENT	WEIGHT
Technical Evaluation	60
Pricing – As per financial proposal	40
TOTAL	100%

Note: The minimum qualifying score for functionality is 60%. All bids that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price

Preference Point System

All bids that will achieve the minimum qualifying score (acceptable bids) will be evaluated further in terms of the preference point system as follows

TENDER EVALUATION PROCESS AND CRITERIA

Tenders shall be evaluated using, but not limited to the following tender evaluation criteria: There are six components in the tender evaluation process, five of which are nonfinancial and the last one being financial. These are set out below:

7.2.1. Responsiveness of Tender Assessment

This will determine whether: - all required documentation and information have been submitted; - the document has been submitted in the correct format; and - the correct number of legible copies has been submitted.

7.2.2. Resources and Capability Assessment

This will address the experience of the Tenderer as well as the capability and where appropriate, reference checks are essential and must cover aspects such as:

- a. The Tenderer's reputation, brand and size of the tender i.e. past performance of similar contracts; industry knowledge;
- b. The relevance of the three provided trade references to UNESWA project scope (Suitable references are to be provided to support this process);

7.2.3. Technical Assessment

The technical assessment will establish whether the tender meets the requirements set out in the specification and, if not, the significance of any variation from that specification.

7.2.4. Risk Assessment



The assessment will establish all risk factors which may be prejudicial to UNESWA and performance of the contract. This may include ascertaining the integrity and general conduct in business dealings, professional conduct of the tenderer's directors and senior management; compliance with the law and encumbrances which may hinder due performance under the contract. This may involve investigations into whether any of the directors and senior managers have criminal records in connection with corruption, fraud, theft or forgery; financial track record of the tenderer, etc.

7.2.5. Eswatini Business Promotion

This criterion shall determine the extent to which ownership of the business is vested in Eswatini citizens and/or the extent to which the Tenderer will:

- a. Encourage Eswatini citizens to be involved in business;
- b. Improve levels of Eswatini citizens' participation UNESWA business;
- c. Enhance economic development for Eswatini citizens;
- d. Increase the numbers and types of Eswatini business activities in the area;
- e. Promote opportunities for employment of Eswatini citizens and
- f. Promote business enterprise development for Eswatini citizens.

Where the scope of the works is of a highly specialised nature or the successful Tenderer is non-LiSwati, UNESWA shall negotiate with the successful Tenderer to subcontract or partner with a service provider who is a Eswatini citizen.

6. Financial Criteria - This will be based on the following:
 - Unit Pricing / Costs for each commodity in Emalangeni
 - Payment terms and Conditions
 - Clear reflection of taxes

The following evaluation formulae shall be used in the allocation of scores:

$$P_s = 20 \left(\frac{P_t - P_{min}}{1 - P_{min}} \right)$$

Where:

- P_s - Points scored for bid under consideration.
- P_t - Tender price for bid under consideration.
- P_{min} - Tender price for the lowest bid.

Tender prices must clearly reflect separately all taxes to be charged.



7.3 TECHNICAL EVALUATION

The following table defines the weighting allocated to each major category that will be used for the evaluation of the tender responses. Each major category is defined further in the sections below:

The technical and financial proposals must be submitted in two separate envelopes;

7.1. If the tenderer has any doubts as to the meaning of any portion of this document, he should set out in his covering letter the interpretation on which he relies.

7.2. The onus is on tenderers to furnish sufficient information for a full technical and financial evaluation of offers.

7.3. UNESWA reserves the right at any point of the tender process, to disqualify any non-compliant tender proposal (i.e. proposals failing to meet the terms of these instructions) received;

7.4. UNESWA reserves the right to require a performance guarantee for any upfront payment required by the vendor.

7.5. Tender prices must clearly reflect separately all taxes to be charged.

7.6. Clarification and queries in connection with the Tender or the Invitation to Tender shall be submitted in writing before 13th September, 2019 to:

Purchasing Officer – Ernest Gumedze
Email: egumedze@uniswa.sz



TECHNICAL EVALUATION FORM

TENDER #:
RFT/02/UNESWA/2019

RFP 02 / UNESWA / 2019
SUPPLY AND DELIVERY OF PERSONAL PROTECTIVE EQUIPMENT AND OFFICE UNIFORM FOR THE
UNIVERSITY OF ESWATINI

Company Name	Score: 5 Exceptional				
	4 Good				
	3 Average				
	2 Borderline				
	1 Poor				
	0 Unacceptable Evidence				
Max. Score	60	Score achieved:	0	Percentage:	0%
Category	Weight	Sub Weight	Score out of 5 for sub category	Weighted Score	Overall Score for Category
Company Status	8				0
<i>Swazi owned company</i>		4			
<i>Quality of Company Profile</i>		2			
<i>Service History</i>		2			
Responsiveness to Tender	16				0
<i>Sample presentation attendance</i>		2			
<i>Labour Compliance Certificate (Certified by Labour Commissioner)</i>		2			
<i>Trading Licence (proper certification)</i>		2			
<i>Tax Clearance Certificate (proper certification)</i>		2			
<i>Workmen's Compensation</i>		2			
<i>Public Liability</i>		2			
<i>SNPF Contributions (latest payment receipt)</i>		2			
<i>Forms J & C (proper certification)</i>		2			
Financial Capability	10				0
<i>Proof of financial capacity/Credit Limit</i>		4			
<i>Key suppliers and credit limits</i>		3			
<i>Auditors Statement/Financials</i>		3			
Technical Capability	26				0
<i>Organisational Structure</i>		5			
<i>Stockholding Policy</i>		5			
<i>Delivery Lead time</i>		5			
<i>Wrongly Supplied Items Correction Procedure</i>		5			
Other Factors					
<i>A Signed Declaration of Eligibility Document</i>		2			
<i>A Signed Site Attendance Certificate</i>		2			
<i>All pages of the tender documents have been appropriately signed and authorized;</i>		2			



SECTION 8: SUBMISSION

8.1. Submission Deadline

Responses to the RFP should be submitted **no later than the 24th October, 2019, 12:00Hrs.** Bids submitted after the aforementioned deadline will be **rejected forthwith**. Bids should be hand delivered and deposited into the Tender Box located at the entrance to the Bursary or Accounts Office, Kwaluseni campus.

Completed bid documents must be placed in a **sealed envelope and clearly addressed as follows;**

**RFP 02 / UNESWA / 2019
SUPPLY AND DELIVERY OF PERSONAL PROTECTIVE EQUIPMENT (PPE) AND
OFFICE WEAR FOR UNESWA STAFF MEMBERS**

Furthermore, bids/quotes found to be non-responsive to the requirements of the bid (By failing to provide the required information) shall be disqualified.

8.2 Validity of Bids

Bids are valid for a period of 90 days after the submission date.

8.3 Opening of Bids

Tenders shall be opened on the **24th October, 2019 at 1215HRS** on the date of closing at the Committee Room, 1st Floor, Main Administration Building, Kwaluseni. Tenderers are invited to attend the Tender Opening Meeting for which they will be informed if there are changes on the date.

8.4 Right to Reject Bids

UNESWA reserves full and unconditional rights to reject the response to this tender if it is not in accordance with its requirements and no correspondence will be entertained.

The conditions for rejection shall be if:

- i. It is received after expiry of the due date and time.
- ii. It is not in conformity with the instructions mentioned in this tender document.
- iii. It is not properly or duly signed.
- iv. It is received through Telex/Telegram/Fax/E-mail.
- v. It is incomplete including non-furnishing of the required documents.
- vi. It is evasive or contains incorrect information.
- vii. There is canvassing of any kind.
- viii. It is submitted anywhere other than the place mentioned in the tender..

8.5 General Conditions

The University of Eswatini reserves the right not to accept the lowest bid and or to reject all bids and cancel the tender without giving reason.

8.6 Queries on Tender

All queries pertaining to this tender should be in writing and directed to the Secretary UNESWA Tenders Committee;

Purchasing Officer (UNESWA Tender Board Secretary)

Email: egumedze@uniswa.sz



8.7 BID PRESENTATION (ANNEX #01)

UNESWA				
RFP 02 / UNESWA / 2019 SUPPLY AND DELIVERY OF PERSONAL PROTECTIVE EQUIPMENT (PPE) AND OFFICE WEAR FOR UNESWA STAFF MEMBERS				
ITEM TYPE	TOTAL QUANTITY	UNIT PRICE	VAT	TOTAL PRICE (VAT INCLUSIVE)
Suit, <i>Semi-Executive</i> (Black/Charcoal/Navy Blue)	62			
Safari suits (One grey and one white, once a year)	8			
Pairs of suits once a year (Female), <i>Semi-Executive</i>	12			
Three piece suit (grey skirt, blazer jacket and waistcoat) once in two years	4			
Blazer once in two years, (Semi-executive)	6			
Trousers, <i>Semi-Executive</i> (Black / Charcoal)	160			
<i>Pairs check trousers once a year</i>	40			
Skirts once in two years, <i>Executive</i>	16			
Jackets once in two years, <i>Executive</i>	16			
White Chef's jackets once a year	40			
Butcher's jackets once a year	40			
Waiter's jackets once a year	64			
Blouses once in two years, <i>Executive</i>	32			
Shirts, White/Off-White/Powdered Blue, <i>Semi-executive</i> (Long Sleeves)	282			
Shirt, White/Off-White/Powdered Blue, <i>Semi-executive</i> (Short Sleeves)	100			
<i>Two-piece white overalls once a year (Jonsson)</i>	16			
<i>Two Piece Overall (Jonsson-Royal Blue, 65/35%)</i>	164			
Lab coats (White-Acid Proof) once a year	102			
Two Piece Overall, acid proof (Jonsson -Bottle Green)	140			
Dust Coat once a year, Acid Proof (Jonsson-Bottle Green)	76			
<i>Dust coats (Jonsson)</i>	122			
<i>White Lab coats once a year (Ladies) Male & Female(Jonsson)</i>	64			
<i>Overalls once a year ("Frances Dress" - Nurses' Uniform Design)</i>	36			
<i>Apron (Dairy-PVC White) once a year</i>	8			
<i>Apron (Butcher's Apron) once a year</i>	34			
<i>Apron (Waiters') once in two years</i>	64			



Rain suit with hood (Male), Navy Blue	205		
Rain suit with hood once in two years (Female), Navy Blue	21		
White cap once a year (Males) (Jonsoon)	8		
Respirators & Cartridges (Stores)	50		
Bush-Hat (Jonsson), With Neck-Lace	29		
Red hat once a year	4		
Pairs of socks (100% Cotton)	479		
Tie (Semi-Executive)	58		
Pairs of steel toe cap boots (Safety Boots) Lamaitre(Zeus 8117 - Half Boot), Brown or Black	299		
Pairs of safety shoes once in two years, Female, (Bova - Code 55005)	36		
Pairs of flat shoes once a year, Executive (Green Cross)	32		
Pairs of shoes, Bronx-Fancy (J-6530)	195		
Pairs white rubber boots once a year (Wayna)	16		
Pair of gum boots (Wayna, Black)	192		
Pair of gloves (Dairy/Household) once a year,	108		
Pair of winter gloves, P-Grade	7		
Pair of rubber gloves	116		
Pair of rubber/electrical protective gloves when Necessary	17		
Pairs of rubber gloves once a year (Water-Proof, Elbow length)	0		
Pair of gloves (Green leather, 20cm) once a year	6		
Pair of safety goggles, Wide-View	93		
Jersey once a year (“Highlands Brooke”,V-Neck)	23		
Jersey once a year (Button Down, “Highlands Brooke”)	22		
T-shirts (Jonsson), 100% Original Tee-Shirt	50		
White Chef's Hats, white once a year (Jonsson)	40		
Waiter's Hats(Baker's or Chef's Hat), white once a year (Ladies) Jonsson	64		
Pair of ear protective plugs once a year	39		
Helmet	7		
Dresses (1 white and 1 grey) once a year	8		
Jersey (red or white or grey) once a year	5		
Skirts (one grey and one floral /trousers once a year	8		
Pair of ear protective plugs once a year	39		
Disposable masks, Pack of 20, FF2 Code 1021	76		
TOTAL COST (VAT, EMBROIDERY & DELIVERY, ALL INCLUSIVE)			



SECTION 9: DECLARATION OF ELIBILITY

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

The Secretary
Buildings & Tenders Committee
University of Eswatini
P/Bag 4
Kwaluseni

Dear Sir/Madam

DECLARATION OF ELIBILITY

I, the undersigned, offer to undertake the
SUPPLY AND DELIVRY OF REQUIRED ITEMS TO THE UNIVERSITY OF ESWATINI
in accordance with your Request for Proposal dated and our Proposal.
I hereby submit our Proposal, which displays compliance to the requirements and evaluation
criteria. I hereby declare that all the information and statements made in this Proposal are true
and accept that any misinterpretation contained in it may lead to disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on
the basis of the proposal. My Proposal is binding upon us and subject to the modifications
resulting from Contract negotiations.

We undertake, if my Proposal is accepted, to provide the services / assignment on the date to be
agreed upon. We understand that UNESWA is not bound to accept the lowest or any proposal.

Yours sincerely,

Authorized Signature: _____

Date: _____

Email Address: _____

Business Address: _____

company stamp:



SECTION 10: SAMPLE DEMONSTRATION ATTENDANCE CERTIFICATE

SITE INSPECTION:

19th June 2019

**This is to certify
that.....(name)
of (the
service provider) attended the compulsory site inspection meeting on
.....(date) and is therefore familiar with the
circumstances and the extent of the service to be rendered.**

Signed:..... on the day of 2019

Kuluseni Campus:

.....
.....
.....

For the Service Provider:

For the Service Provider:

company stamp:

