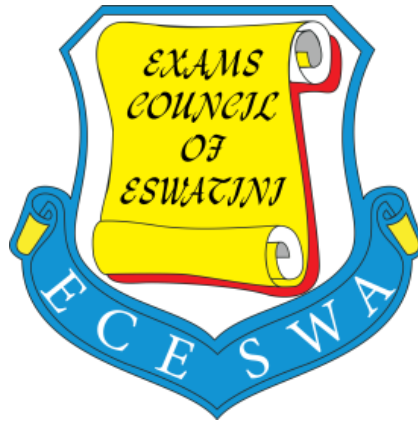


Examinations Council of Eswatini



Invitation to Tender for the Supply Of

Card Boxes (Cartons)

TENDER NO: 1 of 2020

Council Offices
Examinations Council of Eswatini
Ngonini Road, Ezulwini Valley
P O Box 1394
MBABANE



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EXAMINATIONS COUNCIL OF ESWATINI
TENDER NO: 1 of 2020 CARD BOXES (CARTONS)

1. PREAMBLE

The EXAMINATIONS COUNCIL OF ESWATINI requires a competent, registered and reputable company to tender for the supply of Card Boxes (Cartons) for the financial year 2020.

2. INSTRUCTIONS TO TENDERERS

Tenderers attention is drawn to the general conditions of purchase and conditions of tender

i. This tender document constitutes the contract of engagement on award of the tender. Aspects of this tender shall be deemed as binding and part of the contract of award.

ii. Late or telegraphic tenders will not be accepted.

iii. The Tender Board does not bind itself to accept any or the lowest tender

iv. If required by the Tender Board the tenderer shall supply sample items and these samples of the accepted tender will be retained by the Tender Board throughout the duration of the contract period. Any items supplied not in accordance with the approved samples will be rejected.

v. The validity period of the Tender shall be 120 days from the date of submission.

vi. Clarifications may be requested in writing by email, but not later than 29th November 2019. The address for clarification is manesi.c@examsCouncil.org.sz

vii. Any time before the submission deadline, the Procuring entity may issue an addendum to the Tender document and notify all Tenderers who received the tender documents. The Tenderers will be allowed at least one week before the tender submission deadline, to effect the changes to bidding document. Where necessary, the deadline for submission would be extended. This will be applicable whenever there are major errors or omissions to tender documents noted by Procuring entity before the submission deadline

viii. All Tenderers are required to provide contact email addresses to the procuring entity through which they will be notified of the intention to award

on the day that the Intention is sent to the Eswatini Public Procurement Regulatory Agency (ESPPRA)

ix. All Tenders must be provided in English Language

x. Completed tender documents under sealed cover with tenderer's name and addresses on reverse side of the envelope must be made and addressed to the Examinations Council Of Eswatini P.O. Box 1394, MBABANE, and delivered not later than 08.30 AM on the 3rd December 2019. One original and three (3) copies required. Mark clearly on the cover page, which is the original and which are the copies

xi. Tenders will be opened on the same date at 09:00 AM.

xii. Modifications and Withdrawal

- a) Tenderers may modify, or withdraw the tender prior to the deadline for the submission of tenders.

- b) The modification or notice of withdrawal shall be effective if it is received by council prior to the deadline for submission of tenders.

3. PRELIMINARY EXAMINATION

Prior to the detailed evaluation, the Procuring Entity will determine the substantial responsiveness of each Tender. For purposes of this clause, a substantially responsive Tender is one, which conforms to all the terms and conditions of the Invitation to Tender document without material deviations. The Procuring entity's determination of a Tender's responsiveness is based on the contents of the tender itself without recourse to extrinsic evidence.

If a Tender is not substantially responsive, the Procuring Entity shall reject it. The Tender must not subsequently be made responsive by the Tenderer by correction of the nonconformity. The Examinations Council of Eswatini will examine the Tenders to determine, whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Tenders are generally in order. The Examinations Council of Eswatini shall reject any Tender when:

- The Tenderer has failed to demonstrate an ability to perform according to the requirements indicated in the Invitation to Tender documents;
- The Tenderer refuses to accept the correction of an arithmetical error;
- The Tenderer is not substantially responsive to the requirements of the Invitation to Tender documents or the technical specifications;
- The Tenderer has failed to comply with a request for clarification of Tenders.
- If a Tender Security has been requested and this does not accompany the Tender.

4. ELIGIBILITY CRITERIA

The Board will require the tenderers to submit the following information alongside the tender documents

- Original/Valid official statement of the Directors, alternative directors, managers and auditors of the company (for Swaziland firms: Form 'J')
- A Original/Valid official statement of the annual summary of shares capital and shares (for Swaziland firms: Form 'C')
- Original/Valid current Labour Compliant Certificate.
- Original/Valid E300.00 Examinations Council Of Eswatini Receipt for payment for the Tender Document
- Original/Valid Current Trading License
- Original/Valid Tax Compliance Certificate
- Original/Valid current SNPF Compliance Certificate
- Police clearance or affidavit of Non-Conviction for Company Directors (Shareholders).

5. EVALUATION OF TENDERS

Tenders shall be evaluated using, but not limited to the following tender evaluation criteria: The Evaluation shall be staged into three:

i. Pre-qualification

At tender opening, tenders without the information detailed in 4 above will be disqualified;

ii **Technical Evaluation**

Partial Offers will not be accepted. Only complete offers will be considered for evaluation. Nonresponsive Tenderers will not proceed to the next financial evaluation stage.

a) Premise Visitation (15marks)

A team from Examinations Council Of Eswatini will visit all company premises. The following should be in visible place;

1. Trading License should be displayed on the walls of the premises (5marks);
2. Availability of stock mentioned in the tender document to check for quality of goods. (10marks)

b) Company experience (15marks)

Company profile and list of similar work done in the last one year of operations.

c)Product specification correct as per product description in Appendix A or Items Requirements Breakdown. (Pass or Fail)

The statements of requirements will be evaluated on a pass or fail basis, to determine whether the tender is substantially responsive and, if not, the significance of any variation from that specification.

A Financial Evaluation (20 Marks) to compare tender prices in order to determine the tender with the lowest evaluated price. This will be based on the following:

- Unit Pricing / Costs for each commodity in Emalangeni (10marks)
- Payment terms & conditions (5marks)
- Clear reflection of all taxes to be charged (5marks)

6. CONTRACT AWARD PROCEDURES

- The awarding of contract shall be recommended to the best evaluated tenderer, as determined by the evaluation methodology and criteria specified in the invitation document.

- The contract award decision shall be taken by the appropriate approvals authority, but the award decision does not constitute a contract

- . • Following the contract award decision, the procuring entity shall prepare a notice indicating the name of the best evaluated tenderer, the value of the proposed contract and any evaluation scores. The notice shall be

- a) Sent directly to all tenderers who submitted tenders by letter and where appropriate, by email; and,

- b) The Tender Board shall allow a period of at least ten working days to elapse from the date of despatch of the notice before a contract is awarded.

NEGOTIATIONS

Expected address for contract negotiations: Ezulwini Ngonini Road, Examinations Council of Eswatini Offices.

7. DURATION OF CONTRACT

The contract duration will be from the date of award to the 31st December 2020.

8. PROCUREMENT PROCESS

- i. For each tender the Tender Board will award a minimum of 3 vendors based on the evaluation stated in 6 above.

- ii. The procurement process after award is that the Board shall call for quotations for the item needed from the awarded companies for each tender. The quotations will be considered in relation to the price in the tender document or less.

- iii. The Tender Board will consider the pricing and the variations made to the submitted item price

- iv. The Tender Board will issue out an order which has a validity of 30 calendar days.

v. At the lapse of the 30 days if the items ordered have not been delivered, the order will automatically lapse and it is automatically cancelled.

vi. Delivery shall be made to the Examinations Council Of Eswatini Offices during working hours: 08:00 to 16:45 Hours Monday to Thursdays 08:00 to 16:30 Hours Fridays.

9. PRICING & PAYMENT CONDITIONS

i. Any form of levy or charge such as customs and excise tax, VAT, surcharges or discount must be included in the tender price.

ii. Price (s) quoted must include cost of supply, delivery and off-loading.

The general conditions of payment of the Board shall apply in this contract. The Board shall make payment for work done and accepted by the Council within 30 days of receipt of invoice from the vendor. No other conditions may be allowed. iii) The general conditions of payment of the Board shall apply in this contract. The Board shall make payment for work done and accepted by council within 30 days of receipt of invoice from the vendor. No other conditions may be allowed.

iv. Advance payment will not be made by the Board. The vendor is expected to have the capacity to make delivery on all orders issued within 30 days without any advance payment.

Examinations Council Of Eswatini

Examinations Council Of Eswatini

TENDER NO: 1 of 2020 CARD BOXES (CARTONS)

I/We understand, hereby acknowledge, myself/ourselves fully, conversant with the details and conditions set out in the special Conditions and Specification and with the General Conditions of Purchase and Conditions of Tender attached and hereby agree to supply deliver and off-load in accordance therewith:-

Appendix A

ITEMS REQUIRED BREAKDOWN

DESCRIPTION	SIZES	QUANTITY	UNIT PRICE
1. Empty flat card boxes (cartons)	(400X 300X 483)	3000	
2. Empty flat card boxes (cartons)	(382X270X464)	3000	

EXAMINATIONS COUNCIL OF ESOWATINI - COMMITMENT FORM

TENDER NO: 1 of 2020 CARD BOXES (CARTONS)

I (name of tenderer in full) ,.....,
hereby agree to deliver all goods and services at the same time without altering
the tendered price I quoted during tender submission date.

Residential Address

Business Address
.....

Postal Address
.....

Telephone Number

Email Address

Name of person authorised to sign this tender:

NAME

SIGNATURE