

FORM A7: APPLICANT LEGAL STATUS

MANDATORY DOCUMENTS (CERTIFIED ATTACHMENTS)

LEGAL STATUS

1. Enclose a copy of Form J (Register of Directors) or equivalent;
2. Enclose a copy of Form C (Authorized Share Capital) or equivalent;
3. Enclose a copy of the Tax Clearance Certificate addressed to the applicant valid for 11 months (or equivalent for foreign companies)
4. Enclose a copy of a current Trading License, specific for each category;
5. Enclose Government of Swaziland Labour Compliance Certificate; (or equivalent from the company's country of registration);
6. Original letter of declaration of Eligibility on the company's letter head "signed" as shown on the document;
7. Revenue General receipt for each selected category of pre-qualification of common used items
8. Enclose an affidavit from the Directors confirming their clearance of any Procurement fraudulent conduct for the past 5 years.

OPTIONAL DOCUMENTS REQUIRED

1. A copy of any Joint Venture Agreement would be attached where applicable.
2. Copy of power of Attorney of the signatory of the Pre-qualification document registered by the Registrar of Companies or written authorization to submit the application where applicable.
3. Copy of your ISO or other Quality assurance certified.

Audited Bank Statements done by a Government recognized company (current one).

9.

ANNEX B: STATEMENT OF REQUIREMENTS: SUPPLIES

List and codes of supplies or services to be provided include but are not restricted to the following:

Item Code	Group, category of items
GCS/029	Supply and delivery of Cleaning Materials and Chemicals
GCS/007	Supply and delivery of Computer Consumables and Accessories
GCS/004	Supply and delivery of Groceries
GCS/006	Supply and delivery of Meat and Meat Products
GCS/010	Supply and delivery of Fruit and Vegetables
GCS/016	Supply and delivery of Office Stationery
GCS/023	Supply and delivery of Protective Clothing
GCS/013	Supply and delivery of Office Furniture and Fittings
GCS/015	Supply and delivery of Liquefied Petroleum Gas
GCS/026	Supply and delivery of Pre-Printed Stationery



ANNEX C: ADDITIONAL EVALUATION CRITERIA

Applications shall be evaluated by an evaluation committee and shall be on a pass/fail basis against criteria based on criteria detailed in paragraph 5.2 in addition to the criteria annotated in annex C1 to C10 below:

NB: ANY APPLICANT SUBMITTING A GENERAL DEALER'S TRADING LICENSE MUST SPECIFY THE MERCHANDISE/GOODS THEY ARE AUTHORISED TO TRADE UNDER THE GENERAL DEALER'S TRADING LICENSE.



ANNEX C1 – CLEANING MATERIALS & CHEMICALS-GCS029

Applications shall be evaluated by an evaluation committee and shall be on a pass/fail basis against criteria based on criteria detailed in paragraph 5.2 in addition to the criteria annotated below for cleaning materials & chemicals:

- i. Trading License General Dealer
- ii. Health Report
- iii. Lease Agreement/Title Deeds/ Minister's Authority for business premises
- iv. Value/Volume of Stock on Hand



ANNEX C2 – COMPUTER CONSUMABLES & ACCESSORIES-GCS007

Applications shall be evaluated by an evaluation committee and shall be on a pass/fail basis against criteria based on criteria detailed in paragraph 5.2 in addition to the criteria annotated below for computer consumables & accessories:

- i. Trading License for trade in ICT equipment & accessories or general Dealer restricted to that product.
- ii. Health Report
- iii. Lease Agreement/Title Deeds/Minister's Authority for business premises
- iv. Value/Volume of Stock on Hand



ANNEX C3 – GROCERIES - GCS004

Applications shall be evaluated by an evaluation committee and shall be on a pass/fail basis against criteria based on criteria detailed in paragraph 5.2 in addition to the criteria annotated below for groceries:

- i. Trading license for Grocer/Supermarket and Department Stores
- ii. Operational Retail Business
- iii. Health Report
- iv. Lease Agreement/Title Deeds/Minister's Authority for Business Premises
- v. Value/Volume of Stock on Hand



ANNEX C4 – MEAT & MEAT PRODUCTS – GCS 006

Applications shall be evaluated by an evaluation committee and shall be on a pass/fail basis against criteria based on criteria detailed in paragraph 5.2 in addition to the criteria annotated below for meat products:

- i. Trading License for Butchery
- ii. Health Report
- iii. Lease Agreement/Title Deeds/Minister's Authority for Business Premises
- iv. Must have/access to transport resources designed and equipped to ensure:
 - the meat does not contact the floor;
 - have joint and door seals that prevent entry of all sources of contamination; and
 - where necessary, be equipped so that temperature control and humidity can be maintained and monitored
- v. Conditions of establishment:
 - Establishments should be located, designed and constructed so that contamination of meat is minimised to the greatest extent practicable.
 - Facilities and equipment should be designed, constructed and maintained so that contamination of meat is minimised to the greatest extent practicable.
 - Establishments, facilities and equipment should be designed to allow personnel to carry out their activities in a hygienic manner.
 - Facilities and equipment that are in direct contact with edible parts of animals and meat, should be designed and constructed so that they can be effectively cleaned and monitored for their hygiene status.
 - Suitable equipment should be available for control of temperature, humidity and other factors as appropriate to the particular processing system for meat.
 - Water should be potable except where water of a different standard can be used without leading to contamination of meat.



ANNEX C5 – FRESH FRUIT AND VEGETABLES – GCS010

Applications shall be evaluated by an evaluation committee and shall be on a pass/fail basis against criteria based on criteria detailed in paragraph 5.2 in addition to the criteria annotated below for fruit and vegetables:

- i. Trading license for Green Grocer or Hawker Fruits and vegetables
- ii. Health Report
- iii. Lease Agreement/Title Deeds/Minister's Authority for Business Premises
- iv. Value/Volume of Stock on Hand



ANNEX C6 – OFFICE STATIONERY – GCS016

Applications shall be evaluated by an evaluation committee and shall be on a pass/fail basis against criteria based on criteria detailed in paragraph 5.2 in addition to the criteria annotated below for office stationery:

- i. Trading License for Bookshop
- ii. Health Report
- iii. Lease Agreement/Title Deeds/Minister's Authority for Business Premises
- iv. Value/Volume of Stock on Hand



ANNEX C7 – PROTECTIVE CLOTHING – GCS023

Applications shall be evaluated by an evaluation committee and shall be on a pass/fail basis against criteria based on criteria detailed in paragraph 5.2 in addition to the criteria annotated below for protective clothing:

- i. Trading license for General Clothing
- ii. Health Report
- iii. Lease Agreement/Title Deeds/Minister's Authority for Business Premises
- iv. Value/Volume of Stock on Hand



ANNEX C8 – OFFICE FURTNITURE & FITTINGS – GCS013

Applications shall be evaluated by an evaluation committee and shall be on a pass/fail basis against criteria based on criteria detailed in paragraph 5.2 in addition to the criteria annotated below for furniture and fittings:

- i. Trading license for Furniture Shop
- ii. Health Report
- iii. Lease Agreement/Title Deeds/Minister's Authority for Business Premises
- iv. Value/Volume of Stock on Hand



ANNEX C9 – LIQUEFIED PETROLEUM GAS – GCS015

Applications shall be evaluated by an evaluation committee and shall be on a pass/fail basis against criteria based on criteria detailed in paragraph 5.2 in addition to the criteria annotated below for liquefied petroleum gas:

- i. Trading license authorizing trade in LPG Gas (General dealer restricted to that product)
- ii. Health Report
- iii. Lease Agreement/Title Deeds/Minister's Authority for Business Premises
- iv. Value/Volume of Stock on Hand



ANNEX C10 – PRE-PRINTED STATIONERY – GCS026

Applications shall be evaluated by an evaluation committee and shall be on a pass/fail basis against criteria based on criteria detailed in paragraph 5.2 in addition to the criteria annotated below for pre-printed stationery:

- i. Trading license for Manufacturer or Bookshop
- ii. Health Report
- iii. Lease Agreement/Title Deeds/Minister's Authority for Business Premises
- iv. Printing Press/Printing Equipment

