



GOVERNMENT OF THE KINGDOM OF ESWATINI

TENDER REFERENCE NO: 92 of 2019/2020

**PRE-QUALIFICATION DOCUMENT FOR THE
PROVISION OF SECURITY SERVICES IN GUARDING
AND TECHNICAL ELECTRONIC SOLUTIONS**

OCTOBER, 2019

ADVISORY NOTES FOR APPLICANTS ON KEY REQUIREMENTS FOR GOVERNMENT PREQUALIFICATION

These documents should be read carefully by the Tenderer before preparing the Tender to ensure compliance with the key requirements. All documents and Forms are essential and compulsory and are to be duly completed and signed by all applicants. Special attention should be paid to the following:

1. Prequalification Process

Each year, the Private and Cabinet Office prepare a standard procurement pre-qualification document inviting reputable security service providers to submit proposals indicating their interest to tender for the Provision of Security Services to the Government of the Kingdom of Eswatini for pre-defined periods.

2. Purpose of the Process

The main purpose is to improve procurement performance through identifying suppliers who are eligible and qualified with adequate capabilities, resources and experience to supply Government with high quality security services.

3. Tender Form

The Tender Form is the Tenderer's offer and must therefore be duly completed, signed by the Tenderer's authorized representative and stamped with the Tenderer's stamp.

4. Documents Required

All documents stated in the "Instruction to Applicants" and "Application Data Sheet" must be duly completed and included in the offer. Any statutory documents attached as evidence must be certified by Commissioner of Oath.

All documents and forms submitted are to be duly completed and signed. Failure to provide any of the documents specified may result in rejection of your application.

5. Envelope with the Original Tender and a Number of Copies

The envelope with the original Prequalification Document must also include the number of copies specified in the "Application Data Sheet". The original Tender must be clearly marked "**original**", while the copies must be marked "**copy**".

6. Evaluation and Shortlisting

The Private and Cabinet Office will evaluate and shortlist all eligible and qualified Applicants for the provision of security for one financial year. Once a tenderer has been shortlisted, it may be invited by the Ministry or Department to submit tenders for the provision of security services for specific requirements. Tenders will therefore be issued to shortlisted firms approved by the Government Tender Board to obtain quotations for the security services.

7. Inspection and Verification

This Prequalification document, the response thereof and the physical inspection of the applicant's premises and verification of documents shall be the basis for pre-qualification as a supplier in a specified category.

8. Evaluation Criteria

The Prequalification is based on compliance with all mandatory requirements related to an Applicant's specific general experience, managerial, financial

capabilities, personnel, equipment, staffing experience demonstrated by the applicant's response in the forms provided and documents submitted with the Prequalification Document. The supply and installation of electronic systems shall be evaluated with regard to their skills, efficiency, experience and reliability,

The Private and Cabinet Office may reject any application which it considers as not responsive and compliant to the requirements of the Prequalification Document.

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SECTION I: INVITATION FOR PREQUALIFICATION OF SECURITY SERVICE PROVIDERS

The Private and Cabinet Office hereby invite reputable and qualified security service providers to submit applications to be shortlisted for the Provision of Security Services to the Government of the Kingdom of Eswatini.

A complete set of the Prequalification Documents may be obtained by interested candidates upon payment of a non-refundable fee of three hundred Emalangen (E300.00) payable at the Private and Cabinet Office as from 9th **October 2019 at 10.00am**. This must be paid to Government via any Revenue office into Account No. **351- 2102-21990**. Proof of payment in the form of an official Eswatini Government General Receipt must be supplied by the tenderer on submission of the Prequalification documents. Failure to do so may result in disqualification.

The Prequalification Documents, including the Government General Receipt are to be enclosed in plain sealed envelopes, marked with the Prequalification Number, Name and be deposited in the Treasury Tender Box situated at **Treasury Building, MBABANE** at the latest by **8th November, 2019 at 09.00am**.

The envelopes must be marked as follows:

**ATTENTION:
The Secretary to Government Tender Board,
Treasury Building,
Mbabane**

“Pre-Qualification Document for the Provision of Security Services to the Government of Eswatini

Guarding Services or Technical Electronic Solutions

Reference Tender No. 92 of 2019/20”

Late applications will not be considered.

All documents specified in “Instructions to Applicants (Section 2)” must be adhered to and all required duly prepared documents must accompany the submission.

These Prequalification documents must comprise the following:

A duly completed set of Prequalification Document, detailed Company profile and curriculum vitae of key personnel; clearly detailing the nature of the business, organizational structure, original General Receipt as proof that tenderer purchased the pre-qualification document, a certified copy of Trading License, an original and valid Tax Compliance Certificate (for Government Tender), certified copy of Labour Compliance Certificate (for the Tender applied for), certified copy of Eswatini National Provident Fund Employer’s Compliance Clearance Certificate, a company current Form J Certified stamped by the Register of Companies, a company current Form C Certified stamped by the Register of Companies, audited financial statements for the past three years, Power of Attorney, current Police clearance certificates (do not attach fingerprints copies) for company Directors as

outlined in Form J, certified copies of National IDs of Company Directors, well-arranged prequalification document according to the format provided.

Late tenders, as well as tenders submitted by telegram, facsimile, email or similar medium will not be considered.

Tenders will be opened immediately thereafter in the presence of the candidates representatives who choose to attend.

Failure to mark the envelopes clearly and accurately may result in rejection of the application which may lead to disqualification of the applicant.

The Private and Cabinet Office do not bind itself to pre-qualify any or all the Applicants received.

Requests for clarifications and further information must be done in writing, via email to the Senior Government Security Officer, Mr. Dumsani C. Malinga through this contact details below:

The Private and Cabinet Office,
P.O. Box 395 Mbabane, H100,
Eswatini

Telephone 24117900/83 or 24049830 or 76795617

E-Mail: du.malinga@yahoo.com

SECTION II

INSTRUCTIONS TO APPLICANTS

Applicants should read these instructions carefully in conjunction with the attached Applicant Data Sheet.

1. ELIGIBILITY AND QUALIFICATION OF APPLICANTS

This prequalification document is open to all Applicants who are eligible as defined in the Public Procurement Law and Regulations and capable of performing the resulting contract prior to being awarded a contract. Eligible applicants shall be prequalified by the Private and Cabinet Office.

The Applicant Data Sheet shall specify the eligibility and qualification criteria.

The Applicants shall provide as part of Application, the documentary evidence of the Applicant's legal status, financial, technical and production capability to provide the supplies or services.

All firms found capable as **Suppliers and or Service Providers for SECURITY SERVICES** in accordance to the set Prequalification criteria shall be prequalified.

Qualification Criteria

Pre-qualification will be based on compliance with all mandatory requirements related to Applicant's specific and general experience, managerial and financial capabilities, personnel, equipment, staffing experience and quality standards required of the services and products to be supplied. As evidenced by the applicant's response in the forms provided and submitted with the Invitation for Prequalification Document (IFP). The Private and Cabinet Office reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

The Private and Cabinet Office may reject any application which is not

responsive to the requirements of the pre-qualification document.

2. APPLICANT'S RESPONSIBILITIES

The Applicant is expected to examine all instructions, forms, terms, and specifications in the IFP document. Failure to furnish all information required by the IFP document or to submit a not substantially responsive to the IFP document could result in the rejection.

The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Private and Cabinet Office will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

3. CORRUPT, COLLUSIVE, FRAUDULENT AND COERCIVE PRACTICES

Applicants should be aware that the Government of Eswatini has embarked on a 'procurement reform program whose objectives include the achieving of greater transparency, accountability and value for money in the use of public funds.

Applicants participating in public procurement are to abide by their obligations at all times and are not to commit or abet corrupt, fraudulent, collusive or coercive practices.

Applicants should be aware that a Tenderer, who engages in corrupt, collusive, fraudulent or coercive practice, will have their proposals rejected and may further be subject to prosecution under the laws of Eswatini.

The Government of Eswatini has also established an Anti-Corruption Commission to investigate specific instances of alleged corrupt, collusive, fraudulent or coercive procurement practices.

“Corrupt practice” means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of a public officer in the procurement process or in contract execution;

“Collusive” practice means a scheme or arrangement between two or more Applicants, with or without the knowledge of the procuring entity, designed to establish tender prices at artificial, non-competitive levels;

“Fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;

“Coercive practice” means harming or threatening to harm, directly or indirectly, persons, or their property, to influence their participation in a procurement process or affect the execution of a contract.

The Private and Cabinet Office will reject a proposal if it determines that the tenderer recommended for selection has engaged in corrupt or fraudulent practices in competing for the contract in question.

4. CONFLICT OF INTEREST

A conflict of interest is a set of circumstances that creates a risk that an individual’s ability to apply judgement or act in one role is, or could be, impaired or influenced by a secondary interest. It can occur in any situation where an individual or organisation can exploit a professional or official role for personal or other benefit

Conflicts might occur if individuals have, a direct or indirect financial interest; non-financial or personal interests; conflicts of loyalty where decision-makers have competing loyalties between an organisation they owe a primary duty to and some other person or entity.

Suppliers are required to provide professional, objective, and impartial advice and at all times hold the Client’s interests paramount, strictly

avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.

Without limitation on the generality of the foregoing, Suppliers and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

A firm hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services other than consulting services resulting from or directly related to the firm’s consulting services for such preparation or implementation.

For the purpose of this paragraph, non-consulting services other than consulting services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

Suppliers (including its Personnel and Sub-Consultants) that has a business or family (parents, spouse(s) and children including adopted children) relationship with a member of the Client’s staff, who is directly or indirectly involved in any part of: (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, shall not be awarded a Contract.

Suppliers have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the supplier or termination of its contract.

5. SALE OF TENDER DOCUMENT AND PREPARATION

The complete set of tender documents may be purchased within the prescribed time by interested Applicants.

Tenders found without General Receipt (proof of purchase) shall be rejected.

The Tender prepared by the Tenderer, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and the Procuring Entity shall be written in the English language.

6. PRE-TENDER MEETING/SITE INSPECTION /VERIFICATION

Applicants may be required to attend a pre-tender meeting/site inspection, if it is so stated in the Tender Data Sheet. The date, time and location shall be stated in the Data Sheet for the Applicants. Applicants are encouraged to provide questions in writing to the Procuring Entity before the event.

If a pre-tender meeting/site inspection is described as compulsory, Applicants will not be eligible to tender, if they fail to attend.

All documents and information submitted by a tenderer is subject to verification. In cases where it may not be positively verified the tenderer may be disqualified and their tender rejected.

7. VALIDITY OF PREQUALIFICATION

Tenders shall be valid for the number of days specified in the Tender Data Sheet from the date for submission. Tenders with a shorter validity period will be rejected.

8. DOCUMENTARY REQUIREMENTS

Tenders shall be submitted on the forms provided in the Invitation for Prequalification document and in the number of copies stated in the Tender Data Sheet. Tenders must be typewritten and signed in black ink by the Tenderer's authorized

representative. Incomplete or unsigned Tenders may be rejected.

9. DOCUMENTS COMPRISING THE TENDERER'S TENDER IN SUPPORT OF ELIGIBILITY AND QUALIFICATION

The Tender must include the following:

- a) **Tender Form** duly completed indicating the services to be performed and signed with company stamp by the Tenderer (and any joint venture partners).
- b) A duly completed set of Prequalification Document, detailed Company profile, organizational structure and curriculum vitae of key personnel; clearly detailing the nature of the business.
- c) Original **General Receipt** as proof that tenderer purchased the pre-qualification document.
- d) A certified copy of a valid and current **Trading Licence**, or equivalent for foreign suppliers.
- e) An original and valid **Tax Compliance Certificate** (for Government Tender).
- f) A certified copy of **Labour Compliance Certificate** (for the Tender applied for).
- g) A certified copy of **Eswatini National Provident Fund Employer's Compliance Clearance Certificate**.
- h) A company current **Form J** (Register of Directors) stamped by the Registrar of Companies.
- i) A company current **Form C** (Authorized Share Capital) stamped by the Registrar of Companies.
- j) **Audited financial statements** for the past three years,
- k) **Declaration of Eligibility** form duly completed and signed with company date stamp in the Company Letter Head or in the form provided for in this document.

- l) **Power of Attorney** of the signatory of the Prequalification document registered by the Registrar of Companies or written authorization to submit the application where applicable.
- m) Certified copy of **Value Added Tax (VAT) Certificate**.
- n) Certified copy of the **Certificate of Incorporation**.
- o) **Original Police Clearances** for all Directors as stated in **Form J. (do not fingerprints copies)**
- p) Any other supporting documents relevant to the Prequalification.

All copies of Eswatini Government eligibility and statutory documents must be valid and **certified** by the Commissioner of Oath for the purposes of the Prequalification.

A valid document is one which has been issued for the **current year** and has been **certified within 2 months** of the date of submission of application.

NB. Failure to provide any of the required documents or to provide duly certified copies of documents may result in rejection of the Tenderer's offer.

10. PRICES

Applicants shall NOT indicate pricing or pricing breakdown. Therefore, no financial offer/proposal shall be submitted.

11. TENDERER'S REQUEST FOR CLARIFICATION

A Tenderer requiring any clarification of the "Invitation to Tender" documents may notify the Procuring Entity in writing or electronic mail. The Procuring Entity will respond in writing to any request for clarification of the Invitation for Prequalification documents. Written copies of the Procuring Entity's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all

Applicants that have received the tender documents.

12. SUBMISSION OF TENDERS

Original, signed and sealed Tender shall be clearly marked "**Original**", while each copy shall be marked "**Copy**".

The Original, signed and sealed Tender must together with the required number of copies Tenderer shall be in a sealed envelope, which shall be addressed and marked according to the requirements of the Application Data Sheet.

The Tender and the copies shall be in "hard copy", as electronic submissions will not be accepted.

The Tender and the copies must be received at the location specified in the Application Data Sheet on or before the specified date and time.

13. LATE TENDERS

Any Tender received by the Procuring Entity after the deadline for submission specified in the Application Data Sheet will be rejected and returned unopened to the Tenderer.

14. MODIFICATIONS AND WITHDRAWAL OF TENDERS

A Tenderer may modify or withdraw its Tender after submission, provided that written notice of the modification is received by the Procuring Entity prior to the deadline for its submission. A withdrawal notice may also be sent by fax or e-mail, but followed by a signed confirmation copy. A Tenderer's representative shall initial Tender changes or modifications in black ink.

No Tender may be modified after the deadline for submission of Tenders.

No Tender may be withdrawn in the interval between the deadline for submission of Tenders and the expiration of its validity.

15. LANGUAGE OF TENDERS

All tenders must be written in English.

16. TENDER OPENING

The Tenders and proposals shall be opened at the scheduled date, time and venue by the Opening Committee constituted in the Application Data Sheet. The Applicants' representative may attend the Tender opening.

During the tender opening as above, the envelopes containing Technical Tender shall be opened and read loud and signed by the Committee.

In the event, the date of opening as above is declared a National Holiday; the tenders shall be opened at the same time on the next working day or as directed by the Opening Committee. Minutes of the Tender Opening will be kept and copies provided to any interested party upon request.

17. PRELIMINARY EXAMINATION

The Procuring Entity will examine the Tenders to determine, whether they are complete, whether the documents have been properly signed, and whether the Applications are generally in order.

The Procuring Entity shall reject any applications when:

- The Applicant has failed to demonstrate an ability to perform according to the requirements indicated in the Invitation for Prequalification document;
- The Applicant is not substantially responsive to the requirements of the IFP documents or the technical specifications;
- The Applicant has failed to comply with a request for clarification of Tenders.
- If a Tender Security has been requested and this does not accompany the Application.

18. DETAILED EVALUATION

Only Tenders found to be substantially responsive will be subjected to detailed examination.

In the evaluation of Tenders, the following criteria will be taken into account.

- Responsiveness to the required specifications.

- Any other Criteria specified in the Data Sheet.

During evaluation of the Tenders, the Procuring Entity may, at its discretion, ask the Tenderer for a clarification of its Tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the Tender shall be sought, offered, or permitted. Applicants who do not respond to requests for clarification will have their tenders rejected.

Any effort by a Tenderer to influence the Procuring Entity in its decisions on Tender evaluation, Tender comparison, or contract award may result in the rejection of the Tenderer's Tender.

19. REJECTION OF APPLICATIONS

The Procuring Entity reserves the right to accept or reject any application, and to annul the IFP process at any time prior to the award of a contract, without thereby incurring any liability to the affected Applicant(s) or any obligation to provide information on the grounds for its action.

20. EFFECTIVENESS AND DURATION OF CONTRACT

The contract shall come into effect on the date of signing a contract by both the parties. The contract shall be valid for a period of 12 (twelve) months from the date of commencement of services.

The duration of the intended Contract shall be 12 months with an option for review and extension by the mutual consent of the Procuring Entity and Service Provider for a further minimum of 12 months on the basis of consistent acceptable high quality performance by the Service Provider.

21. CONFIDENTIALITY

Information relating to evaluation of tenders and recommendations concerning prequalification shall not be disclosed to the tenderers until the

pre-qualified security providers have
been advised accordingly.

SECTION III: APPLICATION DATA SHEET

This Application Data Sheet shall specify the eligibility and qualification criteria and should be read in conjunction with the foregoing “Instructions to Applicants”

Section No.	Section description.	Additional or modifying data to the Instructions to Applicants
1.	Eligibility Criteria	<p>The Eligibility criteria are provided on the Declaration of Eligibility which forms part of this Invitation for Prequalification. Applicants must be qualified service providers.</p> <p>Applicants must provide a signed “Declaration of Eligibility’ in the format as included in this Tender Form (Section 4) with company seal and date stamp. In case of a joint venture or consortium each members must sign a declaration.</p> <p>The Applicants shall provide as part of Application, the documentary evidence of the Applicant’s legal status, financial, technical and production capability to provide the supplies or services.</p>
1.	Qualification Criteria	<p>Prequalification will be based on compliance with all mandatory requirements; Applicants must be qualified to perform a Contract by demonstrating that they have adequate technical knowledge, professional qualification, general experience, financial capabilities, working equipment and quality standards required in performing the desired services and products to be supplied.</p>
6.	Pre-tender Inspection Meeting/Site Inspection/Verification	<p>The Private and Cabinet Office shall conduct a physical inspection, personal interviews and verify authenticity of all information submitted at its own cost and discretion. If, after the inspection/verification, it is deemed that the information supplied cannot be verified or is falsified or fraudulent; the Application will be rejected.</p> <p><i>The Private and Cabinet Office reserves the right to verify authenticity of all information submitted.</i></p>
7.	Validity Period of the Prequalification	<p>The validity period of the Tender shall be 90 days from the date of tender submission.</p>

Section No.	Section description.	Additional or modifying data to the Instructions to Applicants
8.	Documentary Requirements	<p>The Pre-Qualification document shall be composed of three (3) sealed envelopes marked “Pre-Qualification Document for the provision of security services”. It shall contain one (1) marked “Original”) and two (2) marked “Copy”). The Prequalification documents will be signed by duly authorized representatives of the applicant. Any clause which does not apply to the applicant in the Tender document herein shall be ignored by the applicant.</p> <p>Tenders shall be submitted on the forms provided in the Invitation for Prequalification document. Incomplete or unsigned Tenders may be rejected.</p>
9.	Documents comprising the Applicants Offer	<p>In addition to the documents stated in the “Instructions to Applicants”, the following documents are required:</p> <ol style="list-style-type: none"> a) Tender Form duly completed indicating the services to be performed and signed with company stamp by the Tenderer (and any joint venture partners). b) A duly completed set of Prequalification Document, detailed Company profile, organizational structure and curriculum vitae of key personnel; clearly detailing the nature of the business. c) Original General Receipt as proof that tenderer purchased the pre-qualification document. d) A certified copy of a valid and current Trading Licence, or equivalent for foreign suppliers. e) An original and valid Tax Compliance Certificate (for Government Tender). f) A certified copy of Labour Compliance Certificate (for the Tender applied for). g) A certified copy of Eswatini National Provident Fund Employer’s Compliance Clearance Certificate. h) A company current Form J (Register of Directors) stamped by the Registrar of Companies. i) A company current Form C (Authorized Share Capital) stamped by the Registrar of Companies. j) Audited financial statements for the past three years, k) Declaration of Eligibility form duly completed and signed with company date

Section No.	Section description.	Additional or modifying data to the Instructions to Applicants
		<p>stamp in the Company Letter Head or in the form provided for in this document.</p> <p>l) Power of Attorney of the signatory of the Prequalification document registered by the Registrar of Companies or written authorization to submit the application where applicable.</p> <p>m) Certified copy of Value Added Tax (VAT) Certificate.</p> <p>n) Certified copy of the Certificate of Incorporation.</p> <p>o) Original Police Clearances for all Directors as stated in Form J. (Do not attach fingerprints copies)</p> <p>p) Certified copies of National IDs of Company Directors.</p> <p>q) Any other supporting documents relevant to the Prequalification.</p> <p>All copies of Eswatini Government eligibility and statutory documents must be valid and certified by Commission of Oath for the purposes of the Prequalification.</p> <p>A valid document is one which has been issued for the current year and has been certified within 2 months of the date of submission of application.</p> <p>NB. Failure to provide any of the required documents or to provide duly certified copies of documents may result in rejection of the Tenderer's offer.</p>
10	Prices	No prices will be indicated. No financial proposals are to be submitted.
12.	Submission of Tenders	<p>The Prequalification document shall be submitted in sealed envelopes marked with the tender name and reference number. The Prequalification Documents and the copies shall be in "hard copy", as electronic submissions will not be accepted.</p> <p>The clearly marked envelopes shall be addressed to the:</p> <p>Attention: The Secretary to the Tender Board Treasury Building Mbabane.</p>

Section No.	Section description.	Additional or modifying data to the Instructions to Applicants
		<p>and must be deposited in the Tender Box at the above address.</p> <p>The deadline for the application submission is:</p> <p>Date: 08 November, 2019 Time: 09.00 AM</p> <p>...so as to be received on 8th November, 2019 or before at 0900 AM. “Do not open before 09.00am on 8th November, 2019”. Must be marked on the envelope.</p> <p>The envelope SHALL be sealed and must be clearly marked:</p> <p>“Pre-Qualification Document for the Provision of Security Services to the Government of Eswatini</p> <p>Guarding Services or Technical Electronic Solutions</p> <p>Reference Tender No. 92 of 2019/20”</p>
13.	Late Tenders	<p>Any Tender received after the deadline for submission of Applications will be rejected and returned unopened to the Applicant.</p> <p>The envelope shall also indicate the name and address of the Tenderer to enable the Application to be returned unopened in case it is declared “late”.</p>
14.	Modification or Amendment of Pre-Qualification Document	<p>A Tenderer may modify or withdraw its Tender after submission, provided that written notice of the modification is received by the Private and Cabinet Office prior to the deadline for its submission.</p> <p>At any time prior to the deadline for submission of applications, the Private and Cabinet Office may amend the Pre-Qualifications Document by issuing addendum, shall be part of the Pre-Qualification Document and shall be communicated in writing to all who have obtained the Prequalification document from the Private and Cabinet Office.</p>
15.	Language of Tenders	Tenders shall be written in English.

Section No.	Section description.	Additional or modifying data to the Instructions to Applicants
16.	Tender Opening	<p>The Tender Opening Committee will open and read loud all submitted Prequalification documents in the presence of applicants representatives who choose to attend, at the Tender Board, Room 109 Treasury Building, Mbabane on 8th November, 2019 at 09.00am.</p> <p>The Applicants' representatives who are present shall sign a register as evidence for their attendance.</p>
17.	Preliminary Examination	<ul style="list-style-type: none"> • Prior to the detailed evaluation, the Private and Cabinet Office Evaluation Committee will examine Tenders to determine whether they are duly completed, signed, any computational errors have been made or corrected the substantial responsiveness of each Tender and that they are generally in order. • The Private and Cabinet Office reserves the right to accept or reject any Prequalification and to annul the process and reject all Prequalification's at any time prior to the Prequalification/selection of the tenderers, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for Private and Cabinet Office's action. • A list shall be compiled for those tenderers who pass the preliminary examination and will proceed to the detailed evaluation only if they qualify in compliance with mandatory Prequalification requirements.
18.	Detailed Evaluation	<p>Only Tenders found to be substantially responsive will be subjected to detailed evaluation on a compliant or non-compliant basis of the following:</p> <ol style="list-style-type: none"> a) Fulfilment of all requirements of the prequalification. b) Detailed sufficient level of educational, technical, professional capability/qualification, and experience in particular, those of key personnel responsible for the supply and providing modern and high quality security services. c) Attached references of relevant key and major activities of contracts and duration executed and/or on hand for the last 3 years along with certificates from 3 clients where guarding or

Section No.	Section description.	Additional or modifying data to the Instructions to Applicants
		<p>the supply and installation of technical electronic solutions were carried out. (This shall cover details of works of similar in nature, approximate magnitude, complexity, technology and/or other characteristic to support the areas for which pre-qualification is sought).</p> <p>d) Detailed information on the equipment capabilities and financial position as demonstrated by the Tenderer's response, facilities and other resources available to the company to ensure the quality of services (i.e. vehicles, logistics, means of communication); Only complete offers will be considered for evaluation.</p>
21.	CONFIDENTIALITY	<p>Information relating to evaluation of tenders and recommendations concerning prequalification shall not be disclosed to the tenderers or any individual until the pre-qualified security providers have been advised accordingly.</p>

SECTION IV: TENDER FORM

Date.....

Tender No. 92 of 2019/20

**To: The Private and Cabinet Office
Government of the Kingdom of Eswatini**

Having examined the Invitation for Prequalification documents; the receipt of which is hereby duly acknowledged, we, the undersigned, are willing to participate as a bidder for the Supply of Security Services (Specify Guarding or Electronic Solutions) at the various Government Ministries and Departments premises.

We undertake, if our offer is accepted, to respond to future requests for quotation if so requested.

We agree to abide by this Prequalification for a period of 90 days from the date fixed for Tender opening, as stated in the Data Sheet and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Prequalification, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are **not** bound to accept any tender you may receive.

(Signature)

(in the capacity of)

Duly authorized to sign Tender for and on behalf of _____

[Seal of the Tenderer]

SECTION V: PREQUALIFICATION STANDARD FORMS

FORM A1 APPLICATION SUBMISSION SHEET

(Service provider 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 own declaration).

Date: {insert day, month, year}

To: (Name and address of the Procuring Entity)

Being duly authorized to represent and act on behalf of (name of firm) (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the pre-qualification information provided, the undersigned hereby apply to be prequalified by the Private and Cabinet Office under:

Tender Number and Name:

Type of Service applied for:

We, the undersigned declare that:

- a) We, our affiliates or subsidiaries, including any subcontractors for any part of the contract or contracts resulting from this Pre-Qualification process, have not been suspended by the Government of the Kingdom of Eswatini from participating in public procurement;
- b) We undertake to abide by the Code of Ethical Conduct for Suppliers and Providers during the procurement process and the execution of any resulting contract;
- c) We understand that you may amend the scope or cancel the Pre-Qualification process at any time and that you are neither bound to accept any application that you may receive nor to invite the short listed applicants to tender for the contract or contracts, which are the subject of this Pre-Qualification, without incurring any liability to the Applicants;
- d) We understand that the qualification information will be subject to verification;
- e) This letter of Application serve as an authorization to any individual or authorized representative of the Private and Cabinet Office to conduct any enquiries or investigations to verify statements, the statutory documents and any other information submitted in connection with this application, and to seek clarification from our clients, financial institutions, resources, technical experience, and competence;
- f) We confirm that the information contained in this proposal or any part thereof as well as any resulting contract is true, accurate and complete;
- g) The Private and Cabinet Office and its authorized representatives may contact (Name, e-mail address and contact number) for further information.

Signed

Name

Date

Company Seal

FORM A2 APPLICANT INFORMATION SHEET

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

(The Applicant should accurately complete this information expanding the table and/or format as required or appending further information sheets as required).

No.	Name of Company or Business: {insert full legal name for the service applied for}
1a	Type and location of Company or Business:	
1b	<p>Company Profile: Provide company profile showing the details of the applicants’ organizational structure including names of Directors as stated in Form J: (attach certified copies of National Identity Cards and current copies of Police Clearances for this purpose (no copies of fingerprints)).</p> <p>The Tenderer should demonstrate the capacity of key personnel in the area of educational and professional qualifications, name of previous employer/s and position in enterprise/s, role in the security industry, expertise relevant to the Prequalification. CVs should demonstrate qualifications in area of expertise relevant to the intended Contract.</p>	
1c	<p>Business Experience: Applicants must state the number of years in the business specifically in undertaking assignments of a similar in nature, magnitude and complexity. (State either guarding or electronic security systems).</p>	
1d	<p>Material Resources: List of motor vehicles, communications systems and any other working equipment.</p>	
1e	<p>Number of Human Resource:</p> <p>Managerial:</p> <p>Supervisory:</p> <p>Technical:</p> <p>Support:</p>	<p>Number of Key Personnel Staff:</p>
1f	Operations:	
	Fleet size and types (Colour pictures as proof):	
	Communications system:	
	Uniform Specifications (Also provide colour pictures as proof):	
1g	Physical Address:	

	Provide evidence of availability of office premise (copy of title deed, lease/tenancy agreement or utility bill).	
1h	Postal address:	
1i	Registered address if different from 1a and 1b above:	
1j	Telephone numbers:	
1k	Telefax number:	
1l	Email:	
1m	Website address:	
1n	Description of the Company's main nature or type of business:	
1p	Contact details of duly authorized person within the Company to whom enquiries of this application should directed:	Name:
		Title:
		Tel:
		Fax:
		E-mail:
Signed:		
Company Stamp or Seal:		

FORM A3

QUALIFICATIONS AND EXPERIENCE

*{The applicant **must** demonstrate experience in undertaking security services of similar in nature; magnitude and complexity (State either guarding or electronic security systems).*

*In support; applicant **must** attach acceptable evidence of major previous/current contracts performed (in reverse chronological order) in the form of reference letters from the 3 clients or certified copy of the signed contract}.*

(Applicants are not limited to a specific number of pages detailing qualifications and experience, but should note that the information provided will be used during the evaluation of this prequalification).

No.	Type of business services delivered.	Names and contact details of the client.	Description of Contract details and actual role performed including total manpower deployed.	Monetary value of Contract (E.)	Duration of the contract (From ... to	Client satisfactory certificate enclosed (Yes/No)
1.						
2.						
3.						

Any other information that demonstrate your experience and capacity in support of your application to deliver a contract of such complexity:

Signature of tenderer

Name and designation of signatory

Date with Company seal

N.B: The above details, must be duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical Tender.

FORM A4

APPLICANT FINANCIAL INFORMATION SHEET

The Applicant shall provide copies of audited annual financial statements by certified audit firm for the past three (3) fiscal years.

	2017	2018	2019
What was your turnover for the past three years respectively?			
Debit/Capital employed:			
Authorized share capital:			
The number and approximate value of current work related to the type of supplies/services (for which pre-qualification is applied):			
Have you had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority?	Yes/No		
If yes provide details:			
Provide the name of the bank and branch details: (Please provide a reference)?			
Bank Contact Official and Title/Post:			
Attach audited financial statements for the past three (3) years.			
Show payment of salaries/wages for security guards (in a form of pay slips and bank account).			
Signature of tenderer Name and designation of signatory Date with Company seal			

{The Applicant should accurately complete this information expanding the table and/or format as required or appending further information sheet as required}.

FORM A5

DECLARATION OF ELIGIBILITY FORM

(Applicants must be eligible as in accordance with the requirements of the Public Procurement Act No. 7 of 2011 to participate in public procurement and must provide a signed declaration on their company letterhead in the prescribed format. If the Tender is being presented by a joint venture or consortium all members must sign each their declaration).

To: (Name of the Procuring Entity)

Date:

Dear Sirs,

Re: Tender Reference No. 92 of 2019/20

In In response to the Prequalification Document for Selection of Security Services Providers for Government Ministries and Departments, in accordance with the eligibility requirements of the prequalification documents 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 not the subject of legal proceedings for any of the foregoing;
- c) We have not, and our directors or 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;
- d) We have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement anywhere;
- e) We have fulfilled our obligations to pay taxes and social security contributions;
- f) The information/documents furnished along with the above applicable are true and authentic to the best of my knowledge and belief;
- g) We are well aware of the fact that furnishing of any false information/fabricated would lead to rejection of my tender at any stage liabilities towards prosecution under appropriate law;
- h) We do not have a conflict of interest in relation to the procurement requirement.
- i) I have carefully read and understand all the terms and conditions of the tender and hereby convey my acceptance of the same.

Name of Tenderer

Signature of duly authorized person signing the Tender

Name and Capacity of duly authorized person signing the Tender

Date

Stamp or Seal of Tenderer

N.B: The above declaration, duly signed and sealed by the authorized signatory of the company, should be enclosed with the Prequalification Document.

SECTION VI: STATEMENT OF REQUIREMENTS

SPECIFICATIONS:

Scope of services

The scope of work entails the provision of modern high quality security services and deployment of adequately proficient and well-disciplined security personnel 24 hours 7 days per week in guarding and supply, install, testing and commissioning of high quality CCTV surveillance security systems at the Government Ministries or Departments infrastructures. A twenty-four-hour security service is required during weekdays, including weekends and Public Holidays.

The services shall be provided in line with the stipulated service requirement.

Adherence to legislation, standards and best practice

In addition to the requirements in this document the tenderers shall comply with the following requirements;

- 1) SWASA Private Security Services – Requirements (SZNS 024:2013) standard
- 2) Swaziland Workmen’s Compensation (Amendment) Order 1983 or subsequent legislation in respect of statutory insurance for accident or injury to employees.
- 3) Industrial Relations Act of 1980
- 4) The Wages Act of 1964
- 5) Criminal Procedure and Evidence Act 67 of 1938
- 6) Occupational Safety and Health Act 9 of 2001
- 7) The Employment Act of 1980

Background screening

Private security services companies are to ensure those security personnel’s antecedents, character and conduct are verified and documented for the identification, selection and recruitment of personnel.

Skills and capabilities of guards

Private security guards should undergo comprehensive, compulsory basic training to allow every individual acquires the minimum level of skills.

The Service Provider is required to submit documented evidence that their security personnel receive proper training.

Standards of deportment and appearance

The Security Company will be responsible for maintaining comprehensive professional standards of deportment, personal appearance, performance, competency and integrity for its security personnel assigned to the contract. Security Company shall ensure to provide both female and male security guards.

Minimum qualifications security personnel

The service provider must ensure that all contract employees are qualified to perform the specified task including:

- a) Completion of secondary school education or equivalent
- b) Must be above 21 and below 50 years
- c) Must demonstrate ability to communicate effectively with staff and general public

- d) Elementary course and training required with sufficient proof
- e) Must have a minimum of 12 months experience or equivalent
- f) Must not have a criminal record/background

Induction and placement of security guards

The Service Provider's security personnel will have to undergo induction training regarding the site and the Emergency Plan. This induction is compulsory and must be attended by the Security Company's supervisors and guards. Any new employee must first be inducted before placement on this site, especially for duty within the Government Buildings after hours, on weekends and public holidays.

Back-up support

In the event that a guard is not able to continue his/her duties the Company will be responsible for providing properly trained back-up support for illness, holidays or other absences and required. When back-up support is required, the Service Provider shall provide within two (2) hours.

Consistency of assignments

The Service Provider will assign the same guards to the same work sites and shifts and restrict the use of their employees exclusively to this contract. This is designed to ensure a work force that is dedicated and familiar with the workplace and to reduce the needs for retraining or reorientation guards to local requirements. Government reserves the right to determine the suitability for reassignment of any security personnel removed from a post.

Inspection and enforcement

In order for Government to be able to hold the Service Provider accountable for all aspects of services provided, the work performance and appearance inspection and enforcement measures will be periodically carried out on work sites.

Items of uniform specification

The outward appearance of private security personnel is of particular importance, as it reflects on the Procuring Entity.

The Service Provider must therefore provide standard uniforms in new or very good condition (**Uniform colour pictures to be provided as proof**), be of a design deemed appropriate and consider functionality, working environment and for all weather conditions.

Items of uniform shall be worn and cared for appropriately by all security personnel assigned to the contract at all times while engaged in the performance of the services required and present a neat appearance and shall be easily recognized. Security personnel may not enter on duty unless they are wearing a complete uniform.

Open toe shoes, sandals, sneakers, and canvas shoes, shoes with high platforms, spiked heels, or heels higher than two (2) inches shall not be worn.

Failure to provide acceptable uniforms may be considered grounds for the security personnel's removal from Government premises.

Items of working equipment

All vehicles used in carrying out the contract must be clearly marked and maintained in good condition (**Vehicle types and registrations to be provided**

in colour pictures as proof). The items shall include but not limited to flashlight/torch with batteries, communication radio on site, handcuffs, expandable baton, whistle with chain attachment and all other equipment determined by Service Provider to be necessary to the successful performance of the services.

The Procuring Entity shall provide handheld metal detector, walk through metal detector, vehicle search mirror, X-ray machine to inspect hand bags and packages, intercom telephone for contact and First Aid kit, visitors log and occurrence books.

Work schedule (Guarding Services)

In any given day, the assignment of security personnel shall be as per the requirement in the specification by the Ministry or Department. The guarding work schedule shall be 24/7.

Standard of performance (Guarding or electronical)

- a) The Service Provider shall provide training and equipment technologically and reasonable sufficient for the proficient execution of obligations.
- b) All guards should be in well groomed, in full uniform and presentable while on assignment.
- c) Guards must be literate and able to communicate and express themselves verbally and in writing in the official language.
- d) Guards should exhibit courtesy, respect and customer care while undertaking their duties.
- e) The Service Provider shall perform the services and carry out its obligations with due diligence, ethical competence, efficiency in accordance with generally accepted professional techniques and practices and furthermore provide safe and courteous methods. The Government therefore retains the right to request for the replacement of any of the Service Provider's employees whose work is unsatisfactory.
- f) The purpose of the service is to minimize the risk of loss or damage to any property, and injury to any person. Without limiting the generally of this clause, should any loss to the government arise, directly or indirectly, as a result of any act or omission by the Government, its employees or agents or any breach by any of these terms, the Service Provider shall have no liability whatsoever to the Government for such loss and shall have no liability whatsoever which arises out of or in connection with any of the following occurrences: -
 - o Any circumstances beyond the reasonable control of the Service Provider; and
 - o A criminal act or dishonesty on the part of the Government or its employees.
 - o Staff provided for the duties shall not be under criminal investigation or criminal records in Eswatini or any other country.
- g) The Service Provider must provide both male and female security personnel for the purposes of body searches. Under no circumstances shall body searches be conducted by a guard of the opposite sex.
- h) The Service Provider shall be responsible for providing all equipment, materials and personnel for the execution of the services.
- i) The government will not be liable to for acts of The Service Provider's employees, which falls outside the Agreement.
- j) No payment will be made to the Service Provider for services not delivered.

Technical electronic solutions

This prequalification document is aimed for the supply, installation, testing, commissioning and training based on the latest technology for CCTV surveillance system to ensure Government Ministries and Departments operations, property and premises are properly secured 24/7 and it shall include but not limited to: -

- a) The Service Provider shall have a minimum of three years' experience and a successful record in the supply, installation; commissioning and maintenance of CCTV Surveillance system equipment.
- b) The system integration into all-weather conditions and shall consist of CCTV surveillance system, access control, security alarm systems and any other devices required for the effective operations of the system.
- c) Supply and installation of all devices or components or constituents associated with the system including video recording and playback requirements.
- d) Inspection and testing of various devices as per the technical specifications from the factory.
- e) All the cameras should be capable to record all the activities even zero light.
- f) Supplier shall prepare a detailed report, illustrating the commissioning procedure and submit it for approval by the Procuring Entity along with schedule indicating the dates of commissioning and hand over of the system.
- g) Warranty for one/two years from the date of commissioning the system for both hardware and software.

Obligation of successful service provider

The remuneration for Security personnel should not be less than prevailing labour rates as notified by the Ministry or Department of Labour and Social Security Office at the time of bid submission. The bidders found quoting less than the said rates shall be rejected summarily. The bidder shall pay his/her employees at least the minimum monthly basic wage as prescribed by The Wages Act of 1964.

At any point of time, during currency of contract, the remuneration paid to the Security staff shall not be less than the statutory notified labour rates.

COMPLIANCE UNDERTAKING

(To be filled and signed by the Service Provider on Company letter head)

I, (Name); (Designation), (Company Name) have gone through the Terms and Conditions of this Prequalification process and hereby undertake and firmly bound myself to abide by or comply all sections of this Document.

The information given is true and correct to the best of our knowledge; we undertake to inform the Private and Cabinet Office of any changes that may take place later in the status of firms in business / agency or the management.

I hereby confirm that I have examined the procurement notice and, if shortlisted, intend to submit a proposal to provide the services requested in the Request for Proposal. I also confirm that all data provided in this Pre-Qualification Document to the best of my knowledge are true and correct.

Name of Applicant:

Designation

Signature of Applicant:

Date:

Company Seal