



**SINCEPHETELO
MVA FUND**

REQUEST FOR EXPRESSION OF INTEREST

REGISTRATION OF SUPPLIERS

2019/20

EOI ISSUANCE: 28th October 2019

EOI CLOSING: 15th November 2019

Instructions to Suppliers

CONFIDENTIALITY

No part of this document may be disclosed verbally or in writing, including by reproduction, to any third party without the prior written consent of Sincephetelo Motor Vehicle Accidents Fund (SMVAF). This document, its associated appendices and any attachments remain the property of SMVAF and shall be returned upon request.



ADVERT SINCEPHETELO MOTOR VEHICLE ACCIDENTS FUND

REQUEST FOR EXPRESSION OF INTEREST

TENDER NO.: SMVAF/003/2019/20

The Sincephetelo Motor Vehicle Accidents Fund (SMVAF) is a Category A enterprise created as an instrument through which the government of Eswatini treats, rehabilitates and compensates victims of road traffic accidents. It is a Fund also empowered to collaborate with stakeholders on the prevention of accidents. The Fund invites suppliers wishing to be registered in the Fund's database to express their interest for the supply of the following services to SMVAF for a period of two (2) years.

CATEGORIES

1.Courier services	11.Building cleaning services
2.Sound hire services	12.Property valuation services
3.Catering services	13.Plumbing services
4.Décor services	14.Printing services
5.Event management services	15.Publication design services
6.Branding and marketing material	16.Fire protection services
7. Outdoor advertising	17.Electrical maintenance services
8. Medical supplies	18. Supply of tyre and accessories
9. Outdoor advertising	19.Vehicle towing services
10.Cleaning materials	20.Vehicle repairs and maintenance

Interested companies should submit the following documents:

- 1) **Proof of payment of tender document fee**
- 2) **Business Profile with Three Trade References**
- 3) **A valid Tax Clearance Certificate**
- 4) **A valid certified copy of Trading License**
- 5) **A current certified copy of Form J endorsed by the Registrar of Companies**
- 6) **A current certified copy of Form C endorsed by the Registrar of Companies**
- 7) **A certified copy of Certificate of Incorporation**
- 8) **A certified copy of VAT Registration Certificate**
- 9) **Certified Copies of National IDs of Company's Directors**
- 10) **Police Clearance Certificates of Company Directors listed in Form J**
- 11) **A current certified copy of Labour Compliance Certificate**
- 12) **Declaration of Eligibility**
- 13) **Certified copy of the firms audited accounts for the last two (2) years or the last 6 months certified bank statements.**

These should be in sealed envelopes and clearly marked with the work for which the Expression of Interest (EOI) is being submitted.

The 'Expression of Interest' document can be obtained at the reception of the Sincephetelo MVA Fund, as from **Monday, 28th October 2019** for a non-refundable fee of **E300.00** per set.



The closing date for the submission is **Friday, 15th November 2019 at 12:00hrs** at the SMVAF Head Office in Mbabane, Sincephetelo MVA Fund Building, Mbhilibhi Street. No documents will be accepted after the closing time. The sealed envelope must be clearly marked and addressed to:

CHAIRMAN OF THE PROCUREMENT COMMITTEE
Sincephetelo Motor Vehicle Accidents Fund
Expression of Interest
Tender No.: SMVAF/OO3/2019/20

Telegraphic, telephonic, telex, facsimile, e-mail and late proposals will not be accepted. SMVAF will accept no responsibility for the late delivery of proposals by courier services or any other means.



Table of Contents

1. Background	5
2. General Objective	5
3. Tendering Procedure	5
4. Information to be submitted with EOI	5
5. Notification to Successful Suppliers	6
6. Submission of Expression of Interest	6
7. Persons Excluded from this Tender	6
8. Enquiries Regarding Tender Documents	6
9. Date of Closure of Tenders	7
10. Cost of Preparation of the EOI	7
11. Validity of EOI	7
12. EOI Evaluation Criteria	7
DECLARATION OF ELIGIBILITY	



REQUEST FOR EXPRESSION OF INTEREST

TENDER NO.: SMVAF: 003/2019/20

1. Background

The Sincephetelo Motor Vehicle Accidents Fund (SMVAF) is a Category A enterprise created as an instrument through which the government of Eswatini treats, rehabilitates and compensates victims of road traffic accidents. It is a Fund also empowered to collaborate with stakeholders on the prevention of accidents.

2. General Objective

SMVAF invites suppliers wishing to be registered in the Fund's supplier database to express their interest for the supply of goods and services. The purpose of the proposed EOI is to identify potential service providers to render services for SMVAF for a period of two (2) years.

3. Tendering Procedure

Tendering will be conducted through an **Expression of Interest (EOI)** procedures specified in the Eswatini Public Procurement Act, 2011 and policies laid down by the Eswatini Public Procurement Regulatory Agency (ESPPRA).

The complete EOI document in English may be downloaded from our website, www.mva.org.sz and the ESPPRA's website at www.sppra.co.sz.

4. Information to be submitted with EOI

Suppliers are to submit the EOI Document and Forms completed in all respects. The EOI document is to be kept intact, sealed and listed as per the requirements mentioned in the EOI. The full EOI shall include the following documents:

1. Proof of payment of the tender document
2. Business Profile with Three Trade References
3. A valid Tax Clearance Certificate
4. A valid certified copy of Trading Licence
5. A current certified copy of Form J endorsed by the Registrar of Companies
6. A current certified copy of Form C endorsed by the Registrar of Companies
7. A certified copy of Certificate of Incorporation
8. A certified copy of VAT Registration Certificate
9. Certified Copies of National IDs of Company's Directors
10. Police Clearance Certificates of Company Directors listed in Form J
11. A current certified copy of Labour Compliance Certificate
12. Declaration of Eligibility
13. Certified copy of the firms audited accounts for the last two (2) years or the last 6 months certified bank statements.



Below are the categories the Fund is requesting from the companies in this EOI.

CATEGORIES

1.Courier services	11.Building cleaning services
2.Sound hire services	12.Property valuation services
3.Catering services	13.Plumbing services
4.Décor services	14.Printing services
5.Event management services	15.Publication design services
6.Branding and marketing material	16.Fire protection services
7. Outdoor advertising	17.Electrical maintenance services
8. Medical supplies	18. Supply of tyre and accessories
9. Outdoor advertising	19.Vehicle towing services
10.Cleaning materials	20.Vehicle repairs and maintenance

5. Notification to Successful Suppliers

SMVAF will notify the successful Suppliers (if any) of the acceptance of his proposal within the period of EOI validity or any extended period of validity of EOI, if applicable.

6. Submission of Expression of Interest

Proposals shall be valid for a period of 120 days after the deadline of EOI submission. Late proposals will be rejected. EOI opening will not be opened publicly.

Location of EOI Submission:

**SMVAF OFFICE PARK
MVA BUILDING, MBHILIBHI STREET
MBABANE, HHOHO REGION, SWAZILAND**

The sealed envelope in which the EOI documents are submitted shall not bear the Supplier's name or address and shall not contain any documents not applicable to the tender.

The sealed envelope should be clearly marked specifying the category the vendor is applying for. **Where a tender is qualified for more than category, submission must be done in separate envelopes for each category.**

7. Persons Excluded from this Tender

Public officers and politicians shall not participate in all SMVAF tenders.

8. Enquiries Regarding Tender Documents

All enquiries in connection with this EOI are to be directed to SMVAF in writing. Suppliers may request clarification on or before **Monday, 4th November 2019**. Any request for clarification must be sent in writing, through standard electronic means to procurement@mva.org.sz.

Should SMVAF deem necessary to amend the EOI document as a result of a clarification, it shall do so and inform all Suppliers.



9. Date of Closure of Tenders

The date and time for closure of the EOI is **Friday, 15th November 2019 at 12:00hrs.** Late proposals will not be accepted. A postponement of the closure of EOI may be made by SMVAF by issuing a public notice to suppliers.

10. Cost of Preparation of the EOI

Neither will SMVAF be responsible, nor pay for, any expense or loss which may be incurred by the Supplier in the preparation of the proposal.

11. Validity of EOI

The EOI shall be held valid for a period of one hundred and twenty (120) consecutive days from the closing date of the EOI.

12. EOI Evaluation Criteria

The EOI Evaluation will be done by SMVAF. The procedure for the evaluation of responsive proposals is detailed below:



Evaluation Criteria	Max Score	Score awarded
Company profile: <ul style="list-style-type: none"> Provide business profile showing names of Directors, Management team and general structure of the company and products or services offered. 	10	
Experience: <ul style="list-style-type: none"> Attach five (5) copies of Purchase orders/Service Level Agreements/contract documents as evidence of doing similar /related business Provide 3 recommendation letters from reputable institutions/clients 	15 15	
Financial capacity: <ul style="list-style-type: none"> Submit certified copy of the firms audited accounts for the last two (2) years or the last 6 months certified bank statements. 	10	
Professional qualifications: <ul style="list-style-type: none"> Relevant academic qualifications and experience of the team leader (highest qualification scored) Relevant Professional/academic qualifications of three other staff of the organisation – attach copies of certificates 	4 6	
Methodology: <ul style="list-style-type: none"> Statement(s) or description of the firm's technical capability to demonstrate an understanding of the category of interest 	40	
TOTAL SCORE	100	



DECLARATION OF ELIGIBILITY

[All Suppliers must meet the following criteria, to be eligible to participate in public procurement. Suppliers must provide a signed declaration on their company letterhead in the following format. If the EOI is being presented by a joint venture or consortium all members must sign the declaration]

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

**To: The Chief Executive Officer
Sincephetelo Motor Vehicle Accidents Fund (SMVAF)
Sincephetelo MVA Fund Building,
P.O. Box 4239
Mbabane**

Dear Sir,

RE: Expression of Interest – SMVAF 003/2019/20

In accordance with the eligibility requirements of the Procurement Regulations and the EOI document we hereby declare that:

- (a) We, are a legal entity and have the legal capacity to enter into the contract;
- (b) We, further declare that 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 are not the subject of legal proceedings for any of the foregoing;
- (c) We, declare that we have fulfilled our obligations to pay taxes and social security contributions;
- (d) 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; and
- (e) We, do not have a conflict of interest in relation to the procurement requirement.

Authorized Signature:

Date:

(End of Document)

