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**ESWATINI ELECTRICITY COMPANY**

**EXPRESSION OF INTEREST NO.56 OF 2019**

**SUPPLY OF A MOBILE OFFICE TRAILER**

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**NOVEMBER 2019**

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**ESWATINI ELECTRICITY COMPANY**  
**EXPRESSION OF INTEREST NO.56 OF 2019**  
**SUPPLY OF A MOBILE OFFICE TRAILER**

Purpose	To invite interested service providers to express an interest in the supply of a Mobile Office Trailer.
Submission Date	Friday, 13 <sup>th</sup> December 2019 not later than 10:00am
Duration	Once off
To access the invitation document	(a) Download from ESPPRA Website

## **1. PREAMBLE**

The Eswatini Electricity Company (EEC) is a power utility, which was formed in 1963 to provide Electricity to the Eswatini nation. The Customer Services department intends to purchase a Mobile Office Revenue/trailer for offsite vending /payments service provision and also double up as a stage for our Marketing and Corporate Communications team.

The company seeks to gain a more detailed understanding of the supplier market and range of solutions that may be available. Hence, this Express of Interest (EOI) process may be the first stage of a multi-stage procurement process.

## **2. GENERAL CONDITIONS**

Tenderers attention is drawn to the following general conditions:

- a) This invitation does not constitute a contract of engagement
- b) The EEC is seeking reliable and financially stable Suppliers, who will meet its unique supplies, quality and service demands.
- c) The EOI as well as all other correspondence and documents relating to the EOI exchanged by the interested Suppliers and EEC, shall be written in English language.
- d) EOI submissions will not be opened to the public after closing period. In the presence of; EEC Tender Committee Members, all submissions will be stamped received after the closing date and time at the Eswatini Electricity Company Head Office, Mbabane Swaziland.
- e) Late, telegraphic or electronic submissions will not be accepted.
- f) All successful submissions, that meet the requirements, will be notified in writing by EEC for invitation to Tender. Tenderers are required to provide contact email addresses to EEC.



- g) EEC reserves the right to modify or change the specifications or even cancel the EOI before the EOI opening and such modifications or changes will be communicated to the tenderers in advance as and when decided.
- h) Signed EOI documents must be submitted by placing them in a large envelope which must be sealed so as to ensure the contents cannot fall out or be viewed without opening the envelope and it must be marked **EXPRESSION OF INTEREST NO. 56 OF 2019: SUPPLY OF A MOBILE OFFICE TRAILER.**
- i) The closing date for the EOI is **Friday, 13th December 2019 not later than 10:00am** at the **Eswatini Electricity Company Head Office, Eluvatsini Building, Reception Area, Mhlambanyatsi Road, Mbabane.**
- j) All enquiries relating to this EOI may be addressed to the Commercial Services Manager Mrs Busisiwe Masangane Tel: (+268) 2409 4200, Fax: 2409 4001, email: [busisiwe.masangane@eec.co.sz](mailto:busisiwe.masangane@eec.co.sz)

### 3. SPECIAL INSTRUCTIONS TO TENDERERS

Submissions must include:

- A **company profile** indicating Similar jobs or engagements executed by the company over the past three years, current contracts and the contract durations thereof;
- A demonstration of the capacity to successfully deliver on the contract. Number of current employees, workshops or partnerships etc;
- Qualifications and experience of the respective personnel
- A 3D model of a trailer with specs **not limited** to the following:

A custom enclosed stage trailer (fiber), 6m length x 2.4m width x 2.1m height
Double axle braked – 3 ton GVM
5 x 14 “ tyres (light truck) include spare wheel lock
Heavy duty braked coupler
Park brake function
Rear access door
Cashier housing with drop in safe (cash collection enclosure) 2m x 1.5m
Separate access for cashier-customer interaction (back window)
10 x fold away stabilizing legs
Electric stage winch fitted
Single drop down stage
PVC flooring
Multiple stage leveling legs
Self braking system
Industrial weather seal
Wheel chair access

Electrical:5 x plug points,3 x lights fittings, DB board, Inlet socket, light switch,2 x Aircon
IT works :10 network points, trunking for network cables, storage for networking equipment (e.g switches, routers, etc), 2 x Dell computers (screen + CPU) secured on a display counter, a medium sized network printer
Network transmission Medium: Provision for remote connecting Technology such as GSM, VSAT, etc
Galvanising (rust prevention)
Vehicle branding to EEC colours
Shop Fitting:, Office sized fridge,55 “ Smart Tv, 2 x Speaker mountings, 2x cocktail tables, 8 x chairs to suit cocktail table
Premium independent awning color matched and inclusive of protective cover case
Stage apron branded
Aluminium 2 tier step – no hand rail
Stabilizing coupler

#### 4. ELIGIBILITY CRITERIA

EEC will require the interested service providers to submit the following documents:

- A certified copy of an official statement of the Directors, alternative directors, managers and auditors of the company (for Eswatini firms: Form ‘J’)
- A certified copy of an official statement of the annual summary of shares capital and shares (for Eswatini firms: Form ‘C’)
- Current Labour Compliance Certificate
- A certified copy of the current trading license
- A Valid Tax Compliance of Certificate (Original)
- Current Eswatini National Provident Fund Compliance Certificate/ workman’s compensation documents
- Police clearance certificates for ALL Directors
- Curriculum Vitae of key Management & Directors
- A company profile with traceable references

#### 5. SELECTION OF SUPPLIERS

Suppliers who will adhere to the special instructions in (3), meet the eligibility criteria in (4) and have a clear business profile plus experience will be considered for the tendering stage.

#### 6. PROCUREMENT PROCESS



- a) EEC shall invite successful entities to tender for the project

## **ANNEXURE 1**

### **CHECK LIST**

<b>Requirement</b>	<b>Available/not available (please tick)</b>
A. Company Profile	
B. A Certified Copy of Current Trading License	
C. A Valid/Original Tax Compliance Certificate	
D. A Current Labour Compliance Certificate	
E. Current ENPF Compliance Certificate / employee contributions to pension/ provident fund	
F. Certified Copies of Form J and Form C	
G. Police Clearance for ALL company Directors	
H. Names and Contracts of at least (3) Reference Customers	
I. Curriculum Vitae (CVs) of key Management/Directors	

### **SUBMISSION DETAILS**

Delivery address:

Signed EOI documents must be submitted at the **Eswatini Electricity Company Head Office, Eluvatsini Building, Reception Area, Mhlambanyatsi Road, Mbabane.**

Submissions must be placed in a large envelope which must be sealed so as to ensure the contents cannot fall out or be viewed without opening the envelope and it must be marked **EXPRESSION OF INTEREST NO. 56 OF 2019: SUPPLY OF A MOBILE OFFICE TRAILER.**

### **SUBMISSION DATE**

The submission date for the EOI is **Friday, 13th December 2019 not later than 10:00am.** Late submissions will not be accepted. Electronic submissions will not be accepted.

### **FORM C: DECLARATION OF ELIGIBILITY**

[The Tender must provide a signed declaration on its company letterhead in the following format. If the Tender is being presented by a joint venture or consortium all members must sign their own declaration.]



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

To:

Commercial Services Manager

Eswatini Electricity Company

P.O. Box 258

Mbabane

Dear Sirs,

**RE: EXPRESSION OF INTEREST – SUPPLY OF A MOBILE OFFICE TRAILER**

We hereby declare that:

- j) I/We, including any joint venture partners or consortium partners, are a legal entity and have the legal capacity to enter into the contract;
- k) I/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;
- l) I/We have fulfilled our obligations to pay taxes and social security contributions;
- m) I/We have not and directors of 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
- n) I/We do not have a conflict of interest in relation to the procurement requirement and the procuring entity.
- o) I/We have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of five years preceding the commencement of procurement proceedings;
- p) I/We are not subject to suspension in accordance with Section 55, and none of our directors or officers face endorsement or have already been endorsed on the Register for Tender Defaulters in accordance with the Prevention of Corruption Act, 2006

Signed \_\_\_\_\_

Authorized Representative

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