



**SINCEPHETELO
MVA FUND**

REQUEST FOR EXPRESSION OF INTEREST

**PROJECT MANAGEMENT SERVICES FOR SINCEPHETELO MVA FUND HEAD
OFFICE CAR PARK**

Tender No: SMVAF/005/2019/20

EOI ISSUANCE: November 2019

EOI CLOSING: November 2019

Instructions to Suppliers

CONFIDENTIALITY

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SINCEPHETELO MOTOR VEHICLE ACCIDENTS FUND

REQUEST FOR EXPRESSION OF INTEREST

PROJECT MANAGEMENT SERVICES FOR SINCEPHETELO MVA FUND HEAD OFFICE CAR PARK

TENDER NO.: SMVAF/005/2019/20

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.

SMVAF hereby invites suitably qualified Project Management firms to submit EOI for competitive qualification to the development of the best project management services proposal that will be selected at a subsequent stage of the 2 stage tendering/procurement process and to work with the development professional team in refining the details of the concept of a proposed new SMVAF Head Office car park at Mbabane.

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.

The EOI documents must be accompanied by the following statutory documents;

- 1) Valid Tax Compliance Certificate,
- 2) Certified Valid Trading Licence,
- 3) Company Profile with CV's of key personnel
- 4) Registration with the Construction Industry Council
- 5) Three Reference letters on previous Project Management services work
- 6) Portfolio file of previous project management services projects
- 7) Articles of Association
- 8) A certified copy of Form J
- 9) A certified copy of Certificate of Incorporation
- 10) Police Clearance Certificates of Company Directors listed in Form J
- 11) Declaration of Eligibility

Evaluation Criteria & Scores

1. Evidence of Project Management Services capacity to undertake the assignment (40%);
2. A Swazi owning a minimum of 60% shares of the company registered in Eswatini (10%);
3. Evidence of previous similar assignments undertaken and clients involved (25%);
4. Three reference letters on similar work undertaken by your company (10%);
5. Portfolio evaluations (15%)

Only Tenderers that have successfully submitted the statutory documents will be evaluated against the above mentioned criteria and the minimum mark to be attained is 70%. A short list will be prepared from the received expressions of interest and the short-listed Firms invited to submit proposals for the provision of the services.



All enquiries about the Expression of Interest must be referred in writing to the Sincephetelo Motor Vehicle Accidents Fund not later than 7 days before the submission date to: **procurement @mva.org.sz**.

EOI documents are to be returned NOT LATER than **28th November 2019 at 1200hours**. These should be submitted at the Sincephetelo MVA Fund reception at the SMVAF Head Office, Mbabane, Mbhilibhi Street.
The submitted documents must be **1 original** and **4 copies**. The documents must be enclosed in a sealed envelope, dated and marked:

CHAIRMAN OF THE PROCUREMENT COMMITTEE
Sincephetelo Motor Vehicle Accidents Fund
Expression of Interest – Project Management Services for SMVAF Head Office Car
Park
Tender No.: SMVAF/OO5/2019/20

No late submission will be accepted. No facsimile, email or other forms of submission will be accepted than the prescribed.



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 for Project management services for SMVAF Head
Office Car Park
Tender No.: SMVAF 005/2019/20**

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)

