



PUBLIC SERVICE PENSIONS FUND

EXPRESSION OF INTEREST NO.1 OF 2019/2022

SUPPLIER DATABASE REGISTRATION FOR VARIOUS PRODUCTS AND SERVICES.

NOVEMBER 2019

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Purpose	To invite interested service providers to express an interest in registration in the PSPF's supplier database
Submission Date	Monday 2 nd December 2019 not later than 10:00 a.m.
Duration	December 2019 to November 2022
To access the Invitation Document	Download from ESPPRA Website



SUPPLIER DATABASE REGISTRATION FOR VARIOUS PRODUCTS AND SERVICES

1. PREAMBLE

Public Service Pensions Fund (PSPF) is a statutory body established in 1993 by the Public Service Pensions Fund Order to provide retirement benefits for public servants in the Kingdom of ESwatini.

PSPF wishes to invite competent and reputable companies for registration on the Fund's database for the supply of various products and services as listed in the categories of products and services.

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

2. PARTICIPATING COMPANIES

Companies that have the experience and expertise to supply the goods, works and or services enlisted in each category are invited to apply.

3. GENERAL TERMS

- i. The purpose of this EOI is to prequalify suppliers in terms of capacity and give prequalified suppliers an opportunity to do business with PSPF;
- ii. This invitation does not constitute a contract of engagement;
- iii. Interested service providers must submit the documents enlisted below, with an original signature. A supplier registered on the Suppliers Database must



- notify the PSPF of any changes to information provided in the initial application form. Failure to do so may result in such a supplier being removed from the Suppliers Database and / or the cancellation of contracts awarded to the supplier, on the basis of misrepresentation;
- iv. Suppliers providing information incorrectly or fraudulently will be disqualified from tendering and removed from the Suppliers Database, in addition to any other action, which PSPF may institute against such a supplier.
 - v. The use of correcting fluid is prohibited, and the use thereof will lead to non-registration of the applicant's business;
 - vi. PSPF reserves the right to accept/reject any EOI or stop the process of adjudication at any stage, at its sole discretion without assigning any reason, and shall bear no liability whatsoever consequent upon such decision;
 - vii. Successful service providers will be notified in writing for invitation to Tender. Tenderers are required to provide contact addresses to PSPF;
 - viii. Requests for clarification can be requested from the Secretary to the Tender Committee at tenders@pspf.co.sz, Tel: 24119000 from date of tender advertisement up-to and including Monday 2nd December 2019.
 - ix. The closing date for the EOI is Monday 2nd December 2019 not later than 10:00 a.m. at at Public Service Pensions Fund Head Office, Ingcamu Building- Mhlambanyatsi Road- Mbabane.
 - x. Late and electronic EOI will not be accepted.



4. ELIGIBILITY CRITERIA

Service providers are encouraged to submit the following documents in support of their application:

- a. Form J;
- b. Form C;
- c. Current Labour Compliance Certificate;
- d. A certified copy of the current trading license;
- e. A **original** valid certified Tax Compliance of Certificate (Certified);
- f. Current Eswatini National Provident Fund Compliance Certificate;
- g. Police Clearance Certificate for **ALL** Directors;
- h. Curriculum Vitae(s) of Key Management & Directors;
- i. A company profile with traceable references;
- j. Product range and pricing.

5. SELECTION OF SUPPLIERS

In addition to the requirements listed in four (4) above, suppliers must demonstrate:

- i. The capacity to successfully deliver on the contract;
- ii. Submission of all documents and profile of experience (similar jobs undertaken by the company over the past three years) and the contract durations; including current and terminated contracts.



6. CATEGORIES OF PRODUCTS AND SERVICES (PLEASE TICK THE PRODUCT OR SERVICE YOU ARE PROVIDING)

	Product /Service	TICK
1.	Corporate Gifts and promotional merchandise	
2.	Branding Services	
3.	Stationery	
4.	Printing Services	
5.	Computer Consumables	
6.	Travel Agencies Services	
7.	Legal Services	
8.	Insurance Brokerage Services	
9.	Car rentals	

SUBMISSION DETAILS

Delivery address:

Signed EOI documents must be submitted by placing them in a sealed envelope in the Tender Box provided at the **Ground Floor, Public Service Pensions Fund, Ingcamu Building, Mhlambanyatsi Road, Mbabane.**

The envelope must be marked **“EXPRESSION OF INTEREST NO.1 OF 2019/2022
“SUPPLIER DATABASE REGISTRATION FOR VARIOUS PRODUCTS AND SERVICES”.**

SUBMISSION DATE

The submission date for the EOI is Monday, 2nd December 2019 not later than 10:00 a.m.

