



P.O. BOX D361 THE GABLES, ESWATINI. TEL: (+268) 2333 5370
Fax (+268) 2518 4199

ESWATINI CIVIL AVIATION AUTHORITY

REQUEST FOR PROPOSALS FOR PROVISION OF RECRUITMENT SERVICES TO ESWATINI CIVIL AVIATION AUTHORITY

TENDER NUMBER NO. 2 OF 2021/2022

NAME OF TENDERER

.....
(Tenderer to fill using block letters)

Eswatini Civil Aviation Authority
P.O. Box D361
The Gables
Eswatini



ESWATINI CIVIL AVIATION AUTHORITY

REQUEST FOR PROPOSALS FOR THE PROVISION OF RECRUITMENT SERVICES TO ESWATINI CIVIL AVIATION AUTHORITY

TENDER NO. 2 OF 2020/2021

1. The Authority seeks to hire a Service Provider for Provision of Recruitment Services to Eswatini Civil Aviation Authority for which this Request for Proposals (RFP) is issued.
2. The Authority now invites Service Providers to provide Technical and Financial Proposals for the following Services: **Recruitment Services**. More details on the services are provided in the attached Terms of reference (TOR).

The Proposals must be delivered in a sealed envelope to:
The Secretary of the Tender Committee
Eswatini Civil Aviation Authority
Matsapha Airport Road
Matsapha
P.O Box D361
The Gables

Not later than 12 noon Eswatini time on the **22 September 2021** at which time the tenders will be opened.

On the outside, the envelope shall be clearly marked:
"CONFIDENTIAL
TENDER NO. 2 OF 2021/2022

PROPOSAL FOR PROVISION OF RECRUITMENT SERVICES TO ESWATINI CIVIL AVIATION AUTHORITY

(Not to be opened before 12 Noon on the 22 September 2021.)

NB: Technical proposals must be accompanied by financial proposals.

3. Eswatini Civil Aviation Authority does not bind itself to accept the lowest or any tender and reserves the right to reject any or all tenders.

BY MANAGEMENT

LETTER OF INVITATION

Dear Sir /Madam,

The Eswatini Civil Aviation Authority hereby seeks the services of a reputable Service Provider to provide Recruitment Services for Eswatini Civil Aviation Authority.

1. The Authority is seeking the services of a suitably qualified Service Provider to undertake the provision of the services.
2. The Service Provider will be selected under Quality & Cost-based Selection (QCBS) and procedures described in this TOR.
3. The RFP includes the following documents:
 - Section 1 – Instructions to Tenderers
 - Section 2 – Form of tender and qualification information
 - Section 3 – Terms of Reference
 - Section 4 – General conditions of contract.
 - Section 5 – Technical evaluation sheet.

Please note that ESWACAA reserves the right to accept or reject all or any of the bids without assigning any reason whatsoever.

BY MANAGEMENT

SECTION 1

INSTRUCTIONS TO BIDDERS

1.1 Qualification of the bidder

All Service Providers shall include the following information and documents with their bids;

- (a) Original tax compliance certificate, Trading license, Certificate of incorporation , ENPF compliance certificate, Form J, Form C, Labour compliance certificate, Police clearances for Directors, written power of attorney of the signatory of the bid to commit the bidder. First preference will be given to Emaswati Companies.
- (b) Total monetary value of similar work performed for each of the last five (5) years;
- (c) Experience in works of a similar nature and size for each of the last five (5) years and details of work under way or contractually committed; and clients who may be contacted for further information on those contracts;

1.2 One bid per bidder

Each Service Provider shall submit only one bid. A Service Provider who submits or participates in more than one bid will result in disqualification.

1.3 Cost of bidding

The Service Provider shall bear all costs associated with the preparation and submission of his bid, and ESWACAA will in no case be responsible or liable for those costs.

1.4 Content of bidding documents

The set of bidding documents comprises the documents listed in the table below and any addenda issued:

- Letter of Invitation
- Instructions to bidders
- Forms of bid and qualification information
- Conditions of contract

1.5 Clarification of bidding documents

A prospective Service Provider requiring any clarification of the bidding documents may notify ESWACAA in writing or by email at the address indicated in the invitation to bid. ESWACAA will respond to any request for clarification received earlier than 10 days prior to the deadline for submission of bids. Copies of ESWACAA's response will be forwarded to all purchasers of the bidding documents, including a description of the inquiry, but without identifying its source.

1.6 Amendment of bidding documents

Before the deadline for submission of bids, ESWACAA may modify the bidding documents by issuing an addendum.

Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing or by cable to all purchasers of the bidding documents. Prospective bidders shall acknowledge receipt of each addendum by email to ESWACAA.

To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, ESWACAA shall extend, as necessary, the deadline for submission of bids.

1.7 Documents comprising the bid

The bid submitted by the bidder shall comprise the following:

- (a) The bid
- (b) Qualification Information Form and any other materials required to be completed and submitted by bidders, as specified in these instructions to Bidders.

1.8 Bid prices

The Contract shall be for the whole project, based on the bid price submitted by the bidder. All duties, taxes and other levies payable by the Service Provider under the Contract shall be included in the total bid price submitted by the bidder. The prices quoted by the bidder shall not be subject to adjustment during the performance of the Contract.

1.9. Bid validity

Bids shall remain valid for a period of 60 days from date of tender opening. In exceptional circumstances, ESWACAA may request that the bidders extend the period of validity for a specified additional period. The request and the bidders' responses shall be made in writing. A bidder agreeing to the request will not be required or permitted to otherwise modify the bid, but will be required to extend the validity of bid security for the period of the extension.

1.10. Format and signing of bid

The bidder shall prepare one original of the documents comprising the bid as described in these Instructions to Bidders, bound with the volume containing the Form of Bid, and clearly marked **"ORIGINAL."** In addition, the Bidder shall submit one **(1)** copy of the Bid, and clearly marked as **"COPY."** In the event of discrepancy between them, the original shall prevail. The copy is to be used as working documents while the Originals will be kept by ESWACAA for record purposes.

The original and copy of the bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid where entries or amendments have been made shall be initialled by the person or persons signing the Bid.

The Bid shall contain no alterations or additions, except those to comply with instructions issued by ESWACAA, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Bid.

1.11. Sealing and marking of bids

The bidder shall seal the original and the copy of the bid in **two separate** envelopes duly marking the envelopes as **"ORIGINAL"** and **"COPY"** respectively. The envelopes shall;

- be addressed to ESWACAA at the address provided in the tender advertisement.
- bear the name and identification number of the Tender number as defined.
- provide a warning not to open before the specified time and date for Bid opening.

In addition to the identification required, the envelopes shall indicate the name and address of the bidder to enable the tender to be returned unopened in case it is



declared late. If the envelopes are not sealed and marked as above, ESWACAA will assume no responsibility for the misplacement or premature opening of the bid.

Technical and Financial proposals shall be submitted in separate envelopes.

The original and copy of the Technical Proposal shall be placed in a sealed envelope clearly marked **“TECHNICAL PROPOSAL”** Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked **“FINANCIAL PROPOSAL”** followed by the name of the assignment, and with a warning **“DO NOT OPEN WITH THE TECHNICAL PROPOSAL.”** The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. The outer envelope shall bear the submission address, reference number and be clearly marked **“DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED NOT LATER THAN 22 SEPTEMBER 2021 2021, 12 NOON LOCAL TIME”**.

1.12. Deadline for sub-mission of bids

Bids shall be delivered to ESWACAA at the address specified in the tender advertisement and no later than the time and date specified. ESWACAA may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of ESWACAA and the bidders previously subject to the original deadline will then be subject to the new deadline.

1.13. Late bids

Any bid received by ESWACAA after the prescribed deadline will be returned unopened to the bidder.

1.14. Bid opening

ESWACAA will open the bids, in the presence of the bidders' representatives who may choose to attend at the time and in the place specified in the tender advertisement. The presence or absence of bid security where applicable, documents defining the constitution or legal status (e.g. tax clearance certificate etc.) and power of attorney will be announced by ESWACAA at the opening. ESWACAA will prepare a record of the opening.

1.15. Process to be confidential

Information relating to the examination, clarification, evaluation, and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced. Any effort by a bidder to influence ESWACAA's processing of bids or award decisions will result in the rejection of the bid.

1.16. Clarification of bids

To assist in the examination, evaluation, and comparison of bids, ESWACAA may, at ESWACAA's discretion, ask any Bidder for clarification of the Bidder's Bid, including breakdowns of unit rates.

The request for clarification and the response shall be in writing or email, but no change in the price or substance of the bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by ESWACAA in the evaluation of the bids.

1.17. Correction of errors

Bids determined to be substantially responsive will be checked by ESWACAA for any arithmetic errors. Errors will be corrected by ESWACAA as follows;

- (a) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern; and
- (b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless in the opinion of ESWACAA there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted will govern, and the unit rate will be corrected.

The amount stated in the Bid will be adjusted by ESWACAA in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the bid security may be forfeited.

1.18. Evaluation and award criteria

ESWACAA will evaluate and award only those bids determined to be substantially responsive to the bidding documents.

1.19. ESWACAA's right to accept any bid and to reject any or all bids

ESWACAA reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of contract, without thereby



incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for ESWACAA's action.

1.20. Notification of award and signing of agreement

The bidder whose bid has been accepted will be notified of the award by ESWACAA prior to expiration of the bid validity period by a letter. This letter (hereinafter and in the Conditions of Contract called the "Letter of Award") will state the sum that ESWACAA will pay the Service Provider in consideration of the execution and completion of the project by the Service Provider as prescribed by the Contract (hereinafter and in the contract called the "Contract Price").

The notification of award will constitute the formation of the Contract, subject to the bidder furnishing the Performance Security if required and signing the Agreement. ESWACAA will notify the other bidders that their bids have been unsuccessful.

The employer will notify the other all bidders that their bids have been unsuccessful by issuing an **intention of notice to award** and it will also be published to the ESPPRA website at least 10 days before the contract award.



SECTION 2

LETTER OF ACCEPTANCE AND TENDER QUALIFICATION INFORMATION

Project Title: REQUEST FOR PROPOSALS FOR PROVISION OF RECRUITMENT SERVICES TO ESWATINI CIVIL AVIATION AUTHORITY

Contract No: Tender number No.2 of 2020/2021

To: The Secretary to the Tender Board
Eswatini Civil Aviation Authority
Matsapha Airport Road
P.O. Box D361
The Gables

Sir/Madam,

I/We undertake to complete and deliver the whole of the project comprised in the contract within the time to be agreed with you.

Unless and until a formal Agreement is prepared and executed, this tender, together with the written acceptance thereof by you, shall constitute a binding Contract between us.

Yours faithfully,

.....

Date.....

Contact Numbers

Email

Authorized Signature.....

QUALIFICATION INFORMATION

The Bidder shall supply the following information;

1.0 Constitution or legal status of Bidder: *[attach copy]*

2.0 Power of attorney of signatory of Bid: *[attach]*

3.0 Total annual volume of work related to this project performed in the last three (3) years,

4.0 Work performed as prime Service Provider on works of a similar nature and volume over the last three years. Also list details of work under way or committed, including expected completion date.

Project name	Name of client and contact person	Type of work performed and year of completion	Value of work
(a)			
(b)			
(c)			
(d)			
(e)			

5.0 Experience of key personnel proposed for administration and execution of the contract. Attach biographical data.

Position	Name	Years of experience (general)	Years of experience in litigation
(a)			
(b)			



(c)			
(d)			

SECTION 3

TERMS OF REFERENCE

REQUEST FOR PROPOSALS FOR PROVISION OF RECRUITMENT SERVICES TO ESWATINI CIVIL AVIATION AUTHORITY

1. Introduction

Eswatini Civil Aviation Authority is a Category A public enterprise established through an Act of Parliament; the Civil Aviation Act No. 10 of 2009. The Authority has just completed a comprehensive restructuring exercise which resulted in creation of a new organisational structure resulting in new vacant positions. Following the Board's approval of the new organisational structure, it has become necessary to appoint a suitable recruitment consulting firm to undertake and/or management the recruitments on behalf of the Authority.

2. Objective

The objective of this paper contains terms of reference in order to help Management to identify and appoint a suitable consulting firm/recruitment agent to work with Management in managing the recruitment process for the recruitment of the various positions tenable within the new organisational structure as listed in section 3 below.

3. Positions

The new organisational structure has the following vacant positions that have to be recruited; these are:

- Director Airports
- Director Corporate Services
- Manager: Human Resources and Administration

- Manager: Air Transport and Economic Regulations
- Manager: Marketing and Communications
- Manager: Legal Services/Company Secretary

4. Scope of Work

The consulting firm/recruitment agent shall be required to perform in accordance with the following terms:

- Advertisement of the positions first internally and then externally within Eswatini, if there are no qualifying candidates internally.
- Screen and short listing of potential candidates in preparation for the start of the recruitment process.
- Conduct all interviews, as well all other candidate examinations and assessments, including but not limited to psychometric assessments, vetting and background checks.
- Compile a report of top two candidates per position to be presented to Management for approval and final appointment decision;
- Facilitate and arrange interviews of the top candidates by Management and the Board depending on the level of the each vacant position; and
- Prepare final report with final top candidates for approval by the Management and the Board depending on the level of the each vacant position.

5. Performance Criteria and Deliverables

The following performance criteria will be used to assess the performance of the consulting firm/recruiting agent at regular intervals and based upon which the contract with the ESWACAA may be continued or terminated:

- Quality of reports submitted to the Management;
- Quality, timeliness, efficiency and comprehensiveness of potential candidates' database;
- Strict adherence to established and agreed timelines for the delivery of the project.
- Delivery of high calibre suitable candidate for appointment by the Minister.

6. Assignment Period

It is envisaged that the recruitment exercise should be done and concluded within three months from the signature of the engagement contract with the consulting firm/recruiting agent. Any extensions to the project period shall be approved by Management after consultations with the consulting firm/recruitment agent.

7. Job Specifications for the Vacant Positions

The job specifications in respect of the various positions will be made available to successful consulting firm/recruitment agent to form part of the entire exercise/project.

8. Procurement Process

The identification and final selection of a suitable consulting firm/recruitment agent shall be through a selective tendering process and shall be conducted in strict accordance with the Eswatini Public Procurement Act of 2011 and ESWACAA procurement policy.

SECTION 4

GENERAL CONDITION OF CONTRACT

Objective:

It is ESWACAA's intention to solicit proposals from qualified companies; to evaluate proposals; to negotiate terms; and to award a contract to the Service Provider whose proposal is determined to serve the best interest of the Authority.

Evaluation and Recommendation

The Authority reserves the right to request additional information and clarification of any information submitted, including any omission from the original proposal. Service Provider will be expected to cooperate fully with such a request. In addition, the Authority may schedule interviews with the Service Providers as part of the evaluation process. If scheduled, the interviews will be used to clarify information provided by the Service Provider.

The following evaluation criteria have been established to determine which Service Provider will best contribute to the overall project goals of the Authority:

The combined weighing scores will be as follows:

Technical Proposal = 70%

Financial Proposal = 30%

For the Financial Proposal to be opened by ESWACAA, the Service Provider must score **70%** and above. If the Service Provider is below the 70% threshold, the Financials for that particular Service Provider will not be opened.

DECLARATION OF ELIGIBILITY

[The 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.]

[>>>Name of Service Provider, Address, and Date>>>]

To: **The Secretary of the Tender Board,
Eswatini Civil Aviation Authority
P.O BOX D361
THE GABLES
H126**

Dear Sirs,

Re Tender Reference: No.2 of 2021/22

We hereby declare that:-

- (a) I/We, including any joint venture partners or consortium partners, are a legal entity and have the legal capacity to enter into the contract;
- (b) 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;
- (c) I/We have fulfilled our obligations to pay taxes
- (d) I/We have not, and our directors or officers have not, been convicted of any criminal offence related to our 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 police clearances for Directors are attached; and
- (e) I/We do not have a **conflict of interest** in relation to the procurement requirement.

Signed

Authorised Representative



Date

GENERAL INFORMATION

4.1 General information	<p>Name of the Employer:</p> <p>The Eswatini Civil Aviation Authority P. O. Box D361, The Gables Ezulwini www.eswacaa.co.sz</p>
4.2. Technical and Financial proposals	<p>Financial Proposal to be submitted together with Technical Proposal in two different envelopes on the same day and time specified.</p> <p>Name of the assignment is: “Provision of Recruitment Services”.</p>
4.3 Method of selection	<p>The method of selection would be in accordance to the procedures set out in the Procurement Regulations issued by the Eswatini Public Procurement Agency (ESPPRA)</p>
4.4 Proposal validity	<p>Proposals must remain valid up to 60 days after the submission date.</p>
4.5 Clarifications and Amendments of RFP Documents	<p>Interested Service Provider may obtain further information on request by writing to the address below no later than <i>1400</i> hrs. Friday 10 September 2021.</p> <p>The Director General The Eswatini Civil Aviation Authority Tel: (+268)2333 5385, Fax: (+268)2518 0199 Email: amtetwa@eswacaa.co.sz</p>
4.6 Submission, Receipt, and Opening of Proposals	<p>The proposals are expected to be submitted to the address by 1200 hours local time on 22 September 2021.</p> <p>The Secretary to the Tender Board The Eswatini Civil Aviation Authority Matsapha Airport Road Matsapha P.O Box D361</p>

	The Gables
--	------------

SECTION 5

Required Documents	Yes	No
<ul style="list-style-type: none"> • Original tax compliance certificate, • Trading license • Labour compliance certificate, • Police clearances for Professionals • ENPF Compliance certificate • Certificate of Incorporation • Form C • Form J • Police clearances of Directors 		
Criteria Elements	Weighting	Actual Score
2. Ability to deliver Recruitment Services <ul style="list-style-type: none"> • Relevant technical expertise • Competence of key management, professional and other assistants • CVs of Professionals 	40	
3. Relevant Experience <ul style="list-style-type: none"> • Track record in litigation services and magnitude of previous work done • Track record in the provision of legal advices 	40	
4. Local Participation <ul style="list-style-type: none"> • What percentage of management and technical team is local • Joint venture with local company (if tenderer is foreign) • Skills transfer to locals 	20	
TOTAL	100	

Evaluator's name:.....

Signature:.....

Date:.....

