



ESWATINI DEVELOPMENT FINANCE CORPORATION

EXPRESSION OF INTEREST

FIN_03062021_ (A)

CLOSING DATE: 28 JUNE 2021

INVITATION TO SUPPLIERS

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1. INTRODUCTION

The Eswatini Development Finance Corporation is a Parastatal with its Head Office located at the Intfutuko Building at the corner of Gwamile and Dabede Streets in Mbabane.

This request for Tender outlines the requirements of the Eswatini Development Finance Corporation operating in Eswatini, (hereinafter referred to as “FINCORP”) and the process to be followed by prospective tenderers in submitting a response to providing services to Fincorp.

Tenderers are requested to complete their proposal following the tender outline indicated in this document.

2. PARTICIPATING COMPANIES

All Tenderers that can demonstrate sufficient knowledge and experience to deliver the services required.

3. REQUIREMENTS

FINCORP hereby invites competent, registered and reputable Tenderers to submit proposals expressing interest for the provision of the following services:

EXPRESSION OF INTEREST LISTINGS

NO.	SUPPLIERS	REFERENCE NUMBER
1.	Stationery Suppliers	FIN_0306202_(i)
2.	Motor Vehicle Dealers	FIN_0306202_(ii)
3.	Courier Services	FIN_0306202_(iii)
4.	Office Plants Maintenance	FIN_0306202_(iv)
5.	Graphic Design and Promotional Items Supply	FIN_0306202_(v)
6.	Security and Cash Banking Services	FIN_0306202_(vi)
7.	Car Repairs – Panel Beating and Spray-Painting Services	FIN_0306202_(vii)
8.	Office and Window Cleaning Services	FIN_0306202_(viii)
9.	Electrical Repairs and Maintenance Services	FIN_0306202_(ix)
10.	Furniture Supply Services	FIN_0306202_(x)

11.	Information Technology Equipment Supply and Repair Services	FIN_0306202_(xi)
12.	Fuel Supply Service	FIN_0306202_(xii)
13.	Internet Service Providers	FIN_0306202_(xiii)
14.	Property Maintenance Services	FIN_0306202_(xiv)

4. INFORMATION TO BE SUBMITTED;

- In Hard Copy
- Soft Copy (Scanned Format)

The technical and financial proposals must be submitted in two separate envelopes;

1. Business Profile with Three Trade references where similar work was undertaken.
2. An original valid tax compliance certificate.
3. A certified copy of Form J or an official statement of the directors.
4. A current certified copy of Form C or an official statement of the annual summary of shares.
5. A certified copy of Certificate of Incorporation.
6. Certified copies of national ID of company's Directors.
7. Police Clearance certificates of company directors listed in Form J.
8. A current certified copy of labour compliance certificate.
9. Declaration of Eligibility.

NB: A tender which does not contain the documents listed above shall be deemed to be non-responsive and eliminated from further evaluation.

5. KEY CRITERIA FOR SHORTLISTING (TECHNICAL EVALUATION)

1. Relevant and Professional Experience of the firm in similar projects.	30 Points
2. Past Performance of tender	20 Points
3. Qualifications and Skills	
4.1 Availability and Authenticity of Pre- Qualification Documents	20 Points
4.2 Project Management and Key Qualifications	10 Points
4.3 Experience in relevant Business Sector	10 Points
4. Assignment (Project)	
5.1 Understanding of the Assignment	10 Points

Total Technical Points	100 Points
The minimum Technical score (St) required to pass is :70 points (Seventy Points)	

6. NOTIFICATION TO SUCCESSFUL SUPPLIERS

Fincorp shall notify all participating suppliers after the valuation process. Please note the following:

- A tender which obtains less than 50% of the total points allocated to criteria Responsiveness to Tender Assessment shall be deemed to be non-responsive and eliminated from further evaluation.

6.1 SUBMISSION OF EXPRESSION OF INTEREST

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

6.2 TENDER LOCATION FOR SUBMISSIONS

Completed Tender documents must be placed in the Tender Box situated **at the FINCORP HEAD OFFICE, INTFUTFUKO BUILDING – 2ND FLOOR CORNER OF GWAMILE AND DABEDE STREETS, MBABANE** before 12pm on 28 June 2021

Alternatively, electronic documents can be submitted by email info@fincorp.co.sz

Not later than 12pm on 28 June 2021.

No documents will be accepted after the closing time. The sealed envelope must be clearly marked with the service or goods to be provided as follows:

Example:

Expression of Interest – Eswatini Development Finance Corporation Sources of Supplies for Courier Services.

TENDER NO: FIN_03062021_ (A) (specific roman figure)



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

7.GUIDELINES

- 7.1 The purpose of this document is to pre-qualify suppliers who wish to be considered for the provision of services to FINCORP.
- 7.2 All bidders who wish to carry out the above-mentioned (**Table 6.1**) services for FINCORP must complete Section 1 to 4 below (**Annexure A**) in full.
- 7.3 Participation and/or completion of this pre-qualification stage by tenderers shall not constitute an offer from FINCORP to provide the required services or a promise to enter into Contract(s) with FINCORP. Nor will it obligate FINCORP in any way with regard to their final decision.
- 7.4 Failure to provide all the documentation and/or complete all requirements of this document at the time of submission shall invalidate this application.
- 7.5 Questions regarding this expression of interest shall be submitted by e-mail to info@fincorp.co.sz. Verbal questions will NOT be accepted.
- 7.6 The details entered hereunder will be considered confidential.
- 7.7 FINCORP reserves the right to consult referees, clients or consultants, as entered in this prequalification document.
- 7.8 FINCORP reserves the right to require the Tenderer to produce evidence in support of all details entered herein.
- 7.9 FINCORP representative(s) may be required to visit the Authority's premises to verify the details contained in this document. The tenderer will allow FINCORP representatives to interview present and previous clients.



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 the Service Provider, Address, and Date>>>]

AT FINCORP HEAD OFFICE – 2ND FLOOR CORNER OF GWAMILE AND DABEDE STREETS, MBABANE. P O BOX 6099, MBABANE

Dear Sirs,

Re Tender No. **FIN_03062021_ (A)**

We hereby declare that: -

- (a) We, including any joint venture partners or consortium partners, are a legal entity and have the legal capacity to enter into the contract;
- (b) 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 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.

Signed

Authorised Representative

Date



ANNEXURE A

Section 1: Company Information.

- 1.1 Company information
 - 1.1.1 Quote Contract Number –
 - 1.1.2 Name of the company
 - 1.1.3 Registered Physical address
 - 1.1.4 Postal Address
 - 1.1.5 Telephone
 - 1.1.6 Fax number
 - 1.1.7 Email of contact persons Address
- 1.2 Company profile
 - 1.2.1 Brief company profile including date of Company Registration
 - 1.2.2 Associated companies (if any) or holding company
 - 1.2.3 Name and Full address, and contact numbers of Bank to whom FINCORP may make inquiries to verify the financial viability of the Company
 - 1.2.4 Copy of certified audited financial statements for the last 2 financial years.
- 1.3 Labour Strength
 - 1.3.1 Number of staffs based in
 - 1.3.1.1 Eswatini office
 - 1.3.1.2 Republic of South Africa officer
 - 1.3.1.3 Other locations

Section 2 – Track Record

- 2.1 Implementation of similar services done in last 3 years (Complete Investment Lifecycle)
 - 2.1.1 Name of Client
 - 2.1.2 Contract Period
 - 2.1.3 Contact persons
- 2.2 Impact of previous implementation of similar services:
 - 2.2.1 Benefits and Risks
 - 2.2.2 Advantages and Disadvantages
- 2.3 Contracts aborted (Failure to disclose this information may lead to

Cancellation of contract if awarded)

2.3 Three referees (Preferably organisations in Africa)

2.3.1 Name of contact person

2.3.2 Company / Organization

2.3.3 Telephone/ Email address

Section 3 – Implementation Approach

3.1 Project Plan

3.2 Approach for implementation

3.4 Any Schedule of Prices/Rates

Section 4 – Key Organisational Readiness Criteria

Please provide 3 key organizational readiness criteria that you deem critical when executing the obligations. These should be rated in terms of importance. Complete the table below:

Key Criteria		Weight (%)	Reasons for the weighting
1.	Criteria 1		
2.	Criteria 2		
3.	Criteria 3		

SUBMISSION CHECKLIST

REQUIREMENT	AVAILABLE / NOT AVAILABLE (Please tick - √ or cross – x as appropriate)
Company Profile and copy of Form J and Form C	
Technical & Financial Proposal	
Original Valid Tax Compliance Certificate	
Certified Valid Trading License	
Certified Valid Labour Compliance	
Names and Contact Details of at Least Three (3) Reference Customers	
Police Clearance or Affidavit of Non-Conviction for Company Directors (Shareholders)	
Current and past similar projects/Tender (1 to 2 years)	
Statement of joint ventures/partnerships (if any)	