



**ESWATINI SAVINGS AND DEVELOPMENT BANK  
(ESWATINI BANK)**

## **EXPRESSION OF INTEREST**

**FOR**

**THE SUPPLY OF ELECTRONIC BOARD PACK MANAGEMENT  
SYSTEM TO ESWATINI BANK**

**ESWATINI BANK EOI 2021/01**

**CLOSING: 07 MAY 2021**

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## **1. INTRODUCTION**

Eswatini Development & Savings Bank (EDSB), known as Eswatini Bank, is a 100 percent locally owned bank in the country. The Bank, which is both a development and commercial entity, is fully owned by the Government of Eswatini.

In order to fulfil its strategy, ESWATINI BANK invites Expression of Interests and or proposals from eligible, reputable suppliers for an Electronic Board Pack Management System.

Sealed expression of Interest and or proposals clearly marked outside as below in sealed envelopes:

### **THE SUPPLY OF ELECTRONIC BOARD PACK MANAGEMENT SYSTEM**

#### **EOI NUMBER: ESWATINI BANK EOI/001/2021**

Must be deposited in the Bank's Tender Box at Head Office: Ground Floor, Engungwini Building, Gwamile Street, Mbabane.

Submission Date:

The Tender **Submission Date is Friday 07 May 2021 no later than 1000Hrs.** Late submissions will not be accepted. Electronic submissions will not be accepted.

Submissions must be Addressed to:

#### **THE SECRETARY TO TENDER COMMITTEE**

##### **ESWATINI BANK**

**P O BOX 336**

**MBABANE**

Request for clarifications must be in writing and should be addressed to email: [tenders@swazibank.co.sz](mailto:tenders@swazibank.co.sz)

ESWATINI BANK will strive to promptly respond in writing via e-mail to any request for clarification up until close of business on the 30th April 2021.

## **2. REQUIREMENTS**

Eswatini Bank now invites all eligible entities to submit their Expression of Interest (EOI) for the supply, configuration and installation of an electronic/automated system for managing Board Packs with the following minimum specification.



#### 2.1. Board Pack Management System minimum attributes:

- 2.1.1. The system should be easy to deploy (Preferable cloud solution)
- 2.1.2. Affordable: affordable license fees preferable with unlimited meeting groups
- 2.1.3. Secure: The systems should be compliant to ISO 27 000 family of standards or any other equivalent standard, such as HIPAA, HITEC, SSAE 18/SOC, AES- 256 Encryption, etc.
- 2.1.4. Simple to use.
- 2.1.5. Multiplatform (Web, IOS, Android and Windows)
- 2.1.6. Cloud hosting preferable
- 2.1.7. Active Directory (AD), or Light weight Directory Access Protocol, (LDAP), Single Sign On (SSO), Document Management, Exchange Calendar, etc. Integration
- 2.1.8. Multifactor authentication

#### 2.2. Functionality - Below are some of the expected features but not limited to these. This are just baseline requirements:

- 2.2.1. Upload board materials with ease
- 2.2.2. Board members to access the material remotely using: desktop, laptop, smart phone (Web, Android, IOS or windows platforms) and tablet)
- 2.2.3. Board members to be able to read and annotate or make notes that are traceable to a board member.
- 2.2.4. Ability to allow members to vote on the platform
- 2.2.5. Activity reporting capability
- 2.2.6. Store private messages and discussions

#### 2.3. Proposal must be specific on post rollout support and training requirement

#### 2.4. Minimum user licence – the expected Minimum users is 10 Members/licences with flexibility to add should a need arise.

### **3. *EXPRESSION OF INTEREST PROCESS***

The objective of the expression of interest is to obtain information and potentially appoint Service Providers to supply, configure and install the above-mentioned services. Tendering will be conducted through an Expression of Interest (EOI) procedures specified in the Swaziland Public Procurement Act, 2011 and policies laid down by the Eswatini Public Procurement Regulatory Agency (ESPPRA).

### **4. INFORMATION TO BE SUBMITTED WITH EOI**



Suppliers are to submit the EOI Document and Forms completed in all respects. The EOI document is to be kept intact, bound and listed as per the requirements mentioned in the EOI. The full EOI shall include the following documents:

- a. Business Profile with Three Trade References where similar work was undertaken
- b. An Original valid Tax Clearance Certificate
- c. A valid certified copy of Trading License
- d. A current certified copy of Form J or an official statement of the Directors
- e. A current certified copy of Form C or an official statement of the annual summary of shares.
- f. A certified copy of Certificate of Incorporation
- g. Certified Copies of National IDs of Company's Directors
- h. Police Clearance Certificates of Company Directors listed in Form J
- i. A current certified copy of Labour Compliance Certificate
- j. Declaration of Eligibility
- k. Estimated Cost of the System's full implementation including annual license fees.

**\*\*\*\*Note: Tenderers must submit equivalent documents required by law in their home country of registration.**

## 5. KEY CRITERIA FOR SHORTLISTING (Technical Evaluation)

1. System functionalities & Features meets minimum specification	30 points
2. Relevant and Professional Experience of the firm in similar projects	25 points
3. Previous Relevant Assignment taken	20 points
<b>4. Qualifications &amp; Skills</b>	
(i) Key qualifications	5 points
(ii) Project management	5 points
iii) Experience in consultant business sector	5 points
<b>5. Assignment (Project)</b>	
(i) Understanding of the Assignment	10 points
<b>Total Technical Points</b>	<b>100</b>
<b>The minimum Technical Score (St) required to pass is: 70 points (Seventy Points)</b>	



## 6. NOTIFICATION TO PARTICIPATING SUPPLIERS

ESWATINI BANK will notify All Participating Suppliers after the evaluation process, or with any extended period of validity of EOI, if applicable.

## 7. SUBMISSION OF EXPRESSION OF INTEREST

Proposals shall be valid for a period of 90 days after the deadline of EOI submission. Late proposals will be rejected. EOI opening will not be opened publicly.

### **Location of EoI Submission:**

Completed documents must be placed in the Tender Box situated at the **Head Office: Ground Floor, Engungwini Building, Gwamile Street, Mbabane.**

#### **Submission Date:**

**The Tender Submission Date is Friday 07 May 2021 no later than 1000Hrs.**

**Alternatively, electronic documents can be submitted by email to tenders@swazibank.co.sz**

No documents will be accepted after the closing time. The sealed envelope must be clearly marked:

**THE SUPPLY OF ELECTRONIC BOARD PACK MANAGEMENT SYSTEM**

**EOI NUMBER: ESWATINI BANK EOI/001/2021**

THE SECRETARY TO THE TENDER COMMITTEE

ESWATINI BANK

P O BOX 336

MBABANE

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



## 8. GUIDELINES

- 8.1 The purpose of this document is to identify and appoint a supplier who wish to be considered for the provision of the automated system to the BANK.
- 8.2 All bidders who wish to carry out the above-mentioned services for ESWATINI BANK must complete Section 1 to 4 below (**Annexure A**) in full.
- 8.3 Participation and/or completion of this pre-qualification stage by vendors shall not constitute an offer from ESWATINI BANK to provide the required services or a promise to enter into Contract(s) with the BANK. Nor will it obligate ESWATINI BANK in any way with regard to their final decision.
- 8.4 Failure to provide all the documentation and/or complete all requirements of this document at the time of submission shall invalidate this application.
- 8.5 Questions regarding this expression of interest shall be submitted by e-mail to the Procurement Office, email address: [tenders@swazibank.co.sz](mailto:tenders@swazibank.co.sz). Verbal questions will NOT be accepted.
- 8.6 The details entered hereunder will be considered confidential.
- 8.7 ESWATINI BANK reserves the right to consult referees, clients or consultants, as entered in this pre-qualification document.
- 8.8 ESWATINI BANK reserves the right to require the vendor to produce evidence in support of all details entered herein.
- 8.9 ESWATINI BANK representative(s) may be required to visit the Company's premises to verify the details contained in this document. The vendor will allow ESWATINI BANK 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>>>]*

The Tender Committee  
ESWATINI BANK,  
P. O. Box 336  
Mbabane

Dear Sirs,

Re: EOI Reference: ESWATINI BANK EOI/01/2021

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 - **ESWATINI BANK EOI/01/2021**
  - 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 ESWATINI BANK 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 staff based in
    - 1.3.1.1 Swaziland 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:
  - 2.1.1 Summary of system capabilities
  - 2.1.2 Benefits & Risks
- 2.3 Contracts aborted (Failure to disclose this information may lead to cancellation of contract if awarded).
- 2.4 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 Technical solution and system design
- 3.2 Project Plan



3.3 Approach for implementation of all modules

3.4 Estimated implementation cost

#### **Section 4 – Key Organisational Readiness Criteria**

Please provide at least 3 key organizational readiness criteria that you deem critical when implementing the system (which the Bank must put in place). 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		

