

Proposed framework and work plan, including roles and responsibilities	10			
Project and change management approach	10			
Activities and timelines for delivery at each stage	10			
Project outputs	10			
TOTAL	100			

NB: The combined scores will be as follows:

Technical Proposal = 70%

Financial Proposal = 30%

For the Financial Proposal to be opened by the Employer, 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.

The lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as follows: $S_f = 100 \times F_m / F$, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet:

$$S = S_t \times T\% + S_f \times P\%$$

The Technical weights given to Technical and Financial Proposals is

$$T = 0.7 \text{ (70\%)}$$

$$P = 0.3 \text{ (30\%)}$$

FINANCIAL PROPOSAL FORM

[Location, Date]

To: [Name and address of Authority]

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Dear Sirs:

We, the undersigned, offer to provide the consulting Assignment/job for *[Insert brief description of services]* in accordance with your Request for Proposal dated *[Insert Date]* and our Technical Proposal. Our attached Financial Proposal is for the sum of *[Insert amount(s) in words and figures 1]*. This amount is inclusive of the Domestic taxes but excluding Service tax. We hereby undertake that the financial proposal is unconditional, and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal,

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature *[In full and initials]:*

Name and Title of Signatory:

Name of Firm:

Address:

Curriculum Vitae

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[LinkedIn Profile URL] (optional)

Professional Summary

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[A concise summary of your professional background, highlighting key skills and experiences relevant to the leadership competency framework. This should be 2-3 sentences long.]

Education

[Degree] in [Field of Study]

[University/Institution Name], [Location]

[Month, Year] - [Month, Year]

- **Relevant Coursework:** [List relevant courses or projects]
- **Honors/Awards:** [List any relevant honors or awards]

Professional Experience

[Job Title]

[Company Name], [Location]

[Month, Year] - [Month, Year]

- **Key Responsibilities:**
 - [Responsibility 1]
 - [Responsibility 2]
 - [Responsibility 3]
- **Key Achievements:**
 - [Achievement 1]
 - [Achievement 2]
 - [Achievement 3]

[Job Title]

[Company Name], [Location]

[Month, Year] - [Month, Year]

- **Key Responsibilities:**
 - [Responsibility 1]
 - [Responsibility 2]
 - [Responsibility 3]
- **Key Achievements:**
 - [Achievement 1]
 - [Achievement 2]
 - [Achievement 3]

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Skills

- **Leadership Competencies:** [List relevant competencies]
- **Technical Skills:** [List relevant technical skills]
- **Soft Skills:** [List relevant soft skills]

Certifications

[Certification Name]

[Issuing Organization]

[Month, Year]

Professional Affiliations

[Organization Name]

[Your Role]

[Month, Year] - Present

References

Section 5. STANDARD FORM OF CONTRACT

AGREEMENT ENTERED INTO BY AND BETWEEN:

ESWATINI CIVIL AVIATION AUTHORITY

(Hereinafter called the “Authority”) with its Head Office at Matsapha Airport, Matsapha Airport Road, Matsapha. The Authority duly represented by the Director General authorized by section 31 (4) (b) of the Civil Aviation Act No. 4 of 2022, hereinafter referred to as the Act.

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And

(Hereinafter called the "Service Provider") with the principal place of business at

The "Service Provider" duly represented by

_____ who warrants that
he/she is so authorized.

Agreement for the PROVISION OF DEVELOPMENT OF A LEADERSHIP COMPETENCY FRAMEWORK AND DEVELOPMENT PLAN SERVICES FOR THE ESWATINI CIVIL AVIATION AUTHORITY

THE AGREEMENT

1. Appointment

The Authority hereby appoints (Proprietary) Limited who accepts such appointment, to provide services as outlined in Clause 4 of this Agreement.

4. Duration

This Agreement shall endure for a period of (3) years commencing20..... to20.....

5. Fees and Payment Terms

The Authority will pay to the Service Provider, on approval of each stage of the project activities, throughout the full term of the Agreement, amounts consisting of the following:

- 3.1 An amount of E..... (in words) towards the overall costs of the services rendered.
- 3.2 3.2 The payment shall be made within thirty (30) days after receipt of an invoice or on or before the 5th day of the following month.

6. Scope of Services

During the currency of the Agreement, the Service Provider shall provide facilitation of the formation of a leadership competency framework and development plan services. Should either Party wish to propose any change to the scope of services, such Party shall provide the other Party with a written proposal of such a change.

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7. Service Levels

The Service Provider undertakes that in providing the services to the Authority it will comply with the scope of services as outlined in Clause 4.

8. Warranties

The Service Provider warrants that:

6.1 It shall use and adopt professional standards and provide the services with due care, skill and diligence;

6.2 The services shall be delivered in accordance with the schedule with which both Parties shall agree to, and the service provider shall be prompt and punctual at all times.

6.3 The service provider shall at the end of the contract, produce a documented comprehensive report on the exercise.

7. Obligations

7.1 The Service Provider undertakes:

7.1.1 To provide facilitation of the formation of a leadership competency framework and development plan services to ESWACAA within the specified time frame;

7.1.2 Develop a programme/workplan of implementation;

7.1.3 Deliver a comprehensive report of the activities undertaken.

7.2 The Authority undertakes:

7.2.1 To facilitate a conducive environment for the provision of the consultancy services.

7.2.2 Avail and designate an Officer who will ensure that the provision of the services is conducted in an appropriate and conducive manner.

8. Force Majeure

Neither party shall be under any liability to the other by reason of non-performance or delay in performance of any obligation hereunder caused by Force Majeure, to the extent that non-performance or delay is attributable to such Force Majeure and only for the duration of the Force Majeure and the effect upon its ability to perform its obligations hereunder. As used

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herein, the term Force Majeure shall mean and include, but shall not be limited to, any acts of God, explosion, fire, flood, perils of the sea or air, explosion, sabotage, accident, embargo, riot, civil commotion, war or other hostilities, governmental or parliamentary acts, regulations or orders, or any other circumstance beyond the reasonable control of the Party so failing. If such a Force Majeure is of duration of more than fourteen (14) days, each party shall be entitled to terminate this Agreement by written notice, without any additional liability to the other Party.

9. **Governing Law**

9.1 This Agreement shall be governed by and construed in accordance with the Laws of Eswatini. In the event of any dispute, the Parties shall try to settle the matter amicably.

9.2 If the Parties are unable to reach a settlement within ten (10) days of notice of dispute, the Parties are at liberty of enforcing rights and obligations under the Agreement through the judicial system.

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10. Variation, Amendment and Termination

This Agreement constitutes the entire agreement between the Parties. Any variation, amendment and termination of this Agreement shall be effective when:

10.1 The proposal for variation or amendment is made in writing by the Party proposing such to the other party.

10.2 The other Party agrees in writing to the variation or the amendment and duly notifies the other Party.

10.3 A document encompassing the variation or amendment is duly signed by both Parties. The Agreement shall be considered to have been varied or amended on the date of the last signature of the notice to vary or amend.

10.4 A notice of termination is sent by the Party intending to terminate the Agreement giving seven (7) days' notice.

10.5 The other Party acknowledges the receipt of the notice to terminate and agrees to the termination.

10.6 A document is signed by both Parties and the Agreement shall be considered to have been terminated on the date of the last signature of the notice to terminate.

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11. NOTICE AND DOMICILIUM

11.1 Each of the Parties chooses *domicilium citandi et executandi* ("domicilium") for the purposes of the giving of any notice, the serving of any process and for any purposes arising from this Agreement at their respective addresses set forth hereunder:

THE AUTHORITY _____

Telephone:

Mobile:

SERVICE PROVIDER _____

Telephone:

Mobile:

11.2 Each of the Parties shall be entitled from time to time, by written notice to the other to vary its domicilium to any other address within the Kingdom of Eswatini which is not a post office box or poste restante.

11.3 Any notice given and any payment made by a Party to the other ("the addressee") which: 11.3.1 is delivered by hand during the normal business hours of the addressee at the addressee's domicilium for the time being shall be presumed, unless the contrary is proved by the addressee, to have been received by the addressee at the time of delivery;

11.3.2 is posted by prepaid registered post from an address within the Kingdom of Eswatini to the addressee at the addressee's domicilium for the time being shall be presumed, unless the contrary is proved by the addressee, to have been received by the addressee on the fourteenth day after the date of posting;

11.3.3 is transmitted by telefacsimile to the telefacsimile number forming an element of the addressee's domicilium in terms of this clause shall, unless the contrary is proved by

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the addressee, be deemed to have been received by the addressee 48 (Forty-eight) hours after the time of transmission.

12. Effective Date and Signature

The effective date of this Agreement is the 20.....

The Parties also indicate agreement with this Agreement by their signatures.

On behalf of Eswatini Civil Aviation Authority:

Name: _____

Title: _____

Signature: _____ Date: _____

On behalf of Service Provider:

Name: _____

Title: _____

Signature: _____

Date: _____

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