



## EXPRESSION OF INTEREST

### REGISTRATION ON NDMA SUPPLIER DATABASE

FOR

### SUPPLY OF CONCRETE BRICKS AND READY MIX

**TENDER No.** : NDMA 2022/002

**TENDER Name** : **CONCRETE BRICK AND READY-MIX CONCRETE**

**Tender Closing Date** : Friday, 20 May 2022  
Not later than 12:00hrs

**Assignment Duration** : None

#### ***CONFIDENTIALITY***

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## SECTION 1 - INVITATION TO TENDER LETTER

29 April 2022

TO ALL PROSPECTIVE SUPPLIERS

The National Disaster Management Agency (NDMA) has a responsibility as detailed in its establishing Act to prevent and minimize the impact of disasters on vulnerable communities and groups. With the available funds the Agency conducts annual procurements of goods, works and services for efficient response to Disasters.

It is against such background that the organization hereby invites Expression of Interest from eligible and capable service providers to join hands with the agency in ensuring availability of the required concrete building supplies when the need arises. Like all other strategic procurements, this invitation does not necessarily mean immediate procurement but it is only for the purposes of building and creating a qualified pool of suppliers that shall be utilized where the need arises.

All interested Service Providers must submit their application not later than the dated stated in this document, submission must addressed to the; The Chief Executive Officer, clearly marked with the Name and Number of the tender applied for sent to the address as specified in the SECTION 2 of this document.

The NDMA shall publish the list of all service providers who have been considered eligible to provide the required goods/service on the websites (NDMA and ESPPRA) for viewing by all suppliers who submitted an expression.

Suppliers shall be evaluated on a PASS or FAIL basis and eligible suppliers shall be required to submit tenders. Further evaluation shall be done as per the requirements of the request for tender and cost comparison.

For any request for further information regarding this Expression of Interest document, bidders are advised to make request in writing to: [procurement@ndma.org.sz](mailto:procurement@ndma.org.sz). Request for information and/or clarification must be sent not later 10 May 2022, request submitted after this date will not be considered.

Yours Sincerely

**Dlamini Russell M**  
**Chief Executive Officer**



## 1. Concrete Blocks/Bricks and Ready Mix Concrete Statement of Requirements

The NDMA invites local suppliers to express their interest in supplying the below concrete building supplies. The purpose of this EOI is identify potential suppliers who have the capacity and capability supply the required machinery for hire when the need arises. An Invitation to Tender Document will be sent to the eligible suppliers to respond with their quotations for the required machinery.

Description of concrete supplies	Specification
1. 4.5 inch concrete blocks/bricks	Minimum 4MPA - Super strength tested by Construction Lab
2. 6 inch concrete blocks/bricks	Minimum 4MPA - Super strength tested by Construction Lab
3. 9 inch concrete blocks/bricks	Minimum 4MPA - Super strength tested by Construction Lab
4. U Blocks	Minimum 4MPA - Super strength tested by Construction Lab
5. Ready-mix concrete	25MPA

## SECTION 2 - INSTRUCTION TO PROSPECTIVE SUPPLIERS

### 1. Participating Suppliers

All suppliers with the capability, capacity and who satisfy all the eligibility criteria as set out below for the provision of the required concrete building supplies are invited to submit their expression of interest. The machinery must be in good working condition with minimal downtime for normal servicing.

### 2. Expression of Interest Process

All companies who submit their Expression of Interest shall be evaluated on the basis of the below supplier eligibility and experience in supplying concrete building blocks with 4MPA strength tested by construction lab and ready-mix concrete with 25MPA strength as mentioned below. A notice detailing the names of all approved and failed companies shall be published to all bidders who submitted their expressions and in the Eswatini Public Procurement Regulatory Agency website.



A Request for Tender Document shall be issued to the companies who demonstrated that they are capable of providing the required commodities **where** the need arises.

### **3. Eligibility Requirements**

- Certified copy of valid Trading License or equivalent;
  - Original Tax Compliance Certificate or equivalent;
  - Form J (for current Shareholders) or equivalent;
  - Form C (Annual Company Return) or equivalent;
  - VAT Registration Certificate/or proof of registration if applicable;
  - Certified copy of Labor Compliance Certificate or equivalent;
  - A Police Clearance Certificate or an affidavit proving that the tenderer or any of its directors or officers has not been convicted of any criminal offence relating to professional conduct;
  - List of Trade References and contact details;
- Further to the above mentioned requirements, interested suppliers must submit as part of the expression of interest, the following documents;
- A letter of expression of Interest duly signed and addressed the NDMA Chief Executive Officer (see format in section 3).

### **4. Expression of Interest Submission**

Properly sealed envelopes must be deposited into the NDMA tender box not later than the date stated in this document. Submissions must clearly indicate the EOI Reference Number and submitted to the NDMA Head Office located at:

**National Disaster Management Agency  
Rhus Office Park  
Karl Grant Street  
Mbabane**

Telegraphic, Faxed, Telephonic or E-mail submission are not acceptable. Late applications will not be considered after the closing date and time.



## SECTION 3 -EOI SUBMISSION FORMAT

### 1. EOI Submission Form

{ Date }

To: National Disaster Management Agency  
P. O. Box 8909  
Mbabane  
Eswatini

Dear Sirs:

We, the undersigned, hereby request to be registered in your supplier data base for provision of [*concrete building supplies*] in accordance with your Request for EOIs dated [*04 May, 2022*].  
"We are hereby submitting our EOI for the required commodities as listed in the EOI document.

Official details of our company and the concrete building supplies we are applying for are provided below:

Company Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Contact Details: Tel: \_\_\_\_\_ Cell: \_\_\_\_\_

Physical Address \_\_\_\_\_

\_\_\_\_\_

Machinery to supply:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_



We hereby declare that:

- a. All the information and statements made in this EOI are true and we accept that any misinterpretation or misrepresentation contained in this EOI may lead to our disqualification by the NDMA.
- b. We meet the eligibility requirements as stated in this document.
- c. We, along with any of our supply sources are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by ESPPRA.
- d. We understand that submission of the EOI is not an automatic offer for Contract.

We undertake, if our EOI is accepted to provide the services shall be stated in the Request for Tender document that shall be issued by the NDMA from time to time.

We understand that the Client is not bound to accept any EOI that the Client receives.

We remain,

Yours sincerely,

---

Signature (of Supplier's authorized representative) {In full and initials}:

Full name: {insert full name of authorized representative}

Title: {insert title/position of authorized representative}

## 2. Terms and Conditions of EOI

- This EOI document is executed in English. All correspondence exchanged between the NDMA and the prospective suppliers as well as any documentation relating to it, shall be written in English.
- Suppliers are urged to ensure that their submissions are complete and the required compliance documents are submitted as stipulated.
- Company directors who are public servants and Politicians are prohibited from participating in this EOI tender.
- Late submissions will not be considered as well as telephonic, telegraphic, facsimile and emailed submissions.



- Prospective suppliers must ensure that all Expression of Interest documents are adequately signed by authorised representatives.
- Submissions must not include quotations at this point of expression of interest. The NDMA shall issue Request for Quotation to all eligible suppliers who have demonstrated capability to supply the required commodities.
- Costs of preparing the EOI submissions shall be borne by the suppliers.
- The NDMA reserves the right to change the specifications of the requirements as per this EOI when deemed appropriate before the closing date. Such changes will be communicated to the prospective suppliers via ESPPRA and NDMA website in advance to allow for appropriate modifications of the submissions.
- The NDMA reserves the right to conduct site inspections on the prospective suppliers' premises.
- Any clarifications required in relating to this EOI must be submitted in writing to [procurement@ndma.org.sz](mailto:procurement@ndma.org.sz) before 10<sup>th</sup> May, 2022.

### 3. Eligibility Declaration

*[All Suppliers must meet the following criteria, to be eligible to participate in public procurement. Suppliers must provide a signed declaration on their company letterhead in the following format. If the EOI is being presented by a joint venture or consortium, all members must sign the declaration.]*

[>>>Name of Company, Address, and Date>>>]

To: The Entity Tender Board  
National Disaster Management Agency  
Rhus Office Park, Karl Grant Street  
P.O. Box 8909  
Mbabane

Dear Sirs,

**Re: EOI Reference: EOI NDMA 2022/02**

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) (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 and social security contributions;
- d) I/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) I/We do not have a **conflict of interest** in relation to the procurement requirement.

Signed .....

Authorized Representative

Date .....

