































**SECTION E : SUBMISSION CHECKLIST**

<b>REQUIREMENT</b>	<b>AVAILABLE / NOT AVAILABLE (Please tick - √ or cross – x as appropriate)</b>
Company Profile	
OEM Authorization certificate	
Financial Proposal	
<b>Original Valid</b> Tax Compliance Certificate	
Certified Valid Trading License	
Certified Labour Compliance Certificate	
Police Clearance for two Company Directors	
Company Form J & C	
General receipt (E400.00) for proof of payment of the tender document	
Company audited annual financial statements for the past 3 years or since inception.	
Names and contact details of at least three (3) reference customers	
Statement of joint ventures/partnerships (if any)	

***NB: Please submit checklist attached on the first page of tender documents. The documents must follow the sequence on the checklist.***

## DECLARATION OF ELIGIBILITY

*[The service provider must provide a signed declaration on its company letterhead in the following format. If the Tender is being presented by a joint venture or consortium all members must each sign their own declaration.]*

[>>>Name of the Tenderer, Address, and Date>>>]

*To: The Chief Executive Officer, Royal Eswatini National Airways Corporation: Gate 6,  
Matsapha International Airport, P.O Box 939, Manzini, Eswatini*

Dear Sirs,

Re Tender Reference: **RENAC-PRC-RFT-22-002**

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 .....





## FORM FIN-1: FINANCIAL PROPOSAL SUBMISSION FORM

*[Note to service providers: This Financial Proposal Submission Form should be on the letterhead of the vendor and should be signed by a person with the proper authority to sign documents that are binding on the entity. It should be included by the bidder in its financial proposal.]*

[>>>Location>>>]

[>>>Date>>>]

Procurement Reference No: [>>>insert Tender Reference number>>>]

**To: The Chief Executive Officer, Royal Eswatini National Airways Corporation: Gate 6,  
Matsapha International Airport, P.O Box 939, Manzini, Eswatini**

Dear Sirs:

We, the undersigned, declare that:

- (a) We offer to provide repairs and maintenance services for [>>insert a brief description of the Services>>] in conformity with your Request for Proposal and our technical and financial proposals;
- (b) The schedule of prices of our proposal is attached.
- (c) Our proposal shall be valid for a period of [>>specify the number of calendar days>>] days from the date fixed for the proposal submission deadline in accordance with the Request for Proposal, and it shall remain binding upon us, subject to any modifications resulting from negotiations, and may be accepted at any time before the expiration of that period;
- (d) We understand that you are not bound to accept any proposal that you receive;

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

Name: *[insert complete name of person signing the proposal]*

In the capacity of *[insert legal capacity of person signing the proposal]*

Signed: *[signature of person whose name and capacity are shown above]*

Duly authorised to sign the proposal for and on behalf of: *[insert complete name of Tenderer]*



ITEM	DESCRIPTION	QUANTITY
1	<b>Laptops – Dell or Equivalent</b> <ul style="list-style-type: none"> <li>• (15.6 inch (14) and 14 inch (30))</li> <li>• Minimum Intel Core i7</li> <li>• Minimum 8GB RAM</li> <li>• Minimum 1.8 Ghz process speed</li> </ul>	44
2	<b>Laptops – Dell or Equivalent</b> <ul style="list-style-type: none"> <li>• 15.6 inch (6)</li> <li>• Minimum Intel Core i7</li> <li>• Minimum 8GB RAM</li> <li>• Minimum 2.8 Ghz process speed</li> </ul>	6
3	<b>Laptop Bags</b> <ul style="list-style-type: none"> <li>• 15.6 inch</li> <li>• 14 inch</li> </ul>	20  30

