

SECTION 1

INTRODUCTION

The Eswatini Civil Aviation Authority (ESWACAA) is a parastatal under the Ministry of Public Works and Transport that was established through the Civil Aviation Act No 10 of 2009 that has been superseded by the Civil Aviation Act No:4 of 2022. ESWACAA's mandate is to regulate the civil aviation industry in Eswatini and to operate the two airports in the Kingdom of Eswatini namely King Mswati III International Airport and Matsapha Airport.

AIMS AND OBJECTIVES

ESWACAA invites proposal from eligible suppliers of goods, services and works who wish to be shortlisted into the Authority's preferred vendor list for the financial year 2024/2025 and 2025/2026. The EOI is open to companies who have the necessary qualifications, background, and relevant experience. The scope, terms and conditions of the tender are given in the tender document.

Expression of Interest documents may be obtained from ESWACAA Head Office Reception located at Matsapha Airport on working days from 0800 hours to 16:45 hours.

Interested bidders may obtain further information relating to the EOI and bidding documents during working hours as stated above from the Procurement Manager email: mzimkhulu@eswacaa.co.sz before the 27th of May 2024

SECTION 2

PROCEDURES

1.0 GENERAL CONDITIONS OF EOI

- 1.1 **Scope of EOI:** The Eswatini Civil Aviation Authority (ESWACAA) cordially invites bids for the purpose of pre-qualifying entities to be included in the Authority's database for utilization from the 2024/25 to the 2025/26 financial years, as specified in the Statement of Requirements outlined in Section 3 of this EOI Document.
- 1.2 **Dates and Times:** Unless otherwise specified, any reference to a date or time shall be a reference to that date or time in the Kingdom of Eswatini.
- 1.3 **Language:** EOI submissions and all correspondence relating to this Tender shall be in English language.
- 1.4 **Enquiries and clarifications:** Any enquiries with respect to this Tender must be forwarded via email mzimkhulu@eswacaa.co.sz
- 1.5 **Bid validity:** The Tender shall remain valid for acceptance for a period of 90days from the submission date.
- 1.6 **ESWACAA rights:** ESWACAA reserves the right to accept or reject any bid. ESWACAA is not bound to accept the highest or any tender. The EOI Document does not constitute an offer on the part of ESWACAA.

ESWACAA unconditionally reserves the right to:

- a) Suspend or terminate this Tender, in part or in full, at any time.
 - b) Modify the timetable for submission and opening of bids, provided that any such modification is in writing,
 - c) Modify or amend any provision or condition contained in this EOI document provided that such modification or amendment shall be in writing
 - d) Reduce or expand the scope of services, split the Tender among bidders, award only a partial tender or not award this tender to any of the bidders at all
- 1.7 **Interpretation:** Throughout this EOI Document:
- a) The term **“in writing”** means communicated in written form
 - b) The term **“bid”** means **“tender”** and vice versa and **“bidder”**

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- means a person submitting the EOI.
- c) **“Day”** means calendar day and **“month”** means a calendar month
- d) **“Prospective bidder”** shall mean a person who has collected this EOI from ESWACAA

2.0 TIMETABLE

The Pre-qualification shall take place in accordance with the following timetable:

ACTIVITY	SCHEDULE
Issue EOI	17 May 2024
Closing date for issue of EOI Document	
Clarification Deadline	27 May 2024
Deadline for submission of EOI Document	31 May 2024 1200hrs

3.0 CONTENTS OF THE EOI DOCUMENT

3.1 The EOI Document contains the following sections:

- Section 1: Invitation
- Section 2: EOI Procedures
- Section 3: Statement of requirements
- Section 4: EOI forms
- Section 5: Evaluation Criteria

3.2 The Bidder is expected to examine all instructions, forms, terms, and requirements in the EOI Document. Failure to furnish all information or documentation required by the EOI Document may result in the rejection of the bid.

4.0 PREPARATION AND PRESENTATION OF BIDS

4.1 Presentation of Bids

Bids shall contain the following:

- a) Experience of Tenderer (Three (3) written references)
- b) Certified copy of Form J(Directorship)
- c) Certified copy of Form C(Shareholding)
- d) Certified copy of Trading License
- e) Valid Tax Compliance Certificate

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- f) Certified Copy of Certificate of Incorporation
- g) Certified copy of Labour Compliance Certificate
- h) Police Clearance for Directors (12 months)
- i) Certified copy ENPF compliance Certificate
- j) Company Profile
- k) Certified copy of Construction Industry Council for category ESW01-004, ESW01-006, ESW01-007, ESW01-019, ESW01-020, ESW01-021, ESW01-025, ESW01-034, ESW01-036, ESW01-039, ESW01-051, ESW01-055.

4.3 Bid Submission Method:

Completed EOI are to be enclosed in plain sealed envelope with bidder's name and address on the reverse side of the envelope, clearly marked:

“EOI NO.01 OF 2024/25-PREQUALIFICATION FOR GOODS, SERVICES AND WORKS FOR ESWACAA”

5.0 EVALUATION CRITERIA

5.1. The compliance of suppliers in being pre-qualified will be determined through an evaluation process based on the submission of copies of documents pertaining to the legal status of the supplier. The evaluation will employ a binary approach, with submissions being evaluated as either pass or fail. While all statutory documents are required, failure to submit the three relevant trade references, trading license, and a tax compliance certificate shall result in disqualification of the proposal.

6.0 AWARD

6.1 ESWACAA will carry out the evaluation of proposals based on their responsiveness to Section 40 and 41 of the public procurement Act of 2011.

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SECTION 3

STATEMENT OF REQUIREMENTS

1.0 SCOPE OF OPERATIONS

ESWACAA invites application documents from eligible suppliers of goods, services and works who wish to be shortlisted into the Authority's preferred vendor list. The categories are as underlisted below:

- 1) Supply of Stationery- ESW01-001
- 2) Supply of Cleaning Materials ESW01-002
- 3) Printing Services (Stationery, Diaries & Calendars) ESW01-003
- 4) Infrastructure Maintenance and Services ESW01-004
- 5) Aeronautical Ground Lighting (AGL) Supplies and Services ESW01-005
- 6) Medium Voltage to Low Voltage Distribution System and Supplies Services-ESW01-006
- 7) Heating, Ventilation and Air Conditioning, Fire Protection and Suppression Services and Supply ESW01-007
- 8) Corporate Branding-ESW01-008
- 9) Publications Design and Printing ESW01-009
- 10) Promotional Items ESW01-010
- 11) Website Design and Printing ESW01-011
- 12) Photography Services ESW01-012
- 13) Travel Agency ESW01-013
- 14) Integrated Waste Management ESW01-014
- 15) Supply of Waste Disposal Receptacles ESW01-015
- 16) Pest Control Services ESW01-016
- 17) Supply of First Aid Kits and Related Paraphernalia ESW01-017
- 18) Supply of Personal Protective Equipment ESW01-018

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- 19) Grass Cutting and Bush Clearing ESW01-019
- 20) Plumbing Services ESW01-020
- 21) Access Control/Permit Cards and Services ESW01-021
- 22) Office Furniture ESW01-022
- 23) Office Equipment ESW01-023
- 24) Computer Supplies and Accessories ESW01-024
- 25) Fire Fighting Equipment and Uniform ESW01-025
- 26) Specialized Aviation Ground Handling Equipment ESW01-026
- 27) Corporate Uniform ESW01-027
- 28) Catering Services ESW01-028
- 29) Legal Services ESW01-029
- 30) Supply, Maintenance and Calibration of Electrical Test Equipment ESW01-30
- 31) Hygiene Services ESW01-31
- 32) Permit Office Accessories-ESW01-32
- 33) Supply, Maintenance and Calibration of Electrical test Equipment-ESW01-33
- 34) Cyber Security-ESW01-34
- 35) Supply of Airband VHF and UHF radios-ESW01-35
- 36) Fire Optical Network Services-ESW01-36
- 37) Taxi/Shuttle Services-ESW01-37
- 38) Car Wash Services-ESW01-38
- 39) Lighting, Surge Protection and Earthing of Electrical and Electronic Systems-ESW01- 39
- 40) Provision of security services-ESW01-40
- 41) Provision of aviation security trainings-ESW01-41
- 42) Aeronautical Chart Production-ESW01-42
- 43) Conventional/PBN Instrument Flight Procedure Design and validation-ESW01-43
- 44) Aeronautical Surveys-ESW01-44
- 45) Aeronautical Charting & Flight Procedure Design Software-ESW01-45
- 46) Specialized Ground Handling Equipment-ESW01-46
- 47) Transport Services (Kombi, Sprinter, Bus) -ESW01-47
- 48) Supply and Maintenance of Gym Equipment-ESW01-48
- 49) Supply, Maintenance and calibration of security screening equipment-ESW01-49
- 50) Supply, Maintenance and Support of Building Management Sysytem-ESW01-50
- 51) Supply and Maintenance of Conveyor Belt System-ESW01-51
- 52) Provision of fixed fire protection installations-ESW01-52
- 53) Provision of weighing scales maintenance and calibration services-ESW01-53
- 54) Provision of maintenance services for emergency standby generators-ESW01-54
- 55) Provision of maintenance services for automatic transfer switching equipment-ESW01-55
- 56) Provision of earth resistance measurement and earthing services-ESW01-56
- 57) Motor and transformer rewinding services-ESW01-57
- 58) Hold Baggage System, Baggage Conveyor System, x-ray machines, Walk Through Metal Detectors, Explosive Trace Detectors, roller shutter doors, ETD Consumables-ESW01-58
- 59) Provision of Fleet and Fuel Management system services-ESW01-59
- 60) Provision Car Parking Management System services-ESW01-60
- 61) Provision of Fuel Farm Management services

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SECTION 4

EOI FORM

FORM OF RESPONSE

FORM 4.1

Bidder's Name	
VAT Registration Number	
Physical Address	
Postal Address	
Telephone Number	
Mobile Number	
Email Address	
Category (ies) proposing	
Signed: Bidder's Authorized Representative	

Date:

Company Stamp

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EXPERIENCE OF BIDDER

FORM 4.2

The following is a statement of similar works executed by the bidder previously:

Company, contact person, telephone number	Description of contract	Terms of contract	Date completed

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CERTIFICATE OF AUTHORITY OF SIGNATORY

FORM 4.3

Tick the appropriate box:

A COMPANY	B PARTNERSHIP	C JOINT VENTURE	D SOLE PROPRIETOR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Authority of Signatory:

Authority of Signatory:

I/We,.....Chairperson/partner

Of.....

Hereby authorize
Mr/Ms/Dr/Prof.....

Acting in the capacity of
.....

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To sign all documents in connection with this Tender and any contract resulting from

it on behalf of the company/partnership/joint venture:

Name:.....Signature.....Date.....
...

Name:.....Signature.....Date.....
...

Witness:.....Signature.....Date.....
...

DECLARATION OF ELIGIBILITY

[The Company 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 Company, Address, and Date>>>]

To: **The Secretary to the Tender Board,
Eswatini Civil Aviation Authority
P.O BOX D361
THE GABLES
H126**

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Dear Sirs,

Reference: EOI 01 of 2024/2025

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) 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.
- (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 directors police clearances are attached; and
- (e) I/We do not have a **conflict of interest** in relation to the procurement requirement.

Signed

Authorised Representative

Date

BUSINESS AND REFERENCES

FORM 4.4

BUSINESS REFERENCE NO.1

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NAME: _____

TITLE: _____

ADDRESS: _____

TELEPHONE: _____

BUSINESS REFERENCE NO.2

NAME: _____

TITLE: _____

ADDRESS: _____

TELEPHONE: _____

BUSINESS REFERENCE NO.3

NAME: _____

TITLE: _____

ADDRESS: _____

TELEPHONE: _____

CERTIFIED COPIES OF BUSINESS & TRADING LICENSE

FORM 4.5

Tenderers shall submit certified copies of statutory documents

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(ATTACH)

SECTION 5

1.0 EVALUATION CRITERIA

The evaluation shall be conducted in three stages:

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ITEM	COMPLIED	NOT COMPLIED
Original Tender Document signed		
Form of Response		
Experience of Bidder		
Tax Compliance Certificate		
Form J (Directorship)		
Form C (Shareholding)		
Certified Copy of Trading License		
Labor Compliance Certificate		
Copy of Certificate of Incorporation		
ENPF compliance Certificate		
Company Profile		

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