



P.O. BOX D361 THE GABLES, ESWATINI. TEL: (+268) 2333 5370
FAX (+268) 2518 4199

ESWATINI CIVIL AVIATION AUTHORITY

EXPRESSION OF INTEREST 2022/2023

EOI NO.01 OF 2022/2023



1. **Introduction**

Eswatini Civil Aviation Authority (ESWACAA) is a category A parastatal that was established by the Government of the Kingdom of Eswatini through an Act of Parliament; the repealed Civil Aviation Authority Act No.10 of 2009, whose continuance is provided for by Section 5 (1) of the Civil Aviation Act No. 4 of 2022. It is mandated by the Act with the responsibility of regulating the civil aviation industry in Eswatini as well as operating the country's airports and management of the airspace.

SECTION B

Objective

ESWACAA would like to invite eligible, legally registered, and reputable suppliers of goods and services who wish to be shortlisted into the Authority's preferred vendor list for the financial period 2022/2023 – 2023/2024 to submit their applications.

Tendering will be conducted through the Pre-qualification Tendering procedures specified in the Eswatini Public Procurement Act 7, 2011 and policies laid down by the Eswatini Public Procurement Regulatory Agency (ESPPRA). The pre-qualification document can be downloaded from the ESPPRA website, www.esppra.co.sz as from the 29th of August 2022.

SECTION C

Instructions for submissions

The applicants should submit one (1) original application. The application shall be in an envelope marked **“Pre-Qualification of Providers for Goods & Services EOI:01 OF 2022/2023, 2023-2024 (specific category number) -Do Not Open before 1200 hours on 15 September 2022”**

The proposals must be addressed to:

**The Tender Board Chairperson
Eswatini Civil Aviation Authority
D361
The Gables**

The proposals should be deposited into the Tender Box at ESWACAA Headquarters, Matsapha Airport Reception latest by: 12:00 hours on 15 September 2022. Late proposals will be rejected.

Applicants Requesting for Clarifications

All clarifications sought by prospective applicants on the document must be in writing and must be sent on email to: mzimkhulu@eswacaa.co.sz not later than 8 September 2022.



Amendments of documents

At any time prior to the deadline for submission of applications, ESWACAA may amend the short-listing document by issuing an addendum.

Any addendum issued shall be part of the short-listing document and shall be communicated in writing to all applicants who have obtained the short-listing document from ESWACAA.

To give prospective applicants reasonable time to take an addendum into account in preparing their applications, ESWACAA may, at its discretion, extend the deadline for submission of.

Language of Application

The application prepared by the applicant, as well as all corresponding documents shall be written in English.

Contacting ESWACAA

Applicants shall not contact the Authority on any matter related to the application, from the time of the opening to the time of shortlisting. Any effort by an applicant to influence ESWACAA in its decisions on the evaluation, pre-qualification comparison, or award may result in the rejection of the applicant's submission.

Terms and Conditions of pre-qualification

1. This pre-qualification document is executed in English. All correspondence exchanged between the ESWACAA and the prospective suppliers as well as any documentation relating to it, shall be written in English.
2. Applicants are urged to ensure that their submissions are complete and the required compliance documents are submitted as stipulated.
3. Company directors who are public servants and Politicians are prohibited from participating in this Pre-qualification.
4. Late submissions will not be considered as well as telephonic, telegraphic, facsimile, and emailed submissions.
5. Prospective applicants must ensure that all Pre-qualification documents are adequately signed by authorised representatives.
6. The costs of preparing the document submissions shall be borne by the applicant.
7. To assist in the examination, evaluation, and comparison of the Pre-qualification, ESWACAA may at its discretion, ask the applicant for a clarification on any part of its document. The request for clarification and the response shall be in writing and no change in the prices or substance of the proposal shall be sought, offered, or permitted.
8. ESWACAA does not bind itself to accept any proposal nor give any reason for the acceptance or rejection of a proposal. ESWACAA may accept a proposal for a part of the quantity offered or reject any proposal without assigning any reason.
9. Applicants will not be permitted to change the substance of their offers after the tender box has been opened.



10. ESWACAA shall, if deemed necessary, conduct due diligence search regarding the ownership of the business.

Pre-qualification Categories

Supply of goods and services in the following categories:

No. Category name Category number

SUPPLY & DELIVERY OF GOODS

- 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**
- 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 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-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**

SECTION D

Evaluation of Applicants

ESWACAA will carry out the evaluation of proposals based on their responsiveness to:

No. Document Submitted: (yes or no)

- 1 Company Profile
- 2 Original & valid tax compliance certificate
- 3 Copy of valid trading license
- 4 Copy of Form J or equivalent
- 5 Copy of Form C or equivalent
- 6 Copy of valid labour compliance certificate
- 7 Copy of company VAT registration
- 8 ENPF Certificate
- 9 Police clearance certificate for directors listed in Form J
- 10 Copies of National IDs of Company Directors
- 11 A fully signed declaration of eligibility
- 12 A fully signed document providing Power of Attorney
- 13 Three reference letters from customers
- 14 Joint venture agreement (where applicable)
- 15 A certificate of registration with industry regulations and statutory bodies (where necessary)
- 16 Proof of Physical address/ lease agreement



Evaluation Criteria

The evaluation criteria will be strictly YES or NO basis. Proposals completeness and

responsiveness to the basic instructions and requirements of the pre-qualification document will obtain a YES and subsequently a NO if there is no document submitted or not as per instructions and requirements.

The applications shall be evaluated by an evaluation committee, appointed by ESWACAA, which is suitably qualified for such a process.

ESWACAA shall notify the applicant of the rejection of their application.

Clarification of Applications

During evaluation, ESWACAA may, at its discretion, request the applicant for clarification of its application. A request for clarification shall be signed and sent to a tenderer by the chairperson of the evaluation committee and all requests for clarifications shall be copied to all tenderers for information purposes only and noted in the evaluation report.

A tenderer shall be instructed to reply to clarifications in writing within a specified time, addressing their responses to the Head of Procurement.

The Head of the Procurement unit shall ensure that all replies are promptly forwarded to the Chairperson of the evaluation committee.

Failure of a tenderer to respond to a request for clarification may result in the rejection of its tender.

SECTION E

Short listing

ESWACAA will notify all applicants in writing by email, that they have been short listed to provide works, services or supplies for the Financial Years 2022/2023 to 2023/2024.

Inspection

ESWACAA reserves the right to conduct a physical inspection of the applicant's premises at its own cost and discretion. If, after the inspection, it is deemed that the physical structure and quality of service equipment is unsatisfactory, the Application will be rejected.

ESWACAA reserves the right to verify all information submitted.

ANNEXURES

ANNEX 1

Submission Schedule

No. Requirement Submitted: (Yes or No)

- 1** Company Profile
- 2** Original & valid tax compliance certificate
- 3** Copy of valid trading license
- 4** Copy of Form J endorsed by Register of Companies



- 5 Copy of Form C endorsed by Register of Companies
- 6 Copy of valid labour compliance certificate
- 7 Copy of company VAT registration
- 8 ENPF Registration Certificate
- 9 Police clearance certificate for directors listed in Form J
- 10 Copies of National IDs of Company Directors
- 11 A fully signed declaration of eligibility
- 12 A fully signed document providing Power of Attorney
- 13 Three reference letters from customers
- 14 Joint venture agreement (where applicable)
- 15 A certificate of registration with industry regulations and statutory bodies (where necessary)
- 16 Proof of Physical address/ lease agreement

All documents must be submitted or attached following the above checklist sequence.

ANNEX 2

APPLICATION SUBMISSION SHEET

Date: *[insert day, month, year]*

To: ESWACAA

We, the undersigned declare that:

(a) We have examined and have no reservations to the short-listing document, including Addenda No:....., *[insert the number and issuing date of each Addenda]*;

(b) We hereby apply to be short listed for the following supply of goods and service:

Reference Number Description of Services or Goods

(c) We, including any subcontractors or providers for any part of the contract or contracts resulting from this short-listing process, are eligible to participate in public procurement;

(d) We undertake to adhere by the Code of Ethical Conduct for Providers during the procurement process and the execution of any resulting contract;

(e) We, including any subcontractors or providers for any part of the contract or contracts resulting from this short-listing process, have nationals from the following eligible countries *[insert the nationality of the Applicant, including that of all parties in case of a joint venture and the nationality of any subcontractors, if applicable]*;

(f) We, including any subcontractors or providers for any part of the contract or contracts resulting from this short-listing process do not have any conflict of interest, and are not associated, nor have been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design or technical specifications of the supplies.

(g) We, our affiliates or subsidiaries, including any subcontractors for any part of the contract or contracts resulting from this short-listing process, have not been suspended by the ESPPRA from participating in public procurement;

Name of Recipient Address Purpose/Reason Amount & currency



(j) We understand that you may amend the scope and value of any contracts to be tender or cancel the short-listing process at any time and that you are neither bound to accept any application that you may receive nor to invite the short-listed applicants to tender for the contract or contracts, which are the subject of this short listing, without incurring any liability to the applicants.

(k) We understand that qualification information will be subject to verification through a post-qualification process prior to any award of contract;

(l) We hereby authorise you and your authorised representatives, to conduct any enquiries or investigations to verify the statements, documents and information submitted in connection with this application and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Application Submission Sheet will also serve as authorisation to any individual or authorised representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application.

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

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

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

Duly authorized to sign the application for and on behalf of: *[insert complete name of*

Applicant/Joint Venture]

Dated on _____ day of _____, _____ *[insert date of signing]*

ANNEX 3 APPLICANT INFORMATION SHEET STRUCTURE AND ORGANIZATION

1 Name of Company:

[insert full legal name]

Physical address:

[insert street/ number/ town or city/ country]

Postal address:

Telephone number:

