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5370 Fax (+268) 2518 4199

ESWATINI CIVIL AVIATION AUTHORITY

EOI NO.01 OF 2026/27

Document Release Date: 27 March 2026

Closing Date for Receipt of EOI: 21 April 2026

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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Ministry of Public Works and Transport that was established through the Civil Aviation Act No 10 of 2009 that has been superseded by the Civil Aviation Act No:4 of 2022.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 2026/2027 and 2027/2028. 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.

The applications should be deposited into the tender box at **ESWACAA headquarters, Matsapha Airport Reception latest by 16 April 2026 1200hrs. Late submissions will be rejected.**

Interested bidders may obtain further information relating to the EOI and bidding documents during working hours as stated above from the Procurement Manager email: procurement@eswacaa.co.sz before the 14th of April 2026.

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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 2026/27 to the 2027/28 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 in writing forwarded via email procurement@eswacaa.co.sz not later than 14 April 2026.
- 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

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- 1.7 **Interpretation:** Throughout this EOI Document:
- The term **“in writing”** means communicated in written form
 - The term **“bid”** means **“tender”** and vice versa and **“bidder”** means a person submitting the EOI.
 - “Day”** means calendar day and **“month”** means a calendar month
 - “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	27 March 2026
Clarification Deadline	14 April 2026
Deadline for submission of EOI Document	21 April 2026 at 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:

- Experience of Tenderer (Three (3) written references)
- Certified copy of Form 1(Directorship) or equivalent

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- d) Certified copy of Trading License
- e) Valid Tax Compliance Certificate
- f) Certified Copy of Certificate of Incorporation or equivalent
- g) Certified copy of Labour Compliance Certificate
- h) Police Clearance for Directors (obtained within the last 12 months)
- i) Certified copy ENPF compliance Certificate or equivalent
- j) Company Profile
- k) Certified copy of Construction Industry Council **(with the relevant grade and category responding to the works tendered for where applicable)**

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 2026/27-PREQUALIFICATION FOR GOODS, SERVICES AND WORKS FOR ESWACAA”

A bidder is only allowed to submit one proposal but can choose a maximum of 5 categories.

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. All statutory documents are mandatory, failure to submit any relevant document 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.

6.2 The procedure for lodging a procurement-related complaint shall be regulated by Section 46 through 49 of the public procurement Act accessible in the ESPPRA website. If a Tenderer wishes to lodge a procurement related complaint the Tenderer shall submit its complaint following these procedures, in writing to:

Title: Procurement Manager
 Procuring Entity: Eswatini Civil Aviation Authority
 Email: mzimkhulu@eswacaa.co.sz

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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

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- 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) Photography Services ESW01-011
- 12) Travel Agency ESW01-012
- 13) Integrated Waste Management ESW01-013
- 14) Supply of Waste Disposal Receptacles ESW01-014
- 15) Pest Control Services ESW01-015
- 16) Supply of First Aid Kits and Related Paraphernalia ESW01-016
- 17) Supply of Personal Protective Equipment ESW01-017
- 18) Grass Cutting and Bush Clearing ESW01-018
- 19) Plumbing Services ESW01-019
- 20) Access Control/Permit Cards and Services ESW01-020
- 21) Office Furniture ESW01-021
- 22) Office Equipment ESW01-022
- 23) Computer Supplies and Accessories ESW01-023
- 24) Fire Fighting Equipment and Uniform ESW01-024
- 25) Specialized Aviation Ground Handling Equipment ESW01-025
- 26) Corporate Uniform ESW01-026
- 27) Catering Services ESW01-027
- 28) Legal Services ESW01-028
- 29) Supply, Maintenance and Calibration of Electrical Test Equipment ESW01-29
- 30) Hygiene Services ESW01-30
- 31) Permit Office Accessories-ESW01-31
- 32) Supply, Maintenance and Calibration of Electrical test Equipment-ESW01-32
- 33) Cyber Security-ESW01-33
- 34) Supply of Airband VHF and UHF radios-ESW01-34
- 35) Fire Optical Network Services-ESW01-35
- 36) Taxi/Shuttle Services-ESW01-36
- 37) Car Wash Services-ESW01-37
- 38) Lighting, Surge Protection and Earthing of Electrical and Electronic Systems-ESW01-38
- 39) Provision of security services-ESW01-39
- 40) Provision of aviation security trainings-ESW01-40
- 41) Aeronautical Chart Production-ESW01-41
- 42) Conventional/PBN Instrument Flight Procedure Design and validation-ESW01-42
- 43) Aeronautical Surveys-ESW01-43
- 44) Aeronautical Charting & Flight Procedure Design Software-ESW01-44
- 45) Specialized Ground Handling Equipment-ESW01-45
- 46) Transport Services (Kombi, Sprinter, Bus) -ESW01-46
- 47) Supply and Maintenance of Crane Equipment ESW01-47

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- 48) Supply, Maintenance and calibration of security screening equipment-ESW01-48
- 49) Supply, Maintenance and Support of Building Management System-ESW01-49
- 50) Supply and Maintenance of Conveyor Belt System-ESW01-50
- 51) Provision of fixed fire protection installations-ESW01-51
- 52) Provision of weighing scales maintenance and calibration services-ESW01-52
- 53) Provision of maintenance services for emergency standby generators-ESW01-53
- 54) Provision of maintenance services for automatic transfer switching equipment-ESW01-54
- 55) Provision of earth resistance measurement and earthing services-ESW01-55
- 56) Motor and transformer rewinding services-ESW01-56
- 57) Provision of Fleet and Fuel Management system services-ESW01-57
- 58) Provision Car Parking Management System services-ESW01-58
- 59) Provision of Fuel Farm Management services ESW01-59
- 60) Videography Services ESW01-60
- 61) Portable Sanitation Services -ESW01-61
- 62) Provision of Event Infrastructure Services- ESW01-62
- 63) Provision of Audiovisual Services- ESW01-63
- 64) Provision of Radio & TV Production Services -ESW01-64
- 65) Provision of Exhibition Stand Design Services -ESW01-65
- 66) Provision of Website Development Services -ESW01-66
- 67) Supply and installation of solar -powered street lighting Systems -ESW01-67
- 68) Landscaping design and implementation services -ESW01-68
- 69) Gardening and horticultural services -ESW01-79
- 70) Provision of runway friction testing services -ESW01-70
- 71) Provision of runway, taxiway, and apron marking -ESW01-71
- 72) Provision of general civil works and construction services -ESW01-72
- 73) Provision of land surveying and geospatial services -ESW01-73
- 74) Provision of conveyancing and property transfer services -ESW01-74
- 75) Provision of Transaction advisory services -ESW01-74
- 76) Public- private partnership (PPP) advisory services -ESW01-76
- 77) Provision and operation of staff canteen services -ESW01-77
- 78) Retail space concessions (general retail) -ESW01-78
- 79) Provision of ground handling services (passenger shuttles, tugs, dollies, GPUs, Belt loader) -ESW01-79
- 80) Provision of airport Firefighting training services -ESW01-80
- 81) Provision of firefighting foam disposal -ESW01-81
- 82) Provision of fire systems assessment, review, and maintenance. -ESW01-82
- 83) Provision of electronic SMS software -ESW01-83
- 84) Delivery and supply of Breathalyser equipment -ESW01-84
- 85) Provision of cloud Hosting and backup services - ESW01-85
- 86) Provision of Information Security Audits & Penetration Testing- ESW01-86
- 87) Provision of Network Infrastructure, cabling, Wi-Fi installation services- ESW01-87
- 88) Provision of IT Asset Management, Secure Disposal and Data Destruction

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- 89) Provision of Human Resource and Learning Management System Services- ESW01-89
- 90) Provision of Telecommunications Management Systems- ESW01-90
- 91) Provision of ICT Advisory Services- ESW01-91
- 92) Hold Baggage Conveyor System, Baggage Carousels and Services-SWA01-92
- 93) X-ray Machines, Walk Through Metal Detectors (WTMD), Explosive Trace Detectors (ETD), ETD Consumables and Services-ESW01-93
- 94) Roller Shutter Doors, Automated Doors, Gate Motors, Vehicle Access Control System and Services-ESW01-94
- 95) Provision of consultancy services for International Civil Aviation Organization (ICAO) USOAP-CMA preparedness, State Safety Oversight optimization, and PEL system development. -ESW01-95
- 96) Aviation Approved Training Organisations (aviation courses aligned with CAA inspector training) -ESW01-96
- 97) Provision of local venue facilities for meetings, workshops, and conferences- ESW01-97
- 98) Provision of Drone surveillance services-ESW01-98
- 99) Provision of Travel Management Services-ESW-01-99
- 100) Provision of Asset Disposal Services(Auctioneer)-ESW01-100
- 101) Market Research and Strategic Insights Agency-ESW01-101

SECTION 4

EOI FORM

FORM OF RESPONSE

FORM 4.1

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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

EXPERIENCE OF BIDDER

FORM 4.2

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

If you are bidding for more than one category, please provide details of one

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below

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

CERTIFICATE OF AUTHORITY OF SIGNATORY

FORM 4.3

Tick the appropriate box:

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COMPANY	PARTNERSHIP	JOINT VENTURE	SOLE PROPRIETOR

Authority of Signatory:

Authority of Signatory:

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

Of.....

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

Acting in the capacity of
.....

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.....
...

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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**

Dear Sirs,

Reference: EOI 01 of 2026/2027

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.

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Signed

Authorised Representative

Date

BUSINESS AND REFERENCES

FORM 4.4

BUSINESS REFERENCE NO.1

NAME: _____

TITLE: _____

ADDRESS: _____

TELEPHONE: _____

BUSINESS REFERENCE NO.2

NAME: _____

TITLE: _____

ADDRESS: _____

TELEPHONE: _____

BUSINESS REFERENCE NO.3

NAME: _____

TITLE: _____

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ADDRESS: _____

TELEPHONE: _____

NB: PLEASE ATTACH WRITTEN REFERENCES FROM CLIENTS IN A LETTERHEAD

CERTIFIED COPIES OF BUSINESS & TRADING LICENSE

FORM 4.5

Tenderers shall submit certified copies of statutory documents

(ATTACH)

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SECTION 5

1.0 EVALUATION CRITERIA

ITEM	COMPLIED	NOT COMPLIED
Signed Declaration of Eligibility		
Form of Response		
Experience of Bidder (Minimum 3 written references)		
Tax Compliance Certificate		
Form J (Directorship)		
Form C (Shareholding)		
Certified Copy of Trading License		
Labor Compliance Certificate		
Copy of Certificate of Incorporation		
Construction Industry Council (CIC) Certificate		
ENPF compliance Certificate or equivalent		
Company Profile		

Successful bids will be those that fully comply with all the stated requirements above (including CIC with the relevant grade and category responding to the works tendered for where applicable). Foreign bidders must clearly indicate the equivalent documents in their submissions. Failure to provide or indicate the equivalent documents will result in disqualification.

Disclaimer

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