



**SINCEPHETELO
MVA FUND**

REQUEST FOR EXPRESSION OF INTEREST

REGISTRATION OF SUPPLIERS

2018/19

EOI ISSUANCE: 5th November 2018

EOI CLOSING: 30th November 2018



ADVERT SINCEPHETELO MOTOR VEHICLE ACCIDENTS FUND

REQUEST FOR EXPRESSION OF INTEREST

TENDER NO.: SMVAF/002/2018/19

SMVAF, a Category A, Public Enterprise, invites suppliers wishing to be registered in the organisation's supplier database to express their interest for the supply of the following goods and services: The purpose of the proposed Expression of Interest (EOI) is to identify potential service providers to render services for SMVAF for a period of two (2) years.

Interested companies must submit the following documents and indicate the interested Category/Group:

Business Profile with Three Trade References

A valid/original Tax Compliance Certificate

A valid certified copy of Trading License

A current certified copy of Form J A

A current certified copy of Form C

A certified copy of Certificate of Incorporation

A certified copy of Taxpayer Identification Number (TIN)

Certified Copies of National ID's of Company's Directors

A current certified copy of Labour Compliance Certificate

Declaration of Eligibility

The 'Expression of Interest' document can be obtained at the reception of the Sincephetelo MVA Fund, as from **5th November 2018** for a non-refundable fee of **E500.00** per category.

The closing date for the submission is **Friday, 30th November 2018 at 10:00hrs** at the SMVAF Head Office in Mbabane, Sincephetelo MVA Fund Building, Mbhilibhi Street. No documents will be accepted after the closing time. The sealed envelope must be clearly marked and addressed to:

**CHAIRMAN OF THE TENDER BOARD
Sincephetelo Motor Vehicle Accidents Fund
Expression of Interest
Tender No.: SMVAF/002/2018/19**

Telegraphic, telephonic, telex, facsimile, e-mail and late proposals will not be accepted. SMVAF will accept no responsibility for the late delivery of proposals by courier services or any other means.



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Instructions to Suppliers

CONFIDENTIALITY

No part of this document may be disclosed verbally or in writing, including by reproduction, to any third party without the prior written consent of Sincephetelo Motor Vehicle Accidents Fund (SMVAF). This document, its associated appendices and any attachments remain the property of SMVAF and shall be returned upon request.



REQUEST FOR EXPRESSION OF INTEREST

TENDER NO.: SMVAF: 002/2018/19

1. Background

The Sincephetelo Motor Vehicle Accidents Fund (SMVAF) is a Category A enterprise created as an instrument through which the government of Eswatini treats, rehabilitates and compensates victims of road traffic accidents. It is a Fund also empowered to collaborate with stakeholders on the prevention of accidents.

2. General Objective

SMVAF invites suppliers wishing to be registered in the organisation's supplier database to express their interest for the supply of goods and services. The purpose of the proposed EOI is to identify potential service providers to render services for SMVAF for a period of two (2) years.

3. Tendering Procedure

Tendering will be conducted through an **Expression of Interest (EOI)** procedures specified in the Swaziland Public Procurement Act, 2011 and policies laid down by the Swaziland Public Procurement Regulatory Agency (SPPRA).

The complete EOI document in English may also be downloaded from the SPPRA's website at www.sppra.co.sz.

4. Information to be submitted with EOI

Suppliers are to submit the EOI Document and Forms completed in all respects. The EOI document is to be kept intact, binded and listed as per the requirements mentioned in the EOI. The full EOI shall include the following documents:

- 1) Business Profile with Three Trade References
- 2) A valid/Original Tax Compliance Certificate
- 3) A valid certified copy of Trading License
- 4) A current certified copy of Form J endorsed by the Registrar of Companies
- 5) A current certified copy of Form C endorsed by the Registrar of Companies
- 6) A certified copy of Certificate of Incorporation
- 7) A certified copy of VAT Registration Certificate
- 8) Certified Copies of National IDs of Company's Directors
- 9) Police Clearance Certificates of Company Directors listed in Form J
- 10) A current certified copy of Labour Compliance Certificate
- 11) Declaration of Eligibility



Below are the categories and additional documents that should be accompanied by the companies EOI.

Group	Additional Documentation
Group 1 Cleaning Materials	- SHEQ Certificate
Group 2 2.1 Plumbing services	- Copy of Workmen's Compensation Certificate - Copy of Health Certificate - Copy of Current Proof of Registration with the Construction Industry Council
Group 3 3.1 Supply of Office Stationery	
Group 4 4.1 Printing Services 4.2 Publications design services	- Copy of Workmen's Compensation Certificate
Group 5 5.1 Fire extinguishers equipment and maintenance 5.2 Supply of Protective Clothing 5.3 Supply of Medical and related supplies	- Copy of Workmen's Compensation Certificate - Registration Certificate with the Swaziland Fire Association
Group 6 6.2 Electrical Services (Electrical Maintenance & Inspections) 6.3 Generator Service & Maintenance	- Copy of Workmen's Compensation Certificate Copy of Current Proof of Registration with the Construction Industry Council
Group 7 7.1 Air conditioners and Refrigeration equipment and Maintenance	- Copy of Current Proof of Registration with the Construction Industry Council - Copy of Workmen's Compensation Certificate - Copy of Manufacturer Authorization Letter - Copy of SEA refrigerant import license
Group 8 8.1 Supply of Office Furniture 8.2 Office Fittings	- Copy of Current Proof of Registration with the Construction Industry Council - Copy of Workmen's Compensation Certificate
Group 9 10.1 Computer hardware and accessories 10.2 Printer Maintenance 10.3 Networking 10.4 Software 10.5 Supply of toners and cartridges	- Copy of Manufacturer Authorization Letter - Copy of Workmen's Compensation Certificate
Group 10 11.1 Supply of tyres and accessories 11.2 Tyre Services (Wheel alignment, tyre fitting and balancing)	- Copy of Manufacturer Authorization Letter - Copy of Workmen's Compensation Certificate
Group 11 12.1 Vehicle Towing Services	- Copy of Workmen's Compensation Certificate



Group 12 13.1 Vehicle repairs and maintenance services	- Copy of Workmen's Compensation Certificate
Group 13 14.1 Sound hire services 14.2 Decor services 14.3 Events management	
Group 14 15.1 Courier Services	- Copy of Workmen's Compensation Certificate - Proof of Insurance Cover - Confirmation of global coverage
Group 15 16.1 Travel Agents Services	- Copy of Workmen's Compensation Certificate - Proof of Insurance Cover
Group 16 17.1 Supply of Promotional Materials 17.2 Corporate Branding 17.3 Outdoor /Indoor Advertising 17.4 Digital advertising services 17.5 Graphic design services 17.6 General supplies	- Copy of Workmen's Compensation Certificate

5. Notification to Successful Suppliers

SMVAF will notify the successful Suppliers (if any) of the acceptance of his proposal within the period of EOI validity or any extended period of validity of EOI, if applicable.

6. Submission of Expression of Interest

Proposals shall be valid for a period of 120 days after the deadline of EOI submission. Late proposals will be rejected. EOI opening will not be opened publicly.

Location of EOI Submission:

SMVAF OFFICE PARK MVA BUILDING, MBHILIBHI STREET MBABANE, HHOHHO REGION, SWAZILAND

The sealed wrapper in which the EOI Documents are submitted shall not bear the Supplier's name or address and shall not contain any documents not applicable to the tender.

7. Persons Excluded from this Tender

Public officers and politicians shall not participate in all SMVAF tenders.

8. Enquiries Regarding Tender Documents

All enquiries in connection with this EOI are to be directed to SMVAF in writing. Suppliers may request clarification on or before **Friday, 16th November 2018**. Any request for clarification must be sent in writing, through standard electronic means to sebenele@mva.org.sz.



Should SMVAF deem necessary to amend the EOI document as a result of a clarification, it shall do so and inform all Suppliers.

9. Date of Closure of Tenders

The date and time for closure of the EOI is **Friday, 30th November 2018, 10:00hrs**. Late proposals will not be accepted. A postponement of the closure of EOI may be made by SMVAF by issuing a public notice to suppliers.

10. Cost of Preparation of the EOI

Neither SMVAF and the Government of Swaziland will be responsible for, or pay for, any expense or loss which may be incurred by the Supplier in the preparation of the proposal.

11. Validity of EOI

The EOI shall be held valid for a period of one hundred and twenty (120) consecutive days from the closing date of the EOI.

12. EOI Evaluation Criteria

The EOI Evaluation will be done by SMVAF. The procedure for the evaluation of responsive proposals is detailed below:

Compliance with EOI Requirements:

Check compliance of the Suppliers in completing the EOI document. Qualification will be based on submission of certified copies of the following documents regarding the legal status of the supplier. Failure to submit the listed documents as per Section 4 of this document will result to disqualification of the proposal.



DECLARATION OF ELIGIBILITY

[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 Tenderer, Address, and
Date>>>]

**To: The Chief Executive Officer
Sincephetelo Motor Vehicle Accidents Fund (SMVAF)
Sincephetelo MVA Fund Building,
P.O. Box 4239
Mbabane**

Dear Sir,

RE: Expression of Interest – SMVAF /002/2018/19

In accordance with the eligibility requirements of the Procurement Regulations and the EOI document we hereby declare that:

- (a) We, are a legal entity and have the legal capacity to enter into the contract;
- (b) We, further declare that 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, declare that 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.

Authorized Signature:

Date:

(End of Document)

