

- “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of EHB, and includes collusive practice among Tenderer’s (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive EHB of the benefits of free and open competition;
- Will reject a proposal for award if it determines that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded any contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or executing a contract.

7.4 INTENT TO AWARD

7.4.1 A Notice of Intention to Award in terms of Section 45 of the Public Procurement Act 2011 shall be sent via email to evaluated bidders and also published on the ESPRA website ten days before the contract award.

8.0 CONTRACT EXECUTION CONDITIONS

- 8.1 All invoices and statements shall be rendered directly to the accounts office EHB at 5th floor Sibekelo Building, Mbabane.
- 8.2 The payment terms shall be as agreed with the successful tenderer.
- 8.3 The currency of payment of the Contract shall be in Eswatini Lilangeni.

Yours faithfully

PROCUREMENT OFFICER



DECLARATION OF INTEREST

1. Any legal or natural person, excluding any permanent employee of EHB, may make an offer or offers in terms of this tender invitation. In view of possible allegations of favoritism, should the resulting tender, or part thereof be awarded to-
 - a) Any person employed by the EHB in the capacity of supplier, consultant or service provider, or
 - b) Any person who acts on behalf of EHB
 - c) Any person who having kinship, including blood relationship, with a person employed by, or who acts on behalf of EHB; or
 - d) Any legal person which is in any way connected to any person contemplated in paragraph (a) , (b),or (c),

It is required that:

The Tenderer or his/her authorized representative shall at submission of the tender document declare his /her positions vis-à-vis EHB and/or take an oath declaring his/her interest, where it is known that any such relationships exists between the Tenderer and a person employed by EHB in any capacity.

2. Does such a relationship exist?

YES NO

If YES, state particulars of all such relationships (if necessary, please add additional pages containing the required information)

NAME

POSITION

OFFICE WHERE EMPLOYED

TELEPHONE NUMBER

RELATIONSHIP

NAME

POSITION

OFFICE WHERE EMPLOYED



TELEPHONE NUMBER

RELATIONSHIP

3. Failure on the part of the Tenderer to fill in and/or sign this certificate may be interpreted to mean an association as stipulated in paragraph 1, above, exists.
4. In the event of a contract being awarded to a Tenderer with an association as stipulated in paragraph 1, above, and it is subsequently known that false information was provided in response to the above question, EHB may, in addition to any other remedy it may have
 - Recover from the supplier all costs, losses or damages incurred or sustained by EHB as a result of the award of the contract; and/or
 - Cancel the contract and claim any damages, which EHB may suffer by having to make less favorable arrangements after such cancellation.

.....
SIGNATURE OF DECLARANT

.....
TENDER NUMBER

.....
DATE

.....
POSITION OF DECLARANT

.....
NAME OF COMPANY OR TENDERER



Tender Checklist

Confirm if the following items are all in order and sign off

Item	Tick if in order
Valid Trading license	
Original Valid tax compliance certificate	
Form J	
Colour copies of Directors IDs	
ENPF compliance certificate	
Labour compliance certificate	
EHB copy of receipt for tender purchase	
Police clearance of Company Directors	
Tender form dully filled and signed	
Company Profile	
Reference letters (3)	
Declaration of interest dully filled and signed	

I/we confirm that I/we have thoroughly read the tender document and completed all sections that needed to be filled and attached all required documents. I/we also certify that the information furnished in this tender is correct.

Name: _____

Signature: _____

Date: _____



BID FORM

To: The Secretary
Eswatini Housing Board Tender Committee
P.O. Box 798
Mbabane

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [>>>>] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with: [Insert a list with full name and address of Consultant or each associated Consultant]

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 1.5 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph Reference 2.7 of the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:.....

Name and Title of Signatory:.....

Name of Firm:.....

Address:.....

Consultant's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. The experience **must** be relevant to the Scope of Services. Use not more than 5 pages.]

Assignment name:	Approx. value of the services provided by your firm under the contract (in current Emalangeni):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Address:	Name of associated Consultants, if any:
Start date (month/year): Completion date (month/year):	
Narrative description of Project:	

Description of actual services provided by your staff within the assignment:

Was the Project delivered 'to specification, on time and to budget'? What was the Consultant's role in delivering the project 'to specification, on time and to budget'?

Firm's Name: _____

DECLARATION OF ELIGIBILITY (In Company Letterhead)

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

To: The Secretary of the Tender Committee
Eswatini Housing Board
P.O. Box 798
Mbabane

Dear Sirs,

Re: Tender No. 6 of 2020/2021 Security Services Matsapha Mobeni Estate 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 and social security contributions;
- 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
- e) I/We do not have a conflict of interest in relation to the procurement requirement.
- f) I/We do not have any of its directors or officers, have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of five years preceding the commencement of procurement proceedings;
- g) I/We are not subject to suspension in accordance with section 55, and none of its directors or officers have been involved in a tenderer or supplier currently subject to suspension.

Signed

Authorised Representative

Date



