



PRE-QUALIFICATION OF PROVIDERS FOR WORKS, SERVICES OR GOODS

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Supplier pre-qualification form



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Preface

Pre-qualification is a pre-tender process that provides for a shortlist of providers from which providers are obtained to tender. Pre-qualification is used where works, services or supplies are of a routine nature or tendering is for a group of similar contracts. The pre-qualification shall be open to all providers and providers shall be invited using a pre-qualification notice.

A Pre-qualification notice shall be published on the ESPPRA website and in at least one publication of wide circulation to ensure effective competition.

The short-listing document is divided into:

- Part I: General Part
- Part II: Instructions to Tenderers
- Part III: Preparation of Applications
- Part IV: Submission of Applications
- Part V: Opening and Evaluation of Applications
- Part VI: Pre-qualification
- Part VII: Statement of requirements
- Part VIII: Evaluation criteria

Appendices:

- A: declaration of eligibility
- B: code of ethical conduct in business

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PART I: GENERAL PART

1.1. Scope of Application

1.1.1 The Procuring Entity invites applications for the Pre-qualification of works, services and supplies described in **part VII**.

1.1.2 Throughout this document:

- (a) the “Applicant” means the tenderer submitting an application; and
- (b) “Application” means a tender or submission to be short-listed.

as defined in the Public Procurement Act, 2011 and Regulations, 2020 of the Government of Eswatini.

1.2. Source of Funds

1.2.1 The Procuring Entity has an approved budget towards the cost of the procurements described in **part VII**.

1.2.2 . The Procuring Entity intends to use these funds for payments under the contract(s) resulting from the tendering for which this Pre-qualification is conducted.

1.3. Corrupt Practices

- a) defines, for the purposes of this provision, the terms set forth below as follows: 1.3
- (i) “corrupt practice” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - (ii) “fraudulent practice” includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Providers prior to or after tender submission designed to establish tender prices at artificial, non competitive levels and to deprive the Procuring Entity of the benefits of free and open competition;
- b) will reject a recommendation for award if it determines that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract; and
- c) will suspend a Provider from engaging in any public procurement proceeding for a stated period of time, if it at any time determines that the Provider has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government contract.

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- 1.3.1 In pursuit of the policy, the Government of Eswatini requires representatives of both the Procuring Entity and of Providers to adhere to the relevant codes of ethical conduct. The Code of Ethical Conduct for Providers is available from the Authority and Providers are required to indicate their acceptance of this code through the declarations in the **code of ethical conduct in business**.

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PART II: INSTRUCTIONS TO PROVIDERS

2.1. Introduction

The Eswatini Bank will evaluate and short list all eligible companies for the provision of various works, services or supplies for the Financial Years 2025/26-2026/27. Once a firm has been short listed, it will be invited, several times during the financial year, to submit a proposal for the provision of some or all of the works, services or supplies. The Eswatini Bank reserves the right to add similar types of works, services or supplies to the list in **part VII**.

2.2. Objectives

The Eswatini Bank invites sealed Applications from reputable providers for works, services or supplies for the provision of various works, services or supplies for 2 Financial Years 2025/26-2026/27.

The list of items required during the above-mentioned financial year is given in **part VII**. Procuring Entities should note that the works, services or supplies are not restricted to those listed in **part VII**.

2.3. Eligible Applicants and Countries

2.3.1 An applicant, and all parties constituting the Applicant, shall meet the following criteria to be eligible to participate in public procurement:

- a) the applicant has the legal capacity to enter into a contract;
- b) the applicant is not:
 - (i) insolvent;
 - (ii) in receivership;
 - (iii) bankrupt; or
 - (iv) being wound up
- c) the applicant's business activities have not been suspended;
- d) the applicant is not the subject of legal proceedings for any of the circumstances in (b); and
- e) the applicant has fulfilled his or her obligations to pay taxes and social security contributions.

2.3.2 All countries are eligible except countries subject to the following provisions. A country shall not be eligible if:

- a) as a matter of law or official regulation, the Government of Eswatini prohibits commercial relations with that country, provided that the Government of Eswatini is satisfied that such exclusion does not preclude effective competition for the provision of supplies or related services required; or
- b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government of Eswatini prohibits any import of Supplies from that country or any payments to persons or entities in that country”.

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- 2.3.3 An Applicant shall be a natural person, private entity, government-owned entity, subject to 2.3.9, or any combination of them with the formal intent to enter into an agreement or under an existing agreement in the form of a joint venture, consortium or association. In the case of a joint venture, consortium or association, all parties shall be jointly and severally liable.
- 2.3.4 An Applicant and all parties constituting the Applicant shall have the nationality of an eligible country. An Applicant shall be deemed to have the nationality of a country if the Applicant is a citizen, or is constituted, incorporated or registered and operates in conformity with the provisions of the laws of that country.
- 2.3.5 This criterion shall also apply to the determination of the nationality of proposed subcontractors or providers for any part of the Contract including related services.
- 2.3.6 Applicants shall not have a conflict of interest. All Applicants found to be in conflict of interest shall be disqualified. Applicants shall be considered to have a conflict of interest with one or more parties in this short-listing process, if they:
- c) have controlling shareholders in common; or
 - d) receive or have received any direct or indirect subsidy from any of them; or
 - e) have the same legal representative for purposes of this application; or
 - f) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the application of another Applicant, or influence the decision of the Procuring Entity regarding this short-listing process; or
 - g) participated as a consultant in the preparation of the design or technical specifications of the works, services or supplies that are the subject of this Pre-qualification.
- 2.3.7 A firm shall submit only one tender in the same tendering process, either individually as a Tenderer or as a partner of a joint venture. No firm can be a subcontractor while submitting a tender individually or as a party of a joint venture in the same tendering process. A firm, if acting in the capacity of Subcontractor in any tender, may participate in more than one tender, but only in that capacity. A Tenderer who submits, or participates in, more than one tender will cause all the proposals in which the Tenderer has participated to be disqualified.
- 2.3.8 A firm that is under a declaration of suspension by the Authority at the date of submission of the application or thereafter, shall be disqualified.
- 2.3.9 Government-owned entities in Eswatini shall be eligible only if they can establish that they are legally and financially

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autonomous, and operate under commercial law, and that they are not a dependent agency of the Procuring Entity.

2.3.10 Applicants shall provide such evidence of their continued eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

2.4. Cost of Applying

The Applicant shall bear all costs associated with the preparation and submission of its Application, and Eswatini Bank will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the short-listing process.

2.5. Clarification of Short-listing Documents

A prospective Applicant requiring any clarification of the short-listing documents may notify the Eswatini Bank in writing or by cable (hereinafter, the term cable is deemed to include telephone and e-mail) at the client's address indicated below. The Eswatini Bank will respond in writing to any request for clarification on the short-listing documents, which it receives no later than seven (7) days prior to the deadline for the submission of Applications. Written copies of the Eswatini Banks' response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective applicants that have received the short-listing documents.

For clarification purposes only, the Procuring Entity's address is:

Attention: **Procurement Manager**

Physical Address: **Engungwini building, Gwamile Street Mbabane**

Postal Address: **PO Box 336 Mbabane**

Electronic mail address: tenders@swazibank.co.sz

:

2.6. Amendment of Short-listing Document

2.6.1 At any time prior to the deadline for submission of applications, the Procuring Entity may amend the Short-listing Document by issuing addenda.

2.6.2 Any addendum issued shall be part of the Short-listing Document and shall be communicated in writing to all who have obtained the short-listing document from the Procuring Entity.

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

PART III: PREPARATION OF APPLICATIONS

3.1. Language of Application

The Application and all related correspondence shall be written in English. Supporting documents in other languages must be accompanied

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by accurate English translations which shall govern for interpretation purposes.

3.2. Documents Establishing Applicant's Eligibility and Qualifications

The Applicants must complete all required fields in the Microsoft Supplier Pre-qualification Form and upload the following mandatory documents:

- Company Profile (including team skills, physical address, and services offered)
- Valid Trading License (Original)
- ENPF Compliance Certificate (Eswatini companies only)
- Tax Clearance Certificate (Original)
- VAT Registration Certificate (if applicable)
- Labour Compliance Certificate (Original)
- Director's IDs (Original)
- Form J and Form C (Eswatini companies) or equivalent for foreign companies
- Memorandum of Incorporation
- Company Banking Details (Eswatini Bank business account for local companies)
- Audited Financial Statements
- Signed Declaration of Eligibility Form
- Reference Letters from at least three major clients

All uploads must comply with the specified format and file size limits indicated in the Microsoft Form.

3.3. Format of Application submission

3.3.1 The All documents must be uploaded in PDF or accepted formats (Word, Excel, PPT, Image, etc.).

3.3.2 Each document must be clearly labelled according to its title (e.g., "Company Profile", "Tax Clearance Certificate").

3.3.3 Pages within each document must be numbered

3.3.4 The submission must be completed in one session; partial submissions will not be accepted.

PART IV: SUBMISSION OF APPLICATIONS

4.1. Method of submission

4.1.1 Applications must be submitted electronically via the designated **Microsoft Forms** link provided below:

<https://forms.office.com/r/hnkuLcV29R>

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- 4.2. Deadline for Submission of Applications** 4.2.1 All applications must be submitted no later than 21 November 2025 at 10:00am (SAST). The Microsoft Forms system will automatically close submissions after the deadline
- 4.3. Late Applications** 4.3.1 Late submissions will not be accepted by the system and will be considered non-compliant. Applicants are advised to complete their submissions well before the deadline to avoid technical issues
- 4.4. Confirmation of submission** 4.4.1 Upon successful submission, applicants will receive an automated confirmation message. This serves as proof of submission

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PART V: OPENING AND EVALUATION OF APPLICATIONS

5.1. Opening of Applications by the Eswatini Bank

- 5.1.1 Applications submitted via Microsoft Forms will be automatically recorded by the system. Eswatini Bank will conduct a virtual opening session on 21 November 2025 at 10:05am (SAST). Applicants who wish to attend may join the session via a link provided in the tender notice. During the session, the Bank will read out the names of applicants and confirm receipt of submissions. Attending representatives will be requested to sign a digital attendance register.
- 5.1.2 No application shall be rejected at the opening stage, except for late submissions, which will be automatically blocked by the Microsoft Forms system and considered non-compliant.
- 5.1.3 The Bank will prepare official minutes of the application opening, including a list of applicants and attendance records.
- 5.1.4 A formal **virtual meeting invitation** will be sent to all applicants who submitted their proposals before the deadline.

5.2. Evaluation of Applications

- 5.2.1 The Bank will carry out the evaluation of proposals on the basis of their responsiveness to Section 40 and 41 of the Public Procurement Act of 2011:
- 5.2.2 Any application that fails to meet the requirements in 5.2 (a) will be considered unsuitable and shall be rejected at this stage. The Procuring Entity shall notify the Applicant of the rejection of their application.

5.3. Clarification of Applications

- 5.3.1 During evaluation of the Applications, the Bank may, at its discretion, ask 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.
- 5.3.2 A tenderer shall be instructed to reply to clarifications in writing within a specified time, addressing their responses to the head of the procurement and disposal unit.
- 5.3.3 The head of the procurement unit shall ensure that all replies are promptly forwarded to the chairperson of the evaluation committee.
- 5.3.4 Failure of a tenderer to respond to a request for clarification may result in the rejection of its tender.

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5.4. Contacting the Procuring Entity

- 5.4.1 No Applicant shall contact the Bank on any matter relating to its Application from the time of Application opening to short listing Applicants.
- 5.4.2 Any effort by the Applicant to influence the bank in its decisions on the Application evaluation may result in the rejection of the Application.

5.5. Confidentiality

- 5.5.1 Information relating to the evaluation of applications, and recommendation for short listing, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of Pre-qualification is made to all Applicants.
- 5.5.2 From the deadline for submission of applications to the time of notification of the results of the short listing, any Applicant that wishes to contact the Procuring Entity on any matter related to the short-listing process, may do so but only in writing.

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PART VI: PRE-QUALIFICATION

- 6.1. Notification to the Short-listed Applicants** The Bank will notify all Applicants in writing by registered letter or by email, that they have been pre-qualified to provide works, services or supplies for the Financial Years 2025/26-2026/27
- 6.2. Inspection** The Bank reserves the right to conduct a physical inspection of the premises of the Applicant at its own cost and discretion. If, after the inspection, it is deemed that the physical structure and quality of service equipment is unsatisfactory, then the Application will be rejected. The Procuring Entity reserves the right to verify all information submitted.
- 6.3. Currency** All monetary/financial information furnished, must be quoted in Eswatini Lilangeni.
- 6.4. Changes in Qualifications of Applicants**
- 6.4.1 Applicants and those subsequently pre-qualified or conditionally pre-qualified, shall inform the Procuring Entity of any material change in information that might affect their qualification status. Providers shall be required to update key Pre-qualification information at the time of tendering.
- 6.4.2 Prior to award of contract, the best evaluated tenderer will be required to confirm its continued qualified status in a post-qualification review process.

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PART VII: STATEMENT OF REQUIREMENTS

CATEGORIES OF GOODS AND SERVICES

Code	Category	Description
OFF-01	General Office stationery	pens, paper, notebooks, staplers, files, envelopes, and other daily-use stationery items.
OFF-02	Printing & Toner Supplies	Supply of printer cartridges, toners, ribbons, and related consumables for office printers and copiers.
OFF-03	Branded Stationery	Customised stationery with the bank's logo and branding, such as letterheads, folders, diaries, and calendars
OFF-04	Archiving & Filing System	Supply of filing cabinets, folders, dividers, and document storage solutions for record-keeping
OFF-05	Office Furniture	Desks, chairs, cabinets
OFF-06	Custom Furniture Design & Fit-Out	Bespoke furniture solutions tailored to office layout and branding, including partitions and built-in
ICT-01	IT Infrastructure Supply & Maintenance	Provision, installation, and servicing of hardware such as servers, desktops, laptops, network equipment, and peripherals
ICT-02	Network Design & Support Services	Design, implementation, and maintenance of LAN/WAN networks, including routers, switches, firewalls, and VPN
ICT-03	Software Development & Customization	Development of bespoke applications, mobile banking apps, portals, and automation tools tailored to banking operations
ICT-04	Cybersecurity Services	Implementation of security protocols, penetration testing, threat monitoring, and compliance with data protection regulations
ICT-05	ICT Consultancy & Project Management	Advisory services for ICT strategy, digital transformation, system upgrades, and project oversight
ICT-06	Data Centre & Cloud Services	Hosting, backup, disaster recovery, and cloud migration services for banking data and applications
ICT-07	ICT Equipment Leasing & Rental	Short- or long-term leasing of IT hardware for projects, events, or temporary expansions.
ICT-08	Telecommunication Services	Provision and maintenance of voice and data communication systems including VoIP, PBX, and unified communications
ICT-09	ICT Training & Capacity Building	Training programs for staff on software use, cybersecurity awareness, and digital tools

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ICT-10	Database Management & Analytics Services	Design, optimization, and maintenance of databases, plus data analytics and reporting solutions
ICT-11	ATM	ATM and ADT parts, ATM transportation services
ICT-12	ATM support services	ATM transportation and installation services
ICT-13	IT Consulting services	Cyber security consulting services and technical support services
ICT-14	UPS	supply UPS equipment and servicing
MARK-01	Promotional material	T-shirts, caps, themed promotional gifts, other merchandise
MARK-02	Signage	billboards, pylons, canopies, frames and dress panels
MARK-03	corporate gifts	hampers, gift bags
MARK-04	Strategic Marketing Consulting	Development of marketing strategies aligned with the bank's brand, customer segments, and business goals
MARK-05	Branding & Identity Design	Creation and refinement of visual identity elements
MARK-06	Digital Marketing Services	Management of online campaigns
MARK-07	Content Creation & Copywriting	Development of engaging content for websites, brochures, newsletters, social media, and internal communications
MARK-08	Event Management & Promotions	Planning and execution of corporate events, product launches, and promotional activities
MARK-09	Advertising Services	Design and placement of advertisements across print, radio, TV, and digital platforms
MARK-10	Corporate Communication & Stakeholder Engagement	Development of internal and external communication strategies, stakeholder messaging, and employee engagement programs
MARK-11	Graphic Design & Multimedia Production	Creation of visual assets including infographics, videos, animations, and presentations for marketing and training purposes
MARK-12	Social Media Management	Daily management of social media accounts, content scheduling, audience engagement, and performance tracking
MAI-01	General Maintenance Services	minor repairs, cleaning, installation of blinds
MAI-02	Building Services	structural repairs, masonry work, roofing, and renovation
MAI-03	Painting Services	interior and exterior painting, surface preparation, and finishing
MAI-04	Carpentry Services	woodwork repairs, installation of doors, windows, cabinets,
MAI-05	Plumbing Works	installation, maintenance, and repair of water supply systems, drainage, and sanitation fixtures.

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MAI-06	Electrical Works	Wiring, lighting, power systems, and electrical safety inspections and repairs
MAI-07	Waterproofing	water ingress in roofs, walls, and basements
MAI-08	HVAC Services	installation, maintenance, and repair of air conditioning units, ventilation systems, and heating equipment.
MAI-09	Fire Protection Services	inspection, servicing, and installation of fire safety systems
MAI-10	Generators	supply, installation and servicing
VEH-01	Vehicle Parts	Tyres, batteries, spares
MED-01	Medical Supplies	First aid kits, gloves, masks
FOD-01	Food Supplies	Catering, groceries
SEC-01	Surveillance & Response	Monitoring of ATM sites via CCTV and rapid response to tampering, vandalism, or suspicious activity
SEC-02	Electronic Security Systems Installation & Maintenance	Installation and servicing of CCTV, intrusion alarms, panic buttons, and biometric access systems
SEC-03	Access Control & Identity Management	Management of secure entry systems for staff and visitors
SEC-04	security locks	Time delay locks & Safes & Combination locks
SEC-05	Cybersecurity Physical Support Services	Physical protection of IT infrastructure, server rooms, and data centers.
SEC-06	Security Risk Assessment & Audit Services	Professional evaluation of physical security measures, threat analysis,
SEC-07	Emergency Response & Crisis Management Support	Provision of trained personnel and protocols for handling robberies, fire, bomb threats, and evacuation procedures
TRN-01	Transport Services	Vehicle hire, fuel, Air Ticketing,

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PART VIII: EVALUATION CRITERIA

8.1. Evaluation Overview

Applications submitted via Microsoft Forms will be evaluated in two stages:

Preliminary Compliance Check – to verify submission of all mandatory documents.

Detailed Technical Assessment – to assess the applicant's capacity, experience, and suitability.

8.2. Preliminary Compliance Check

Applications will be screened for completeness. The following documents are mandatory:

- Completed Microsoft Forms submission
- Company Profile
- Valid Trading License
- ENPF Compliance Certificate (Eswatini companies only)
- Tax Clearance Certificate
- Labour Compliance Certificate
- Director's IDs
- Form J and Form C (or equivalent for foreign companies)
- Memorandum of Incorporation
- Company Banking Details
- Audited Financial Statements
- Signed Declaration of Eligibility Form
- Reference Letters from 3 major clients

Outcome:

- Compliant: Proceed to technical evaluation
- Non-compliant: Disqualified

7.3. Detailed Technical Assessment

Applications passing the compliance check will be scored using the following weighted criteria:

Criteria	Description	Weight (%)
Relevant Experience	Number and quality of past projects; relevance to selected service categories	30%
Company Profile Quality	Clarity, completeness, and relevance of information (team skills, services, address)	20%

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Financial Capacity	Strength and stability based on audited financial statements	20%
References	Quality and credibility of reference letters from major clients	15%
Regulatory Compliance	Validity and completeness of statutory documents	15%

7.4. Scoring Guidelines

Each criterion will be scored on a scale of 0 to 5, with the following interpretation:

Score	Interpretation
5	Excellent – exceeds expectations with strong evidence
4	Good – meets all requirements with minor strengths
3	Satisfactory – meets minimum requirements
2	Weak – partially meets requirements
1	Poor – lacks sufficient evidence
0	Not submitted or not relevant

Final Score Calculation:

Each criterion score will be multiplied by its weight and summed to produce a final score out of 100.

Shortlisting Threshold:

Applicants must achieve a minimum score of 70% to be considered for inclusion in the supplier database

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Appendices A

Declaration of Eligibility

[The Tenderer 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 declaration.]

[>>>Name of Tenderer, Address, and Date>>>]

Re Tender Reference

In accordance with the eligibility requirements of the Invitation to Tender documents we hereby declare that: -

We, including any joint venture partners or consortium partners, are a legal entity and have the legal capacity to enter into the contract.

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.

We have fulfilled our obligations to pay taxes and social security contributions.

We declare that we adhere to basic labour legislation.

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

I/We declare that we are eligible to participate in the above-mentioned public procurement tender as per paragraphs (a) – (e) above.

We further declare that we are not Politicians and or Public Officers.

That we do not have a conflict of interest in relation to the procurement requirement as defined in the Instructions to Tenderers.

I/We are aware that, where it shall be found that any or all of the below mentioned directors of our Company have provided misleading information in preparing this tender document, the tender will be cancelled, and contracts awarded shall be terminated immediately.

Name _____ (In the capacity of) _____

Authorised Representative Signature _____ Date _____

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Appendices B

CODE OF ETHICAL CONDUCT IN BUSINESS FOR SERVICE PROVIDERS

1. Ethical Principles

Consultants and service providers shall at all times-

- (a) maintain integrity and independence in their professional judgement and conduct;
- (b) comply with both the letter and the spirit of-
 - i. the laws of Eswatini; and
 - ii. any contract awarded.
- (c) avoid associations with businesses and organisations which are in conflict with this code.

2. Standards

Consultants and providers shall-

- (a) strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided;
- (b) comply with the professional standards of their industry or of any professional body of which they are members.

3. Conflict of Interest

Consultants and providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with any Procuring Entity. Consultants and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

4. Confidentiality and Accuracy of Information

- (1) Information given by consultants and providers in the course of procurement processes or the performance of contracts shall be true, fair and not designed to mislead.
- (2) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

5. Gifts and Hospitality

Consultants and providers shall not offer gifts or hospitality directly or indirectly, to staff of a Procuring Entity that might be viewed by others as having an influence on a government procurement decision.

6. Inducements

- (1) Consultants and providers shall not offer or give anything of value to influence the action of a public official in the procurement process or in contract execution.
- (2) Consultants and providers shall not ask a public official to do anything which is inconsistent with the Act, Regulations, Guidelines or the Code of Ethical Conduct in Business.

7. Fraudulent Practices

Consultants and providers shall not-

- (a) collude with other businesses and organisations with the intention of depriving a Procuring Entity of the benefits of free and open competition;
- (b) enter into business arrangements that might prevent the effective operation of fair competition;
- (c) engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;

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- (d) misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity; or utter false documents;
- (e) unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the PE;
- (f) withholding information from the PE during contract execution to the detriment of the PE.

I agree to comply with the above code of ethical conduct in business.

AUTHORISED SIGNATORY

NAME OF SERIVE PROVIDER

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GUIDE TO TENDERERS: Completing the Microsoft Supplier Pre-qualification Form

To ensure your application is successfully submitted and considered for evaluation, please follow the steps below when completing the Microsoft Forms-based Supplier Pre-qualification Form.

Step 1: Access the Form

Use the official link provided below:

<https://forms.office.com/r/hnkuLcV29R>

Ensure you have a stable internet connection before starting.

Step 2: General Instructions

All fields marked with an asterisk (*) are **mandatory**.

Prepare all required documents in advance. You will need to upload them during the form completion.

Accepted file formats: PDF, Word, Excel, PPT, Image, Video, Audio.

Maximum file size per upload: **10MB**.

You must complete the form in one session; partial submissions are not saved.

Step 3: Sections of the Form

A. Company Information

Select your supplier type (Local-Swati, South Africa, Other).

Choose up to **five service categories** relevant to your business.

Provide your company trade name, TIN, website, VAT registration status, email, contact number, postal and physical address.

Enter details of your main contact person (name, position, cellphone, email).

B. Company Experience

List **three major clients** and describe services provided.

Upload **reference letters** from these clients (up to 3 files).

C. Business Documents

Upload the following:

Company Profile (must include team skills, address, services)

Valid Trading License (Original)

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ENPF Compliance Certificate (Eswatini companies only)
Tax Clearance Certificate (Original)
VAT Registration Certificate (if applicable)
Labour Compliance Certificate (Original)
Director's IDs (Original)
Form J and Form C (or equivalent for foreign companies)
Memorandum of Incorporation
Company Banking Details (Eswatini Bank account for local firms)
Audited Financial Statements (up to 3 files)

D. Tendering Forms

Upload **Signed Declaration of Eligibility Form** (on company letterhead)
Uploaded **signed code of ethical conduct**(on company letterhead)

Step 4: Submission

Review all entries and uploads before clicking **Submit**.
Once submitted, you will receive a confirmation message.
No changes can be made after submission.

Step 5: Support

If you encounter technical issues or need clarification, contact the Tender Committee Secretary using the details provided in this document.

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