

CONFIDENTIAL



Eswatini Revenue Authority Tender

REQUEST FOR PROPOSAL FOR THE PROVISION OF CONSULTANCY SERVICES FOR A SALARY BENCHMARKING SURVEY

RFP No: SRA 2018/008

RFP Name: SALARY BENCHMARKING SURVEY

Tender Closing Date:

Friday, 23rd November, 2018, 12h00 Noon

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 Swaziland Revenue Authority. This document, its associated appendices and any attachments remain the property of SRA and shall be returned upon request.



SCHEDULE INDEX

- SECTION A - INTRODUCTION**
- SECTION B - SCOPE OF THE TENDER**
- SECTION C - TERMS AND CONDITIONS OF TENDER**
- SECTION D - TENDER EVALUATION CRITERIA**
- SECTION E - CHECKLIST, DECLARATION OF ELIGIBILITY,
- FINANCIAL SUBMISSION FORM**



SECTION A - INTRODUCTION

Tenderers are requested to complete their proposals following the outline indicated in this document:

1. BACKGROUND

The Eswatini Revenue Authority (ERA) is a semi-autonomous revenue administration agency which has taken over this responsibility from Government. The Authority acts within the broad framework of Government but outside of the Civil Service structures. The ERA was founded through the Revenue Authority Act No. 1 of 2008 and was duly declared operational on the 1st of January 2011. Initially the entity has taken over the Government Departments of Taxes and that of Customs and Excise, and will gradually takeover the administration of other Revenue related Laws as set out in the founding Act.

This Request for a Proposal (“RFP”) outlines the requirements of the Eswatini Revenue Authority operating in Swaziland, (hereinafter referred to as “ERA”) and the process to be followed by prospective tenderers in submitting a response to the Remuneration benchmarking and pay scale development tender. Prospective Tenderers are expected to unequivocally specify their capability to deliver the services, in line with the ERA’s requirements as outlined below.

2. PARTICIPATING COMPANIES/INDIVIDUAL

All Tenderers that can demonstrate sufficient knowledge and experience to deliver the services required.

3. CONTRACT

Upon award of the tender, the parties will enter into a contract which will spell out in more detail the items mentioned herein.



SECTION B - SCOPE OF TENDER

TENDER OBJECTIVE – TERMS OF REFERENCE

The objective of the tender is to select a suitably qualified vendor for the provision of Salary benchmarking Survey for Eswatini Revenue Authority.

The **Terms of Reference** for this service shall include the following:

- Use the Market-Based Approach to design ERA's remuneration structures (Management, Non-Management and Scarce Skills remuneration structures) i.e.:
 - Conduct a salary benchmarking with comparable public and private sector entities
 - On the basis of the salary benchmarking design remuneration structures that are aligned to the Task Job grade structure;
 - Determine the cost implications of the developed remuneration structures;
 - Recommend to ERA approaches to implement the remuneration structures to address difficult areas.
 - Ensure that the ERA staff remuneration is aligned with the overall organization and its people strategy, as well as the goals and philosophy of the organisation;
 - Ensure internal equity and external competitiveness of the ERA staff remuneration

Scope and focus of the assignment

- (a) The selected individual or firm shall compile and suggest to ERA a list of employers which may be considered as comparators, for the purpose of establishing staff remuneration and provide an explanation of why those market comparisons were chosen. The list shall be subjected to final approval by ERA;
- (b) Undertake extensive desk review to collect data and information relevant to the assignment. In this connection, the Consultant shall be guided by or take into consideration relevant information contained in the government as well as organisational documents
- (c) Carry out a survey to compare ERA remuneration levels with suitable comparator organisations.



- (d) A strategic framework with which rational decisions can be made in response to changing organisation structure and roles and to market rate pressures;
- (e) A consistent approach for the determination and management of relativities between jobs;
- (f) The basis for developing an equitable pay structure across ERA based on a logical method of measuring relative job scope and size;
- (g) Presentation and submission of a final survey findings with comparison and analysis of the survey results, recommendations related to remuneration packages;
- (h) Make proposals for adjusting current remuneration levels and a corresponding implementation plan;
- (i) Supporting effective communication and change management throughout the process;
- (j) The individual or firm shall maintain complete confidentiality of all data and documents provided by selected comparator employers and by that of ERA.

Deliverables and Outputs

- (a) Details and Summary of data collected from the Comparators showing ToR matches and the evaluation of their remuneration package;
- (b) The Minimum and Maximum Remuneration values of all job matches obtained from the comparators in a format that enables like-for-like comparison with ERA remuneration;
- (c) A report on final survey findings with comparison and analysis of the survey results, and recommendations related to remuneration packages.
- (d) The report should include summary of quantitative data (charts, tables, graphs, employer size and number of employees, etc.) and qualitative data against which current salaries can be reviewed, and a salary survey methodology that can be used for future surveys;
- (e) Identify the positions that have a greater need to be competitively paid.
- (f) Conduct an internal equity review and analysis.
- (g) Develop cost estimate with recommendations for resolving any inconsistencies between internal equity and external competitiveness.



- (h) All completed questionnaires together with relevant salary scales and all relevant documentations and correspondences received from the respective comparators.
- (i) As and when required by ERA, the individual or firm shall conduct a presentation of the process and the results to any relevant audience that ERA may organize.
- (j) A change management plan to allow the ERA to implement the recommendations for job grade changes;

Monitoring and progress controls

The consultant's work progress will be monitored primarily through periodic review meetings, the precise schedule of which is to be determined based on consultation with the Consultant. The Consultant is also expected to produce, upon ERA's request, a formal progress report for the Executive Management which may include: an overview of the project, a narrative description of project activities, detailed information on project objectives and milestones, actual achievements made against the timeline and deliverables agreed upon at the onset.

Reporting

The Consultant shall report to, and perform the assigned tasks under the guidance and direct supervision of the Human Resources Manager. The Human Resources Manager shall facilitate the consultant's contacts with key stakeholders and access to the relevant documents.

Qualifications

The Consultant must demonstrate relevant experience, familiarity, understanding and knowledge of the operational system of the ERA, as well as relevant governmental legislations, policies and procedures. Individuals Consultants must have an advanced degree (Master's degree or above) in Management or related field and a **minimum of 10 years** of progressively responsible and related experience.



Duration of the Assignment

The assignment is expected to last for six-weeks, spread over a period of two months after signing the contract and will be spread as follows:

Time Frame	Deliverables
4 weeks after signature of the contract	Consultant submits the first draft report
Within one week after receiving first draft	The HR Manager and the ERA Management reviews and provides comments on the draft report
6 Weeks after signature of contract	Consultants considers Management's comments and submits final report to Executive Management

SECTION C : TERMS AND CONDITIONS OF TENDER

1. The ERA is seeking reliable and financially stable service providers who can meet its stringent cost, quality and service requirements.
2. The tender document as well as all other correspondence and documents relating to the tender exchanged by the tenderer and the ERA, shall be written in the English language.
3. Tenderers should double check the prices quoted for accuracy before submitting their tender documents. Under no circumstances will the ERA accept any request for price adjustment on grounds that a mistake was made in the tendered prices.
4. To assist in the examination, evaluation and comparison of tenders, the ERA may, at its discretion, ask the tenderer for a clarification on any part of its tender. The request



for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

5. By submission of the tender, the Tenderer implicitly certifies that:
 - the prices in the tender have been arrived at independently without consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices, with any other Tenderer or competitor;
 - unless otherwise required by law; the prices quoted in the tender have not knowingly been disclosed by the Tenderer and will not knowingly be disclosed, directly or indirectly, to any other Tenderer or competitor until he has been informed of the results of the Tender.
 - no attempt has been made or will be made by the Tenderer to induce any other tenderer or competitor to submit or abstain from submitting a tender for the purpose of restricting competition.
6. The ERA does not bind itself to accept the lowest or any tender nor give any reason for the acceptance or rejection of a tender. The ERA may accept a tender for a part of the quantity offered or reject any tender without assigning any reason.
7. Acceptance or rejection of tender offer will be communicated by a formal acceptance or rejection letter sent by fax, email and or normal post, directly to the tenderer. An acceptance by such letter will not mean the ERA is binding itself to an agreement. The ERA shall only be bound under the agreement once the terms and conditions of the contract are agreed between the parties. Failure to agree thereto for a period exceeding thirty (30) days will render the whole tender transaction *void ab initio*.
8. The offers shall be deemed to be under consideration immediately after the tender closing date until the ERA makes an official award of contract. Whilst the offers are under consideration, Tenderers and or their representatives or other interested parties are advised to refrain from contacting the ERA by any means. If necessary, the ERA will obtain further clarifications on the offers by requesting for such information from any or all the tenderers, either in writing or through personal contacts, as may be considered necessary. The ERA reserves the right to eliminate from the evaluation a tenderer contravening this provision.
9. Tenderers will not be permitted to change the substance of their offers after the tender box has been opened. Tenders may modify or withdraw their bids after submission, provided that written notice of the modification is received by the ERA prior to the



deadline for its submission. A withdrawal notice may also be sent to procurement@sra.org.sz, but followed by a signed confirmation copy.

- The changes or modifications shall be initialled in black ink.
- No Bids/Tender Document may be modified after the deadline for submission of Bids.
- No Bids/Tender Document may be withdrawn in the interval between the deadline for submission of Bids and the expiration of its validity.

10. ERA reserves the right to modify, or change the specifications or even cancel the tender before the tender opening and such modifications or changes will be communicated to the tenderers in advance as and when decided.

11. Participation in this tender process, or in relation to any matter concerning the tender, will be at the tenderer's sole risk, cost and expense. ERA will not be responsible in any circumstance for any costs or expenses incurred by any tenderer in preparing or lodging a tender or in taking part in the tender process or taking any action related to the tender process.

12. Signed tender documents must be submitted by placing them in a suitably large sealed envelope showing **Tender name & Tender Number** so as to ensure the contents cannot fall out or be viewed without opening the envelope

13. Nothing shall prevent the ERA from conducting a diligence search of the business of the Tenderers.

14. Each page of the offer must be numbered consecutively, bear the tender number, signed and stamped by the Tenderer at the bottom. A reference to the total number of pages comprising the offer must be made at the top right hand corner of the first page.

15. The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialled by the person or persons signing the tender.

16. Tenders submitted by Fax, Telex or e-mail will not be accepted.

17. Completed Tender documents must be placed in the Tender Box situated at the **Eswatini Revenue Authority, Ground Floor Reception, Sibekelo Building 2, Mbabane Office Park before 12h00 Noon on Friday, 23rd November 2018.**



18. Tenders or any part thereof received after the stipulated closing date and time will not be accepted. No tender may be modified after the deadline for submission of tenders.

19. Tenders will be opened from 12h01 on the date of closing at the ERA Meeting Room, 3Rd Floor, Sibekelo Building 2, Mbabane Office Park. Tenderers are invited to attend the Tender Opening Meeting for which they will be informed if there are changes on the date.

The bid price will be read and recorded in the presence of all the Tenderers or their representatives present during the opening. However, tenders may be opened even if Tenderers or their representatives are not present at the scheduled time. Each Tenderer and the eventual contract holder agree to be bound by the laws of Swaziland and shall be subject to the Courts of the country. Each Tenderer shall indicate a place in Swaziland and specify it in the Tender as his domicilium, where all notifications may be served on him.

20. The ERA requires that Tenderers observe the highest standard of ethics during the procurement process and execution of contracts. When used in the present regulations, the following terms are defined as follows;

20.1 **“corrupt practice”** means the offering, giving, receiving, or soliciting of anything of value to influence the action of a company official in the procurement process or in contract execution; and

20.2 **“fraudulent practice”** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of ERA, and includes collusive practice among tenderers (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive ERA of the benefits of free and open competition; ERA 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. Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being blacklisted from procurement at ERA.

20.3 Tenderers and their officers, employees, agents and advisers must not engage in any collusion, anti-competitive conduct or any other similar conduct with any other Tenderer or any other person in relation to the preparation or submission of tenders. In addition to any other remedies available under any law or any contract, the ERA may at its sole discretion immediately reject any tender submitted by a tenderer that engaged in any collusive tendering, anti-competitive conduct or any other similar



conduct with any other tenderer or any other person in relation to the preparation or submission of Tenders.

20.4 Any collusion amongst Tenderers or between Tenderers and ERA personnel is forbidden and discovery of any such act will disqualify the Tenderer(s) and result in disciplinary action against the ERA employee.

The tender, or contract if it has been concluded already, will be declared invalid if ERA determines that the Tenderer, or any person acting on his behalf, has offered, promised or given a bribe, gift or other inducement to an officer or employee of ERA with the intention of influencing the award of the contract.

20.5 The tenderers must disclose, if they or any of their sub-contractor(s):

- are or have been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or financial standing.
- Have been convicted of any offence relating to professional misconduct.
- Has not fulfilled any obligations relating to the payment of taxes in Swaziland.
- Disclosure extends to any company in the same group of a tenderer (including but not limited to parent subsidiary and sister companies, and companies with common shareholders whether direct or indirect and parties with whom the tenderer is associated, in respect of this tender).

21. The Tenderer should provide satisfactory evidence acceptable to ERA to show that:

21.1 It is a reputable company who has adequate technical knowledge, professional qualification, and wide experience in the required service.

21.2 It has adequate financial stability and status to meet the stipulations under the contract. It is financially solvent and without current judgments or any other financial background which could prevent it from operating bank accounts, raising finance and conducting other activities which are essential to the running of a business.

21.3 It has an adequately qualified and experienced team assigned for the work under this tender.

22. The tender shall remain valid and open for acceptance by ERA for not less than ninety (90) days after the submission of tenders.

23. A tender document submitted by a joint venture (JV) of two or more companies must be accompanied by a document forming the joint venture; duly registered and authenticated by a notary public or other official deputed to witness sworn statements, in which precisely defined the conditions under which the joint venture will function, its period of duration, the persons authorized to represent it and obligated thereby, the



participation of the several companies forming the joint venture, and any other information necessary to permit a full appraisal of its function. The JV agreement should be submitted with the tender documents.

24. Tenderers are advised to provide all relevant information as required.
25. Any document submitted in reply to the Invitation to Tender shall become the property of the ERA. ERA will use commercially confidential or proprietary information solely for the purpose of the evaluation of tenders and the selection of a suitable contractor.
26. Figures should not be altered or erased; any alteration should be effected by striking through the incorrect figures and inserting the correct figures in ink above the original figures. All such amendments should be initialled by the Tenderer in ink.
27. Arithmetical errors will be rectified only if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity. In such case, the unit price shall prevail, and the total price shall be corrected. If the tenderer does not accept the correction of the errors, his tender will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.
28. ERA will award the contract to the tenderer whose tender has been determined to be substantially responsive to the tender documents and who has offered the best evaluated tender price, provided that, such tenderer has demonstrated the capability and resources to complete the contract, and has offered the appropriate equipment and experienced personnel for the intended operation.
29. An intention of notice to award shall be sent to all consultant and also published to the SPPRA website at least 10 days before the contract award.
30. Tenderers must provide the following information in two sets; one in hard copy and the other in a soft copy (scanned format); the technical and financial proposals must be submitted in two separate sealed envelopes marked accordingly;
 - A. Checklist as attached in Section E of this document.
 - B. Company profile
 - C. Technical proposal
 - D. Financial proposal
 - E. **Original** Valid Tax Compliance Certificate
 - F. Certified Copy of Valid Trading License
 - G. Certified Labour Compliance certificate
 - H. Police clearance for Company Directors



I. Company audited annual financial statements for the past 3 years or since inception.

J. Names and contact details of at least three (3) relevant reference customers

K. Statement of joint ventures / partnerships (if any).

NB: The Absence of any of the items above may render the tender disqualified on opening. The discretion to disqualify rests with the ERA.

31. If the tenderer has any doubts as to the meaning of any portion of this document, he should set out in his covering letter the interpretation on which he relies.

32. The onus is on tenderers to furnish sufficient information for a full technical and financial evaluation of offers.

33. The ERA reserves the right at any point of the tender process, to disqualify any non-compliant tender proposal (i.e. proposals failing to meet the terms of these instructions) received;

34. The ERA reserves the right to require a performance guarantee for any upfront payment required by the vendor.

35. Tender prices must clearly reflect separately all taxes to be charged.

- Tax in the form of withholding tax shall be deductible on the **gross amount of any payment** made to a non-resident.
- A reduced Double Taxation Agreement (DTA) rate may be applied for. In the absence of a reducing directive.

36. Any query in connection with the Tender or the Invitation to Tender shall be submitted in writing to: procurement@sra.org.sz not later than **16th November 2018**.

SECTION D : TENDER EVALUATION PROCESS AND CRITERIA

Tenders shall be evaluated using, but not limited to the following tender evaluation criteria: There are six components in the tender evaluation process, five of which are non-financial and the last one being financial. These are set out below:



Please note the following:

- A tender which obtains less than 50% of the total points allocated to Criteria 1 - Responsiveness to Tender Assessment shall be deemed to be non-responsive and eliminated from further evaluation.
 - Any material deviations shall result in rejection of the proposal and such proposals shall not be subject to technical evaluation.
 - All tenderers shall be required to meet the eligibility criteria, stipulated in section 40 of the Act.

- A tender which obtains less than 70% of the total points allocated to Criterion 2 to 5, Resources and Capability Assessment, Technical Assessment, Risk Assessment, and Promotion of Swazi Business; shall be deemed to be non-responsive and eliminated from further evaluation.

1. Responsiveness of Tender Assessment

This will determine whether:

- all required documentation and information has been submitted;
- all the tenders have been appropriately signed and authorised;
- the document has been submitted in the correct format; and
- The correct number of legible copies has been submitted.

2. Resources and Capability Assessment

This will address the experience of the Tenderer as well as the capability and qualifications of the key personnel who will be operating under the contract, including the management and supervisory back up. Where appropriate, reference checks are essential and must cover aspects such as:

- a. The Tenderer's track record: i.e. past performance of similar contracts; industry knowledge;
- b. The availability of trade references (A list of at least three suitable references is to be provided to support this process);
- c. The contractors managerial and expertise capacity (as evidenced by sound management practices as well as qualifications, experience and extent of involvement/availability of key personnel and supervisory staff) to deliver the services.
- d. Project implementation plan.



3. Technical Assessment

The technical assessment will establish whether the tender meets the requirements set out in the specification and, if not, the significance of any variation from that specification.

4. Risk Assessment

The assessment will establish all risk factors which may be prejudicial to the ERA and performance of the contract. This may include ascertaining the integrity and general conduct in business dealings, professional conduct of the tenderer's directors and senior management; compliance with the law and encumbrances which may hinder due performance under the contract. This may involve investigations into whether any of the directors and senior managers have criminal records in connection with corruption, fraud, theft or forgery; financial track record of the tenderer, etc.

5. Promotion of Swazi Business

This criterion shall determine the extent to which ownership of the business is vested in Swazi citizens and/or the extent to which the Tenderer will:

- a. Encourage Swazi citizens to be involved in business;
- b. Improve levels of Swazi citizens' participation in ERA business;
- c. Enhance economic development for Swazi citizens;
- d. Increase the numbers and types of Swazi business activities in the area;
- e. Promote opportunities for employment of Swazi citizens and
- f. Promote business enterprise development for Swazi citizens.

Where the scope of the works is of a highly specialised nature or the successful Tenderer is non-Swazi, the ERA shall negotiate with the successful Tenderer to sub-contract or partner with a service provider who is a Swazi citizen.

6. Financial Criteria

This will entail identification of all relevant costs in a Emalangeni including capital costs to the ERA. The initial (once off) costs, the on-going costs including any basis for escalations, penalties and/or discounts, should be identified and considered.

The following evaluation formulae shall be used in the allocation of scores:



$$P_s = 20 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where:

- P_s - Points scored for bid under consideration.
- P_t - Tender price for bid under consideration.
- P_{min} - Tender price for the lowest bid.



EVALUATION CRITERIA AND WEIGHTINGS

Non Price Elements: Criteria and weightings are summarised below;

Criteria Elements	Criteria Weighting Factors
<p>1. Responsiveness of Tender</p> <ul style="list-style-type: none"> • all required documentation and information has been submitted; <p>The following weightings shall apply:</p> <p>A. Checklist as attached in Section E of this document. (1)</p> <p>B. Company profile (1)</p> <p>C. Technical proposal & Financial proposal (2)</p> <p>E. Original / Valid Tax Compliance Certificate (2)</p> <p>F. Certified Copy of Valid Trading License (1)</p> <p>G. Certified Labour Compliance certificate(1)</p> <p>H. Company audited annual financial statements for the past 3 years or since inception. (2)</p> <p>I. Names and contact details of at least three reference customers (2)</p> <ul style="list-style-type: none"> • all the tender documents have been appropriately signed and authorised; (1) • the document has been submitted in the correct format; (1) • The correct number of legible copies has been submitted. (1) <p><i>- Any material deviations shall result in rejection of the proposal and such proposals shall not be subject to technical evaluation.</i></p> <p><i>- All tenderers shall be required to meet the eligibility criteria, stipulated in section 40 of the Act.</i></p>	<p>15</p>



Criteria Elements	Criteria Weighting Factors
<p>2. Resources and Capability</p> <ul style="list-style-type: none"> • Reputation/brand/size of Tenderer; • Key personnel, relevant qualification(s) and relevant experience; • Delivery Timelines & Financial capacity 	25
<p>3. Technical Capability</p> <ul style="list-style-type: none"> • Quality of the product/service, i.e. extent to which it meets tender specification or scope. • Project implementation plan • A list of relevant/similar current customers. 	20
<p>4. Risk Assessment</p> <ul style="list-style-type: none"> • All risk factors which may be prejudicial to ERA and performance of the contract, including but not limited to availability of resources (human, financial or suitable equipment for the tender) or extent of the Tenderer's commitment in other projects; • Size of the tender in relation to the size of the company in order to determine the ability to complete the tendered works; • Ascertaining the integrity and general conduct in business dealings, professional conduct of the Contractor's directors and senior management; • Compliance with the law; (e.g. workmen's compensation etc.) • Circumstances which may expose ERA and hinder due performance under the contract, e.g., criminal records in connection with corruption, fraud, theft or forgery by the contractor's directors and management etc. 	10



Criteria Elements	Criteria Weighting Factors
<p>5. Swazi Business Promotion</p> <ul style="list-style-type: none"> • Degree to which ownership of business vests with Swazi citizen; • Degree to which business is managed by Swazi citizen. • Extent to which the Tenderer will: <ul style="list-style-type: none"> – Encourage more Swazi citizens to be involved in business; – Encourage the impartation of technical and business skills to Swazi citizens; – Improve levels of Swazi citizens participation in ERA business; – Promote opportunities for employment of Swazi citizens; 	10
<p>6. Financial</p> <ul style="list-style-type: none"> • Pricing / Costs in Emalangeneni • Payment terms and conditions • Clear reflection of all taxes to be charged 	20



SECTION E : SUBMISSION CHECKLIST

REQUIREMENT	AVAILABLE / NOT AVAILABLE (Please tick - √ or cross – x as appropriate)
Company Profile	
Technical Proposal	
Financial Proposal	
Original / Valid Tax Compliance Certificate	
Certified copy of Valid Trading License	
Certified copy of Valid labour compliance certificate	
Police Clearance for Company Directors	
Company audited annual financial statements for the past 3 years or since inception.	
Names and contact details of at least three (3) reference customers	
Statement of joint ventures/partnerships (if any)	

NB: Please submit checklist attached on the first page of tender documents. The documents must follow the sequence on the checklist.



DECLARATION OF ELIGIBILITY

[The service provider 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 the contractor, Address, and Date>>>]

To: The Commissioner General, Eswatini Revenue Authority, Sibekelo Building 2 Mbabane office Park P.O. Box 5628, Mbabane

Dear Sirs,

Re Tender Reference: **RFP 2018/008**

We hereby declare that:-

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

Signed

Authorised Representative

Date





FINANCIAL PROPOSAL SUBMISSION FORM

[Note to service providers: This Financial Proposal Submission Form should be on the letterhead of the vendor and should be signed by a person with the proper authority to sign documents that are binding on the entity. It should be included by the bidder in its financial proposal.]

[>>>Location>>>]

[>>>Date>>>]

Procurement Reference No: [>>>insert Tender Reference number>>>]

To: *The Commissior General, Eswatini Revenue Authority, Sibekelo Building2 Mbabane Office Park, P.O. Box 5628 Mbabane*

Dear Sirs:

We, the undersigned, declare that:

- (a) We offer to provide the consulting services for [>>insert a brief description of the Services>>] in conformity with your Request for Tender and our technical and financial proposals;
- (b) The schedule of prices of our proposal is attached.
- (c) Our proposal shall be valid for a period of [>>specify the number of calendar days>>] days from the date fixed for the proposal submission deadline in accordance with the Request for Tender, and it shall remain binding upon us, subject to any modifications resulting from negotiations, and may be accepted at any time before the expiration of that period;
- (d) We understand that you are not bound to accept any proposal that you receive;

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

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

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

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

Duly authorised to sign the proposal for and on behalf of: *[insert complete name of Tenderer]*

