



**ESWATINI REVENUE AUTHORITY**

**EXPRESSION OF INTEREST FOR**

**GYM FACILITIES SERVICES**

**SRA 2019/005**

**ISSUANCE: 01-02-2019**

**CLOSING: 22-02-2019**

## **INSTRUCTIONS TO TENDERERS**

### ***CONFIDENTIALITY***

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## **1. INTRODUCTION**

The Eswatini Revenue Authority (SRA) 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 SRA was founded through the Revenue Authority Act No. 1 of 2008 and was duly declared operational on 1 January 2011.

## **2. INVITATION TO TENDER**

SRA invites sealed tenders from eligible bidders are invited to express their interest in the provision of gym & wellness services. The primary objective of this EoI is to identify potential vendors for the provision of the gym facilities under the following two options.

### **1. Gym operator coming with own equipment (with Employer Subsidy)**

- The service provider will provide their own equipment to operate a fully-fledged gym, on SRA premises. The organization will then subsidize (pay a portion of the cost/per person) the cost to be charged by the operator on Staff using the facility.

### **2. Gym operator with SRA equipment**

- The organization will fully equip the facility and then allow the service provider to run it on a daily basis on the organization behalf. The service provider will put forth a proposal with all the equipment needed to run a gym.

Prospective Tenderers are expected to unequivocally specify their capability to deliver the following services below in line with the SRA's requirements and wellness precautions.

- **PERSONAL TRAINING**
- **GROUP FITNESS CLASSES**
- **YOGA CLASSES**
- **PILATES**
- **SPINNING CLASSES**
- **WEIGHT MANAGEMENT**
- **KINESIS STATION**



- **NUTRITION COUNSELING**
- **SPA TREATMENT**
- **PHYSICAL THERAPY**
- **AEROBICS CLASSES**
- **SAUNA**

The list above is not exhaustive and prospective vendors may state other activities and services that they provide or may be provided.

### **3. EXPRESSION OF INTEREST PROCESS**

The objective of the expression of interest is to prequalify vendors for Gym Services as mentioned above. 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).

### **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, bound and listed as per the requirements mentioned in the Eoi. The full Eoi shall include the following documents:

- a. Business Profile with Three Trade References
- b. An **Original** Tax Compliance Certificate
- c. A valid certified copy of Trading License
- d. A current certified copy of Form J endorsed by the Registrar of Companies
- e. A current certified copy of Form C endorsed by the Registrar of Companies
- f. A certified copy of Certificate of Incorporation
- g. Certified Copies of National IDs of Company's Directors
- h. Police Clearance Certificates of Company Directors listed in Form J
- i. A current certified copy of Labour Compliance Certificate
- j. Declaration of Eligibility
- k. **Annexure A**



## 5. NOTIFICATION TO SUCCESSFUL SUPPLIERS

SRA 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 90 days after the deadline of EoI submission. Late proposals will be rejected. EoI opening will not be opened publicly.

### **Location of EoI Submission:**

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Completed documents must be placed in the Tender Box situated at the **Eswatini Revenue Authority Building, Portion 419 of Farm 50 Ezulwini, Along MR 103 (Mvutshini-Gables Road) before 12h00 Noon, on Friday, 22 February 2019.**

No documents will be accepted after the closing time. The sealed envelope must be clearly marked:

### **Expression of Interest – SRA GYM FACILITIES**

**EOI No: SRA 2019/005**

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

## 7. SELECTION PROCESS AND CRITERIA

Due to the complexity of the services required by the SRA, evaluation of the EoI will be based on a pass or fail basis using, but not limited to the elements listed in **Section 4.**

## 8. GUIDELINES

8.1 The purpose of this document is to pre-qualify suppliers who wish to be considered for the provision of Gym Facilities.

8.2 All bidders who wish to carry out the above-mentioned services for SRA must complete Section 1 to 4 below (**Annexure A**) in full.



- 8.3 Participation and/or completion of this pre-qualification stage by vendors shall not constitute an offer from SRA to provide the required services or a promise to enter into Contract(s) with the SRA. Nor will it obligate SRA in any way with regard to their final decision.
- 8.4 Failure to provide all the documentation and/or complete all requirements of this document at the time of submission shall invalidate this application.
- 8.5 Questions regarding this expression of interest shall be submitted by e-mail to the Procurement Office, email address: [procurement@sra.org.sz](mailto:procurement@sra.org.sz).
- 8.6 The details entered hereunder will be considered confidential.
- 8.7 SRA reserves the right to consult referees, clients or consultants, as entered in this pre-qualification document.
- 8.8 SRA reserves the right to require the vendor to produce evidence in support of all details entered herein.
- 8.9 SRA representative(s) may be required to visit the Company's premises to verify the details contained in this document. The vendor will allow SRA representatives to interview present and previous clients.



## 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 Vendor, Address, and Date>>>]

*To: The Commissioner General, Eswatini Revenue Authority Building, Portion 419 of Farm 50 Ezulwini, Along MR 103 (Mvutshini-Gables Road), P.O Box 5628 Mbabane*

Dear Sirs,

Re Tender Reference: **EoI 2019/005**

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 .....



## 9. ANNEXURE A

### Section 1: Company Information.

- 1.1 Company information
  - 1.1.1 Quote Contract Number - SRA 2019/005.
  - 1.1.2 Name of the company
  - 1.1.3 Registered Physical address
  - 1.1.4 Postal Address
  - 1.1.5 Telephone
  - 1.1.6 Fax number
  - 1.1.7 Email of contact persons Address
  
- 1.2 Company profile
  - 1.2.1 Brief company profile including date of Company Registration
  - 1.2.2 Associated companies (if any) or holding company
  - 1.2.3 Name and Full address, and contact numbers of Bank to whom SRA may make inquiries to verify the financial viability of the Company
  - 1.2.4 Copy of certified audited financial statements for the last 2 financial years.
  
- 1.3 Labour Strength
  - 1.3.1 Number of staff based in
    - 1.3.1.1 Swaziland office
    - 1.3.1.2 Republic of South Africa officer
    - 1.3.1.3 Other locations

### Section 2 – Track Record

- 2.1 Implementation of similar services done in last 3 years (Complete Investment Lifecycle)
  - 2.1.1 Name of Client
  - 2.1.2 Contract Period
  - 2.1.3 Contact persons
  
- 2.2 Contracts aborted (Failure to disclose this information may lead to cancellation of contract if awarded).
  
- 2.3 Referees (Preferably Revenue Authorities or related institutions)
  - 2.3.1 Name of contact person
  - 2.3.2 Company / Organization
  - 2.3.3 Telephone
  - 2.3.4 Email address

### Section 3 – Implementation Approach





3.1 Project Plan to implement the Digital Strategy

3.2 Project management methodology to govern implementation

#### **Section 4 – Key Organisational Readiness Criteria**

Please provide 3 key organizational readiness criteria that you deem critical when implementing the system. These should be rated in terms of importance. Complete the table below:

Key Criteria		Weight (%)	Reasons for the weighting
1.	Criteria 1		
2.	Criteria 2		
3.	Criteria 3		