



TENDER NO. NMB011 OF 2023/2024

REQUEST FOR TENDER

FOR

DEESIGN SUPPLY AND CONSTRUCTION OF STEEL STRUCTURE

AT NAMBOARD LAVUMISA

OPEN TENDER

ISSUE DATE	FEBRUARY 2024
CLOSING DATE	18 MARCH 2024@10:00AM

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INVITATION LETTER

RFT NO. NMB011 OF 2023/2024 REQUEST FOR TENDER FOR DESIGN SUPPLY AND CONSTRUCTION OF STEEL STRUCTURE AT NAMBOARD LAVUMISA

The National Agricultural Marketing Board hereby invites suitably qualified, category B3 and B4, local and international companies to submit tenders required under the design, supply and construction/erection of Engineers approved steel structure/Shed, at NAMBoard Lavumisa.

Completed tenders should be submitted in PDF zipped file through the following link https://www.namboard.co.sz/tender_application.php clearly marked: 'RFT NO. NMB011 OF 2023/2024 REQUEST FOR TENDER FOR DESIGN SUPPLY AND CONSTRUCTION OF STEEL STRUCTURE AT NAMBOARD LAVUMISA'.

There shall be a **compulsory site inspection** at NAMBoard Lavumisa on the 22nd of February 2024 at 12:00Hrs.

A non-refundable tender fee of Three hundred and fifty Emalangeni only (E350.00) should be made to the below bank account:

Bank name: Standard Bank Swaziland

Account Number: 9110003896814

Branch: 660564

Account type: Current Account

The closing date for submission is **18 March 2024 at 10h00**. Late submissions will not be considered as well as telephonic, telegraphic, facsimile, and emailed submissions.

Mr. Bhekizwe Maziya

NAMBoard CEO

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SECTION A

Introduction

NAMBoard is the Kingdom of Eswatini's National Agricultural Marketing Board which is enabled by Act No. 13 of 1985 and charged with regulating and facilitating markets for farmers and assisting them with the production, processing, storage, transportation, distribution, and sale of schedule products. NAMBoard is also tasked with registering wholesale distributors, importers and exporters of scheduled products as well as advising Government on availability and demand of scheduled products. To achieve optimum import regulation, significant import substitution and maximum export sales NAMBoard's mission is to maximize its own organizational performance effectiveness and, in collaboration with farmers and other stakeholders in the agricultural community, build an efficient commercialized Swazi production and distribution agri-business value chains in accordance with sustainable farming best practices that meet international GAP and SPS standards.

SECTION B

Objective

The National Agricultural Marketing Board hereby invites suitably qualified local and international companies to submit tenders required under the design, supply and construction/erection of Engineers approved steel structure/Shed, at NAMBoard Lavumisa area, Shiselweni Region, Kingdom of Eswatini.

Tendering will be conducted through the tendering procedures specified in the Eswatini Public Procurement Act 7, 2011 and policies laid down by the Eswatini Public Procurement Regulatory Agency (ESPPRA). The Tender document can be downloaded from the ESPPRA website, www.esppra.co.sz or from our website www.namboard.co.sz.

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SECTION C INSTRUCTIONS

1. Submissions

The bids should be submitted in one (1) sealed outer envelope:

Each file submitted by tenderers, shall have two (2) separate inner files; one containing the Technical Bid and the other containing the Financial Bid.

The tenders must be addressed to:

The Entity Tender Board

National Agricultural Marketing Board

Cnr. Masalesikhundleni & Mbhabha Street

Plot No 1A Lot 165

P.O Box 4261

Manzini

2. Tender opening & submission

The tenders should be uploaded on following link https://www.namboard.co.sz/tender_application.php latest by 10:00 AM (South African Standard Time (SAST)) 18 March 2024.

A virtual tender opening will be on 18 March 2024 at 10:30AM (South African Standard Time (SAST)). The meeting link will be accessible in the same submission link.

Passwords for the zipped file should be emailed to procurement@namboard.co.sz not later than 18 March 2024 at 10:20AM (South African Standard Time (SAST)).

Late, telephonic, telegraphic, facsimile, and emailed submissions will not be considered.

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Submissions should include the following documents, which will form part of the preliminary evaluation. Tenderers must submit one (1) original and two (2) copies of these documents. Tenders without these documents may be disqualified at the evaluation stage:

No.	Document	Submitted: Yes or No
1	Company Profile	
2	Original & Valid Tax compliance certificate or equivalent	
3	Certified Copy of Valid trading license or equivalent	
4	ENPF Compliance Certificate or equivalent	
5	Certified copy of Certificated of Incorporation equivalent	
6	Certified Copy of Form J & Form C or equivalent	
7	Copy of Valid Labour Compliance Certificate or equivalent	
8	Police clearance for directors listed in Form J or equivalent	
9	Copies of National IDs of Company Directors or equivalent	
10	Bank Confirmation Letter of Good Standing	
11	Bill of Quantities	
12	Tender Submission Form (FORM-F2)	
13	Declaration Of Eligibility (FORM-F3)	
14	Similar assignments in the last 5 years (FORM-F4)	
15	Tenderer's Information Sheet (FORM- F5)	
16	JV Information Sheet (FORM-F6)	
17	Tenderer's Financial Situation (FORM-F7)	
18	Current Contract Commitments / Works in Progress (FORM-F8)	
19	Three reference letters for recent similar projects	
20	Professional registration (CIC) or equivalent (Category B3 or B4)	

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3. Tenderers Requesting for Clarifications

All clarifications sought by prospective tenderers on the document must be in writing and must be sent on email to: procurement@namboard.co.sz not later than close of business, 11 March 2024.

4. Amendments of documents

At any time prior to the deadline for submission of tenders, NAMBoard may amend the Tender Document by issuing an addendum.

Any addendum issued shall be part of the Invitation to Tender and shall be communicated in writing to all who have obtained the RFT from NAMBoard.

To give prospective tenderers reasonable time to take the addendum into account in preparing their tenders, NAMBoard may, at its discretion, extend the deadline for the submission of applications.

Where a tenderer wishes to substitute or modify a tender, he/she shall do so in writing addressed to procurement@namboard.co.sz. Modified/replaced tenders shall be clearly marked and submitted before the closing date of the tender.

5. Language of Application

The tenders prepared by the tenderers, as well as all correspondence and documents relating to the tender exchanged by the tenderers and NAMBoard shall be written in English.

6. Confidentiality And Ownership of The Document

All documents, statistics, reports, data, and other information provided, created, obtained, or made available to the tenderer in connection with or by virtue of the present Contract, shall be treated as confidential by the tenderer, and the tenderer shall not be entitled to use or make copies of them for any purpose that is not related to the present Contract.

The documents, statistics, reports, and data under the preceding paragraph shall, upon the completion of Services or termination of this Contract, be promptly returned to NAMBoard.

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Any study, report, or other material, graphic, software or otherwise, prepared by the tenderer for NAMBoard under the Contract shall belong to and remain the property of NAMBoard. The tenderer may retain a copy of such documents.

7. Contacting NAMBoard

No tenderer shall contact NAMBoard on any matter relating to its tenders, from the time of tender opening to the time of shortlisting. Any effort by a tenderer to influence NAMBoard in its decisions on the evaluation, pre-qualification comparison, or award may result in the rejection of the tenderer's submission.

8. Terms and Conditions for tenderers

- a) This Invitation to Tender document is executed in English. All correspondence exchanged between NAMBoard and the tenderer as well as any documentation relating to it, shall be written in English.
- b) Tenderers are urged to ensure that their tenders are complete and the required compliance documents are submitted as stipulated.
- c) Company directors who are public servants and Politicians are prohibited from participating in this tender.
- d) Late telephonic, telegraphic, facsimile, and emailed submissions, will not be considered.
- e) Prospective tenderers must ensure that all tenders are adequately signed by authorised representatives.
- f) Costs of preparing the document submissions shall be borne by the tenderer.
- g) To assist in the examination, evaluation, and comparison of the bids, the company may at its discretion, ask the tenderer for a clarification on any part of its document. The request for clarification and the response shall be in writing and no change in the prices or substance of the bid shall be sought, offered, or permitted.
- h) NAMBoard does not bind itself to accept any tender nor give any reason for the acceptance or rejection of a tender. NAMBoard may accept a tender for a part of the quantity offered or reject any tender without assigning any reason.

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- i) Tenderers will not be permitted to change the substance of their offers after the tender box has been opened.
- j) NAMBoard shall, if deemed necessary, conduct due diligence search of the businesses of the tenderer.
- k) All monetary/financial information furnished, must be quoted in Eswatini Lilangeni (SZL).

9. Evaluation Committee

- a) Tenders' completeness and responsiveness to the basic instructions and requirements of the tender document will be on a pass or fail basis against each criteria.
- b) The tenders will be evaluated by an evaluation committee, appointed by NAMBoard, comprising varied skills making the team suitably qualified for such a process. The evaluation committee will review all reports and suggest any modifications/changes considered necessary within 15 days of receipt.

10. Clarification of Applications

- a) During evaluation of the tenders, NAMBoard may, at its discretion, ask the tenderers for clarification of its tenders. 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.
- b) A tenderer shall be instructed to reply to clarifications in writing within a specified time, addressing their responses to the Procurement Officer.
- c) The head of the procurement unit shall ensure that all replies are promptly forwarded to the chairperson of the evaluation committee.
- d) Failure of a tenderer to respond to a request for clarification may result in the rejection of its tender.

11. Return of Drawings

Drawings except those bound in the Bills of Quantities, which shall remain with the documents, must be returned to the Client as soon as possible after the tender

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opening. Tenderers, or their representatives, attending the opening may hand over the drawings to the person representing the Client at the opening session.

12. Alternative Specification Or Bill Of Reduction

Should the tender figures received for this project be higher than budgeted allowances, the Employer reserves the right to reduce either the quantity or specification of the work to meet the desired budget. This reduction will take place before the contract is signed and will be subject to agreement between the Employer and the successful Sub-Contractor.

13. Correction of Errors

Tenders determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected by the evaluation committee as follows:

- a) Where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless in the opinion of the evaluation committee is an obvious gross misplacement of the decimal point in the unit rate, in which case the item total as quoted will govern and the unit rate will be corrected;
- b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (1) and (2) above.
- d) The amount stated in the Tender will be adjusted by the evaluation committee in accordance with the above procedure for the correction of the errors and, with the concurrence of the Tenderer, shall be considered as binding upon the Tenderer. If the Tenderer does not accept the corrected amount of Tender, its Tender will be rejected.

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SECTION D

ELIGIBILITY

1. Evaluation Criteria

All tenderers are requested to submit one outer envelope with two separate inner envelopes one marked Technical and the other marked Financial. Shall be evaluated using the Least cost selection. The evaluation criteria will be based on both the technical as well as the financial score of the tenders submitted in accordance with the following criteria:

a) Preliminary Examination

NAMBoard will examine the tenders to determine whether they are complete i.e., whether required documents have been furnished, whether the documents have been properly signed and authorised, the correct number of copies of the tender have been submitted, the tender is valid for at least the period required, the required samples have been submitted.

Prior to the technical evaluation, NAMBoard will determine the substantial responsiveness of each tender to the tender request. For purposes of this paragraph, a substantially responsive tender is one, which conforms to all the terms and conditions of the tender document without material deviations. NAMBoard's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence. If a tender is not substantially responsive, it will be rejected by NAMBoard and may not subsequently be made responsive by the Tenderer by correction of the nonconformity.

b) Technical Criteria

The technical bids shall be evaluated on its responsiveness to technical specifications requirements and will be assessed and scored according to the evaluation criteria stated below which is on a PASS/FAIL basis. A Tender shall be scored a Pass if it substantially meets the specification requirements, and it shall be scored Fail if it fails to meet same.

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No.	CRITERIA	MAXIMUM FACTOR	WEIGHING
TECHNICAL EVALUATION			
1.	Relevant Experience of tenderer - General Experience of the Contract of at least 5 years and at least three (3) contracts related to construction of steel structure/shred - Trade references (reference letter from at least 3 clients within the last 5 years of similar contracts, assignments of similar nature successfully completed)		Pass/Fail
2.	Proposed Work plan [The bar chart program must clearly indicate the various construction activities necessary to complete the works. Each provisional sum activity must be clearly and individually identifiable from the bar chart program, with commencement and completion dates for each activity indicated thereon] 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: -Plan covers entire scope of work -Plan timelines		Pass/Fail
3	Qualifications and competence of the key staff for the Assignment (CV's and Certifications) Structural Engineer – BSc Degree in Structural/Civil Engineering.		Pass/Fail

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	<p>Site Agent – Civil Engineering Degree with post graduate certificate in Project Management or Construction Management or Equivalent}</p> <p>- Site Technician – Certificate Building Studies and Trade tested (Grade 1)</p> <p>- Site Foreman – Diploma in Building Studies or Trade tested (Grade 1)</p> <p>- SHERQ Officer – bachelor’s degree in Environmental Management and Occupational Health and Safety or Equivalent</p>	
4	<p>Equipment Type and Characteristics</p> <p>- Concrete mixer</p> <p>- Compactors</p> <p>-Cranes</p> <p>- TLB</p> <p>- Construction Vehicles</p> <p>- Additional Construction Equipment’s</p>	Pass/Fail
5	<p>Financial Resource</p> <p>Using the relevant forms provided, the tenderer must demonstrate access to, or availability of financial resources such as liquid assets, lines of credit and other financial means other than contractual advance payment to complete the project.</p>	Pass/Fail
<p>The price/cost of each of the technically compliant tender shall be considered only after evaluation.</p>		

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Of the above technical criteria for the Tenderer who meets the minimum requirements	
FINANCIAL EVALUATION – LEAST COST SELECTION	
	The lowest evaluated Financial Tender will be considered for award having met all the minimum requirements.

c) Financial Evaluation Criteria

The lowest evaluated financial bid will be considered for award having met all the minimum requirements and completeness. All bids shall be ranked according to their evaluated price. The bid with the lowest evaluated price shall be the best evaluated bid and shall be recommended for award of contract. Incomplete bids may be disqualified.

Swazi Business Promotion

Swazi companies shall be given a preference margin in the evaluation by adding (5%) margin to the evaluated price of other tenderers who are not eligible for the preference during the financial evaluation. [A Swazi company is one which is registered in Eswatini and at least 60% of controlling shares are owned by the Eswatini citizens].

1. Intention to Award

All Tenderers are required to provide their e-mail addresses (in company profile) to NAMBoard, which they will be notified on the intention to award on the day that the intention is sent to ESPPRA. A notice of Intention to Award shall be sent to all Tenderers and published to the ESPPRA website at least 10 working days before the contract award.

2. Award of contract

Qualifications and experience of the tenderers shall be considered as the paramount requirement. This contract is a fixed price contract, and tenderers are to allow for escalation in rates.

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3. Tender validity

Tenderers are requested to hold their bids valid for 120 days from the deadline for submission of tenders during which period will be maintained without change, of the proposed price. NAMBoard will make its best efforts to finalize the agreement within this period.

4. Tax Liability

- a) Tenderers should note that the remuneration, to be received from this contract, will be subject to normal tax liability in Eswatini. Tenderers, other than Eswatini nationals, shall be subject to local taxes (such as: value added tax, social charges or income taxes on non-resident Foreign Personnel, duties, fees, levies) on amounts payable by NAMBoard under the Contract.

Note: With respect to temporary admissions, the temporary admission regime under the Customs and Excise Act of 1971 will apply.

- b) We commit ourselves to maintain the highest standard of integrity and ethical principles during all stages of the procurement cycle.

ANNEXURES

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Enclosures:

Annexure 1: Schedule of Requirements

Annexure 2: General Conditions of Contract

Annexure 3: Special Conditions of Contract

Annexure 1

SCHEDULE OF REQUIREMENTS

Background & Objective

As part of the Government strategic road map, NAMBoard is pursuing a robust programme to ensure food security in the country and growing of export to realize foreign revenue. NAMBoard is therefore required to set up structure which will save as a vegetable handling and packhouse for vegetables including but not limited to Onions, Beetroots, carrots etc.

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Contract duration

The erection of the structure should be fully delivered within 5 weeks.

Personnel

The Tenderer must demonstrate that it has the personnel for the key positions that meet the following requirements:

No.	Position	Total Work Experience (years)	In Similar Works Experience (years)
1.	Structural Engineer: BSc Degree in Structural / Civil Engineering	5 years	3 years
2.	Site Agent: BSc in Civil Engineering	5 years	3 years
3.	Safety, Health & Environment Officer: Bachelor's Degree in Environmental Management and Occupational Health and Safety	5 years	3 years

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4.	Site Technician: Certificate Building Studies and Trade tested (Grade 1)	5 years	3 years
5.	Site Foreman: Diploma in Building Studies or Trade tested (Grade 1)	5 years	3 years

Equipment

The Tenderer must demonstrate that it has or has access to the key equipment listed hereafter:

No.	Equipment Type and Characteristics	Minimum Number required
1.	Concrete Mixer	1
2.	Compactors	1
3.	Cranes	1
4.	TLB	1
5.	Construction Vehicles	2

Additional plant and equipment, not listed in the table above, but required for the execution of the contract shall be included in the rates, prices, and total Tender price submitted by the Tenderer.

Key task

Design, Supply and Construction/Erection of Engineers approved steel structure/Shed. This building should be able to house equipment for packaging onions, beetroots, and carrots.

The Size: the structure should be 30 meters wide by 50 meters long and 9 meters high at Column height.

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Deliverables

1. Engineer's Approved Designs and Drawings (Pre- Construction)
2. Portal Frame structure 30 x 50 x 9M
3. Roof pitch of 10 degree of <0.5mm Chromadek (Heritage green) roof covering
4. Steel reinforced cages designed by structural Engineer for foundation holes.
5. Bullnose ending overhang on the 50 meters side and closed both 30 meters gable ends to the same level, using a 0.5mm or more IBR chromadek sheeting, supported by 150x50x20x2 galvanized lipped channel.
6. Two sliding doors clad with 0.5mm or more Chromadek sheeting. Each door 5 metres with by 5 metres high on each side of the 30-metre gable end.
7. inclusive of a white Alu-bubble isolation for the entire roof area.
8. As built drawings (Post – Construction)

Bill of Quantities

Item	Description	units	Qty	Rate	Price
	Portal Frame structure 30x50x9m with no Internal Columns, roof pitch 10 Degrees				
1	Terminals and Generals	Sum	1		
2	Supply of Detailed Designs and drawings for the proposed structure	unit	1		
3	Steel Reinforced cages designed by Structural Engineer for foundations holes	unit	64		
4	150x50x20x2 galvanized lipped channel spaced at 5m intervals		64		

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5	Cross Bracing on the rear side and roof 80x80x6mm		32		
6	Bullnose both 50m sides down 500mm and closed both 30m gable ends to the same level using 0.5mm IBR Chromadek sheeting.	unit	200		
7	Sliding Doors, clad with 0.5mm IBR Chromadek sheeting. Each door 5m wide x 5m high. One door per 30m gable end	unit	2		
8	White alububble sisalation covering the entire roof area	m2	3000		
9	Ridge ventilators 600mm throat and 2.450m long	unit	16		
10	All Structural steel painted with a grey primer and heritage green finishing	unit	64		
11	Transport for all material to site	Sum	1		
12					
13					
14	Subtotal				
15	Contingency of 5%				
16	VAT of 15%				
17	Total				

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TENDER SUBMISSION FORM

[Tenderers must provide a signed Tender Form on their company letterhead in the following unedited format. If the tender is being presented by a joint venture or consortium all members must sign the declaration]

To: The National Agricultural Marketing Board

- i. We, the undersigned, offer to the Design, Supply and Construction of Steel Structure at NAMBoard Lavumisa in conformity with the said Invitation to Tender documents for the sum of E _____ *[sum in figures and in writing]* or such other sums as may be ascertained in accordance with the schedule of prices attached herewith and made part of this Tender and are inclusive of all taxes.
- ii. We undertake, if our Tender is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.
- iii. If our tender is accepted, we will obtain the guarantee of a reputable bank or insurance company in a sum equivalent to 5% (five percent) of the contract price for the due performance of the contract, in the form prescribed by the Procuring Entity in the Invitation to Tender document.
- iv. We agree to abide by this tender for a period of **120 days** from the date fixed for Tender opening under section C of the instructions to Tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of the period.
- v. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any tender you may receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

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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>>>]

The Entity Tender Board Chairperson
National Agricultural Marketing Board
Cnr. Masalesikhundleni & Mbabha Street
Plot No 1A Lot 165
P.O Box 4261
Manzini

Dear Sir,

RE: RFT NO. NMB011 OF 2023/2024 REQUEST FOR TENDER FOR DESIGN SUPPLY AND CONSTRUCTION OF STEEL STRUCTURE AT NAMBOARD LAVUMISA

In accordance with the eligibility requirements of the Procurement Regulations and the tender documents 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

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- 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 are not subject to suspension in accordance with section 55 of the Act, and none of our directors or officers have been involved in a tenderer or supplier currently subject to suspension.

Signed

Authorized Representative

Date

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ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST 5 YEARS

1. Outline of recent experience on assignments of similar nature:

No.	Name of Project	Procuring Entity (Name, Address,Tel)	Cost of Project (SZL)	Start date	Completion date	Attached Completion Certificate
1)						
2)						
3)						

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Tenderer's Information Sheet

Tenderer's Information	
Tenderer's Legal Name	
In case of JV, legal name of each Partner	
Tenderer's Country of Constitution	
Tenderer's years of constitution	
Tenderer's legal address in country of constitution	
Tenderer's authorized representative (name, address, telephone numbers and email address)	
<p align="center"><u>Attach Copies of the Following documents</u></p> <ol style="list-style-type: none"> 1. Authorization to represent the firm or JV named in above (power of attorney). 2. In case of JV, letter of intent to form JV or JV agreement. 	

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JV Information Sheet*[Each member of a JV must fill in this form]*

JV/Specialist/Subcontractor Information	
Tenderer's Legal Name	
In case of JV, legal name of each Partner	
Tenderer's Country of Constitution	
Tenderer's years of constitution	
Tenderer's legal address in country of constitution	
Tenderer's authorized representative (name, address, telephone numbers and email address)	
<p align="center"><u>Attach Copies of the Following documents</u></p> <ol style="list-style-type: none"> 1. Authorization to represent the firm or JV named in above (power of attorney). 2. In case of JV, letter of intent to form JV or JV agreement. 	

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Financial Situation

[Each tenderer or member of a JV must fill in this Form]

Information from Balance Sheet

	Financial Data for Previous 2 Years (SZL)	
	Year 1	Year 2
Total Assets		
Total Liabilities		
Net Worth		
Current Assets		
Current Liabilities		

Information from Income Statement

Total Revenue		
Profits Before Taxes		
Profit After Taxes		

NB: NAMBoard at its discretion, may request for Financial Statements (balance sheets including all related notes and income statement for the last 2 years for verification of the above information)

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Current Contract Commitments / Works in Progress

Tenderers and each partner to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Name of Contract	Procuring Entity (Address , Tel)	Initial Contract/Project Value	Value of Outstanding Work	Estimated Completion Date
1.				
2.				
3.				
4.				
5.				

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SUBMISSION CHECKLIST

No.	Document	Submitted: Yes or No
1	Company Profile	
2	Original & Valid Tax compliance certificate or equivalent	
3	Certified Copy of Valid trading license or equivalent	
4	ENPF Compliance Certificate or equivalent	
5	Certified copy of Certificated of Incorporation or equivalent	
6	Certified Copy of Form J & Form C or equivalent	
7	Copy of Valid Labour Compliance Certificate or equivalent	
8	Police clearance for directors listed in Form J or equivalent	
9	Copies of National IDs of Company Directors or equivalent	
10	Bank Confirmation Letter of Good Standing	
11	Bill of Quantities	
12	Tender Submission Form (FORM-F2)	
13	Declaration Of Eligibility (FORM-F3)	
14	Similar assignments in the last 5 years (FORM-F4)	
15	Tenderer's Information Sheet (FORM- F5)	
16	JV Information Sheet (FORM-F6)	
17	Tenderer's Financial Situation (FORM-F7)	
18	Current Contract Commitments / Works in Progress (FORM-F8)	
19	Three reference letters for similar projects	
20	Professional registration (CIC) or equivalent (Category B3 or B4)	

NB: All the documents listed above must be submitted in the listed order.

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ANNEXURE 2: GENERAL CONDITIONS OF CONTRACT

The contract shall be governed by the “**FIDIC Silver Book**” All terms and conditions of contract shall be according to this contract which shall be signed with the successful tenderer.

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ANNEXURE 3: SPECIAL CONDITIONS OF CONTRACT

Special conditions of contract shall be according to the “**FIDIC Silver Book**” which shall be signed with the successful tenderer.

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