



ROYAL ESWATINI NATIONAL AIRWAYS CORPORATION

EXPRESSION OF INTEREST FOR

**PROVISION OF SHUTTLE SERVICES
PRC-EOI-23-02**

ISSUANCE: 06TH October 2023

CLOSING: 17th November 2023, 12 noon

INSTRUCTIONS TO SERVICE PROVIDERS

CONFIDENTIALITY

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1. INTRODUCTION

Royal Eswatini National Airways Corporation (RENAC) is a company with limited liability incorporated in accordance with the Company's Act of the Kingdom of Eswatini. RENAC is within the aviation sector in the Kingdom of Eswatini and is a holder of both Aviation Fuel and Ground Handling Licenses.

2. REQUIREMENTS

Suitably qualified Transport Service providers are invited to express their interest for the Provision of Shuttle Services that will enhance the operation of RENAC's Airline, Eswatini Air.

Eswatini Air, operates two fifty-seater Embraer Aircraft, ERJ145, base being King Mswati III International Airport in Sikhuphe. Current destinations are OR Tambo, King Shaka, Durban and Harare. It is under this background that Royal Eswatini National Airways Corporation (RENAC) is planning to introduce shuttle services for its passengers to and from King Mswati International Airport (KMIII) to Mbabane, Ezulwini, Matsapha and Manzini. The services will run regularly on pre-published timetable basis between KMIII and the various towns with designated pick-up and drop-off points.

SPECIFICATION

Interested parties are welcome to propose daily, weekly, monthly or any other preferred contracting methods and can submit proposals for vehicles of different configurations from 5-seater sedans to 50-seater buses.

The general requirement is that the vehicles must be airconditioned and in very good service conditions. Proof of each proposed vehicle's current maintenance status, insurance certificate (including third-party insurance) and approval to operate it as a public service vehicle (PSV) together with up-to-date business licence of the proposer should be included in the submissions. The baggage hold capacity of each vehicle should be clearly documented. A CV and description of proposed drivers should also be included in the proposal.

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Wheelchair friendly vehicles are preferred. For buses, in-seat cup holders, small display units (screens) at 2-meter intervals and built-in toilet facility will be an advantage. Submissions should clearly articulate the service levels the proposer is willing to commit to in case of vehicle break-down or service disruption for whatever reason excluding force majeure situations.

3. EXPRESSION OF INTEREST PROCESS

The objective of the expression of interest is to prequalify vendors for the provision of Airport Shuttle Services for the Royal Eswatini National Airways Corporation, trading as Eswatini Air. Tendering will be conducted through an Expression of Interest (Eoi) procedures specified in the Eswatini Public Procurement Act, 2011 and policies laid down by the Eswatini Public Procurement Regulatory Agency (<https://esppra.co.sz/sppra/legislation.php>).

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) A valid Tax Clearance Certificate
- (c) A valid certified copy of Trading License
- (d) A current certified copy of Form J endorsed by the Registrar of Companies OR Equivalent Company registration document with reflection of company directorship.
- (e) A current certified copy of Form C endorsed by the Registrar of Companies or Equivalent document reflecting date of company incorporation and shareholders where applicable.
- (f) A certified copy of Certificate of Incorporation
- (g) A certified copy of VAT Registration Certificate
- (h) Certified Copies of National IDs of all Company's Directors

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- (i) Police Clearance Certificates of Company Directors listed in the Company registration document (d above) or Affidavit with declaration of non-violation of public procurement procedures.
- (j) A current certified copy of Labor Compliance Certificate or equivalent workmen's insurances
- (k) Signed Declaration of Eligibility

5. NOTIFICATION TO SUCCESSFUL SUPPLIERS

RENAC will notify the successful Suppliers (if any) of the acceptance of their 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 will not be opened publicly.**

Location of EoI Submission:

Completed documents must be emailed to tenders@renac.co.sz or placed in the Tender Box situated at the reception at the **ROYAL ESWATINI NATIONAL AIRWAYS CORPORATION HEADQUARTERS, MATSAPHA INTERNATIONAL AIRPORT ROAD, GATE NO.6, MATSAPHA.**

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

Expression of Interest – Provision of Shuttle Services

EoI No: RENAC PRC-EoI-23-002

RENAC will accept no responsibility for the late delivery of proposals by courier services or any other means.

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7. GUIDELINES

- 7.1 The purpose of this document is to pre-qualify suppliers who wish to be considered for the Provision of Shuttle Services
- 7.2 All bidders who wish to carry out the above-mentioned services for RENAC must complete Section 1 to 3 below (Annexure A) in full.
- 7.3 Participation and/or completion of this pre-qualification stage by vendors shall not constitute an offer from RENAC to provide the required services or a promise to enter into Contract(s) with the RENAC. Nor will it obligate RENAC in any way with regard to their final decision.
- 7.4 Failure to provide all the documentation and/or complete all requirements of this document at the time of submission shall invalidate this application.
- 7.5 Questions regarding this expression of interest shall be submitted by e-mail to the Procurement Office, email address: tenders@renac.co.sz. Verbal questions will NOT be accepted.
- 7.6 The details entered hereunder will be considered confidential.
- 7.7 RENAC reserves the right to consult referees, clients or consultants, as entered in this pre-qualification document.
- 7.8 RENAC reserves the right to require the vendor to produce evidence in support of all details entered herein.
- 7.9 RENAC representative(s) may be required to visit the Company's premises to verify the details contained in this document. The vendor will allow RENAC representatives to interview present and previous clients.

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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 Chief Executive Officer, Royal Eswatini National Airways Corporation: Gate 6, Matsapha International Airport, P.O Box 939, Manzini, Eswatini

Dear Sirs,

Re EOI Reference: **RENAC PRC-EOI-23-002**

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

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8. ANNEXURE A

Section 1: Company Information.

- 1.1 Company information
 - 1.1.1 Quote Contract Number - RENAC PRC-EOI-23-02
 - 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 Name and Email of contact persons

- 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 RENAC 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 Eswatini office
 - 1.3.1.2 Republic of South Africa officer
 - 1.3.1.3 Other locations

Section 2 – Track Record

- 2.1.1 Implementation of similar services done in last 3 years
 - 2.1.2 Name of Client
 - 2.1.3 Name of Project
 - 2.1.4 Contract Period
 - 2.1.5 Contact persons.
-
- 2.1 Contracts aborted (Failure to disclose this information may lead to cancellation of contract if awarded).

 - 2.2 Referees (Preferably of related works)
 - 2.3.1 Name of contact person
 - 2.3.2 Company / Organization
 - 2.3.3 Telephone

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2.3.4 Email address

Section 3 – Key Transport Industry Affiliations/ Certificates

3.1 Please provide names of transport certifications and affiliations . These should be rated in terms of importance (total weights being 100%). Complete the table below:

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

3.2 Brief outline on the scope of shuttle services offered, the vehicle types, and its relevance to Eswatini Air's line of business.

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