

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.

PART VI: SHORT LISTING

- 6.1. Notification to the Short-listed Applicants** The **Royal Eswatini National Airways Corporation (RENAC)** will notify all Applicants in writing, that they have been short listed to provide works, services or supplies for the Financial Years **2024/25, and 2025/26.**
- 6.2. Inspection** The **Royal Eswatini National Airways Corporation (RENAC)** 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 short listed or conditionally short listed, shall inform the Procuring Entity of any material change in information that might affect their qualification status. Providers shall be required to update key shortlisting 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.

PART VII: TENDER REQUIREMENTS

Tenderers are required to provide the following:

Eligibility Documents

- a. An original receipt of SZL 400.00
- b. A valid Trading license
- c. Form J and Form C
- d. A Valid Tax Compliance Certificate
- e. Power of Attorney or Resolution
- f. Employer's Compliance Clearance Certificate (ENPF)
- g. Police Clearance Certificates for all Directors or Affidavit of Non-Conviction
- h. Labor compliance Certificate
- i. Registration with the Construction Industry Council Certificate (CIC) (for works, B6, B5, E4)
- j. Certificate of Incorporation
- k. Declaration of Eligibility.

Technical Requirements

1. Indicate category of supply selected.
2. Company profile (must be relevant to the category selected).
3. Two years' financial statements (FORM A3).
4. Provide Personnel and their specific roles to the category selected, include resume and curriculum vitae (FORM A4)
5. Proof of availability of equipment (where applicable) (FORM A5)
6. Provide proof of experience, most recent relevant contracts completed (provide 3 contracts and their value), (FORM A6)
7. Provide three (3) contactable references
8. Provide evidence of manufacturers/source authorization for goods
9. Provide current stock on hand of goods to be supplied
10. Proof of physical address, location of business, lease agreement.

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FORM A1: APPLICATION SUBMISSION SHEET

Date: *[insert day, month, year]*

To: *[insert full name of Procuring Entity]*

We, the undersigned declare that:

- (a) We have examined and have no reservations to the short listing document, including Addenda No:....., *[insert the number and issuing date of each Addenda]*;
- (b) We hereby apply to be short listed for the following works, services or supply;

Reference Number	Description of Works, Services or Supplies

- (c) We, including any subcontractors or providers for any part of the contract or contracts resulting from this short-listing process, are eligible to participate in public procurement.
- (d) We undertake to adhere by the Code of Ethical Conduct for Providers and Providers during the procurement process and the execution of any resulting contract.
- (e) We, including any subcontractors or providers for any part of the contract or contracts resulting from this short-listing process, have nationals from the following eligible countries *[insert the nationality of the Applicant, including that of all parties in case of a joint venture and the nationality of any subcontractors, if applicable]*;
- (f) We, including any subcontractors or providers for any part of the contract or contracts resulting from this short-listing process do not have any conflict of interest, and are not associated, nor have been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design or technical specifications of the Supplies.
- (g) We, our affiliates or subsidiaries, including any subcontractors for any part of the contract or contracts resulting from this short-listing process, have not been suspended by the ESPPRA from participating in public procurement.
- (h) We are not a government owned entity, or if we are, we meet the requirements of 2.3.9.

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- (i) We understand that you may amend the scope and value of any contracts to be tender or cancel the short-listing process at any time and that you are neither bound to accept any application that you may receive nor to invite the short-listed applicants to tender for the contract or contracts, which are the subject of this short listing, without incurring any liability to the Applicants.
- (j) We understand that qualification information will be subject to verification through a post-qualification process prior to any award of contract.
- (k) We hereby authorise you and your authorised representatives, to conduct any enquiries or investigations to verify the statements, documents and information submitted in connection with this application and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Application Submission Sheet will also serve as authorisation to any individual or authorised representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application.

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

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

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

Duly authorized to sign the application for and on behalf of: *[insert complete name of Applicant/Joint Venture]*

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

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FORM A2: APPLICANT INFORMATION SHEET

STRUCTURE AND ORGANIZATION

1. Name of Company:
[insert full legal name]

Physical address:
[insert street/ number/ town or city/ country]

Postal address:

Telephone number:

Telefax number:

Email:

2 Description of the Company's activities:

3 Number of years of experience in the provision of the works, services or supplies under reference

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- 4 In case of a Joint Venture, the following documentation shall be required for each member of the joint venture:
- a. A valid Trading license
 - b. Form J and Form C
 - c. A Valid Tax Compliance Certificate
 - d. Power of Attorney or Resolution
 - e. Employer's Compliance Clearance Certificate (ENPF)
 - f. Police Clearance Certificates for all Directors or Affidavit of Non-Conviction
 - g. Labor compliance Certificate
 - h. Registration with the Construction Industry Council Certificate (CIC) (for works, B6, B5, E4)
 - i. Certificate of Incorporation
 - j. Declaration of Eligibility.

The Applicant's authorised representative for information is:

Name: *[insert full legal name]*

Address: *[insert street/ number/ town or city/ country]*

Telephone/Fax numbers: *[insert telephone/fax numbers, including country and city codes]*

E-mail address: *[indicate e-mail address]*

-
- 6 Please indicate here or attach an organization chart showing the company structure including key personnel.

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FORM A3: FINANCIAL STATEMENT

1. Share capital.

- Authorized share capital:

2. Annual value of business undertaken in the last two years

Year		
Turnover.		

3. Approximate value of current work related to this type of works, services or supplies

4. Name and address of Bankers from which references can be obtained and authority to seek references.

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FORM A4: RESOURCES: PERSONNEL

1. Number of staff

- Management staff:
- Technical staff:
- Support staff:

2. Please list the present key personnel and management staff. Please attach each of their resume and CV.

Name	Qualification	Years of relevant experience

FORM A5: RESOURCES: PROVIDERS EQUIPMENT AND FACILITIES

On the basis of the information provided in the short-listing documents, please indicate equipment and facilities considered by your firm to be necessary for undertaking the contract and whether this is already in the company's ownership or will be purchased or leased.

The following facilities and infrastructure are available at the Applicants workshop:

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FORM A6: EXPERIENCE: RELEVANT PROJECTS COMPLETED

Please fill in information about the most recent relevant contracts completed.

Provide 3 contracts and their value

Name Employer	Description of Contracts	Total Contract Price	Date of Completion

The applicant **MUST** attach evidence of performance of the above contracts in the form of reference letters from the clients. This is applicable for both completed and current similar assignments. Contracts included without evidence will not be considered.

FORM A7: EXPERIENCE: CURRENT RELEVANT CONTRACTS

Please fill in information about the current relevant contracts being executed.

Name Employer	Description of Contract	Contract Price	Value completed and certified.

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ANNEX A: STATEMENT OF REQUIREMENTS- SOURCES OF SUPPLY

REF NUMBER	CATEGORY DESCRIPTION	LOCAL/ GLOBAL
1.	Supply of Aircraft parts (Embraer ERJ145)	Global
2.	Supply of Aircraft maintenance consumables (Embraer ERJ145)	Global
3.	Provision of Aircraft Tyres, tyre services (new tyres and repair)	Global
4.	Provision of Vehicle Tyres, tyre services (new tyres, alignment, balancing, repair etc)	Local
5.	Printing Services – Manuals, Brochures, inflight magazines	Local
6.	Supply of Office Stationery	Local
7.	Supply of IT Equipment, Accessories, Repairs and services Printers, Photocopiers, Projectors, Laptops, Desktops, Printer Cartridges etc	Local
8.	Supply of Mobile Phones, Tablets, iPads	Local
9.	Supply, Delivery and Installation of Office Furniture and Fittings	Local
10.	Provision of Vehicle Maintenance and Repair (Toyotas, Hundai)	Local
11.	Provision of Accommodation Facilities	Global
12.	Provision of Conference facilities	Local
13.	Provision of Insurance (Aircraft, vehicles, furniture, equipment)	Local
14.	Provision of Cleaning, Fumigation, Pest Control and Sanitary Services	Local
15.	Provision of Vehicle Hire	Global
16.	Provision of Courier Services	Global
17.	Provision of Media & Publicity Services – Photography, Media mobilization etc	Local
18.	Provision of Catering services for Meetings, Workshops and Inflight	Local
19.	Provision of hiring services for PA systems, chairs, tables, linen etc	Local
20.	Provision of events décor (chairs, tables, tents, décor)	Local
21.	Fire Protection services, equipment and servicing	Local
22.	Supply and delivery of cleaning materials and consumables	Local
23.	Provision of Promotional Materials, Banners, T-shirts etc	Local
24.	Supply and maintenance of Security Systems (CCTVs, Alarm Systems, etc)	Local
25.	Supply and delivery of packaging (meal boxes non-ecofriendly, partitioned foil containers with transparent lid, plastic sandwich and muffin packaging, pre-packed cutlery pouches)	Global
26.	Provision of Building Maintenance, electrical and plumbing Services	Local
27.	Provision of Steel Welding and Fabrication services	Local

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ANNEX B: DECLARATION OF ELIGIBILITY

In accordance with the requirements of the Public Procurement Act, 2011, all Tenderers must meet the following criteria, to be eligible to participate in public procurement.

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

Dear Sirs,

Tender Reference RENAC No. 001 of 2024-2025

In accordance with the eligibility requirements of the tender documents 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) That we do not have a conflict of interest (1) in relation to the procurement requirement.

Signed:

Date:

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ANNEX C: EVALUATION OF APPLICANTS

STAGE 1: PRELIMINARY EVALUATION

The Corporation will carry out the evaluation of proposals based on their responsiveness to the below list of documents to be submitted with the application:

Document Description	Criteria (Y/N)
An original receipt of SZL/R 400.00	
A valid Trading license	
Form J and Form C	
A Valid Tax Compliance Certificate	
Power of Attorney or Resolution	
Employer's Compliance Clearance Certificate (ENPF)	
Police Clearance Certificates for all Directors or Affidavit of Non-Conviction	
Labor compliance Certificate	
Registration with the Construction Industry Council Certificate (CIC) (for works, B6, B5, E4)	
Certificate of Incorporation	
Declaration of Eligibility.	

STAGE 2: TECHNICAL EVALUATION

Technical Requirement	Criteria (Y/N)
Category of supply selected and relevance to your business	
Company profile (must be relevant to the category selected).	
Two years' financial statements (FORM A3).	
Personnel and their specific roles to the category selected, resume and curriculum vitae (FORM A4)	
Proof of availability of equipment (for applicable categories) (FORM A5)	
Proof of experience, most recent relevant contracts completed (provide 3 contracts and their value), (FORM A6)	
Three (3) contactable references	
Evidence of manufacturers/source authorization for goods	
Current stock on hand of goods to be supplied	
Physical address, location of business	

The evaluation criteria shall be based on YES/NO

NB: The evaluation committee will visit the applicant's premises to verify the information provided in the application.

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