





































# REQUEST FOR PROPOSAL (RFP) FOR POSTAL OPERATIONS PROCESS REENGINEERING

---

- 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.

12.5 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.

12.6 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.

12.7 All prices must be in Emalangeneni or South African Rands; and must clearly reflect all taxes applicable or not applicable.

## **13.0 Penalties**

If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the Corporation shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The Corporation may also consider termination of the contract.

## **14.0 Applicable law**

Upon award of this tender, the contract shall be interpreted in accordance with the laws of the Kingdom of Eswatini, unless specifically agreed to otherwise.

# REQUEST FOR PROPOSAL (RFP) FOR POSTAL OPERATIONS PROCESS REENGINEERING

---

## 15.0 Taxes and duties

15.1 A foreign supplier shall be entirely responsible for all taxes, including withholding tax (15%) and any other such levies imposed in Eswatini. Please refer to the following extract from the Eswatini Tax legislation:

### ***“Withholding Tax on Payments to Non Resident Contractors***

*This applies to any person who makes payment, a result of an agreement relating to construction operations, to a person whose principal place of business is outside Eswatini. This withholding tax is on account of the liability of the non-resident. The withholder should furnish the non-resident person with a certificate showing amount of the payment under the agreement and tax deducted.”*

### ***Withholding Tax on Payments Non Resident Persons***

*A person who makes payment to any non-resident person is required to withhold tax on the gross amount resulting from a contract which has a Swazi source of income excluding an employment contract. The main purpose of the contract should be the performance of a service. Goods supplied in the performance of the service shall be excluded from the calculation of the tax as they are only incidental i.e. a non-resident mechanic who comes with tools and service parts will be liable to such tax on the labour fees only not the service parts.*

### ***Non-Resident Withholding Tax on Royalties and Management Fees***

*Every person who makes any payment of royalty or management fee or both to a person not ordinarily resident in Eswatini is required to withhold tax. The tax is final and a certificate should be furnished to the non-resident person.*

### ***Sportsmen and Entertainers***

*This is imposed on any remuneration paid to, or the gross receipts of, public entertainers, sportsman, theatrical, and musical, group of public entertainers from outside Eswatini or not ordinarily resident in Eswatini. Withholding such tax is a responsibility of the local agent, promoter or any other person making payment to the non-resident.”*

15.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods or services to the purchaser.

15.3 Suppliers who charge VAT must attach a certified copy of a VAT Registration certificate.



# REQUEST FOR PROPOSAL (RFP) FOR POSTAL OPERATIONS PROCESS REENGINEERING

---

## 16.0 Work Permit

It shall be the sole obligation of the awarded tenderer, if non-resident / foreign, to solicit a work permit from the Government of Eswatini at no cost to EPTC.

## 17.0 Intention to Award Contract

The awarding of contract shall be recommended to the best evaluated tenderer, as determined by the evaluation methodology and criteria specified in the invitation document. The contract award decision shall be taken by the appropriate approvals authority, but the award decision does not constitute a contract. Following the contract award decision, EPTC will prepare a notice indicating the name of the best evaluated tenderer, the value of the proposed contract and any evaluation scores. The notice will be sent to all tenderers who submitted tenders by letter and, where appropriate, by fax or email; and will be Published on the Eswatini Public Procurement Regulatory Agency website. EPTC will allow a period of at least ten working days to elapse from the date of dispatch and publication of the notice before a contract is awarded. The contract will be awarded following negotiations. After negotiations are completed, EPTC will promptly notify, in writing, other suppliers on the shortlist that they were unsuccessful.

## SECTION F TENDERER'S DESIGNATED LIASON

Tenderers must indicate below a single designated contact person, through whom all communications between EPTC and the company will take place:

Contact Name:

Designation:

\_\_\_\_\_  
\_\_\_\_\_

Signature:

Telephone:

\_\_\_\_\_  
\_\_\_\_\_



# REQUEST FOR PROPOSAL (RFP) FOR POSTAL OPERATIONS PROCESS REENGINEERING

---

Fax:

Email:

---

---

## SECTION G - DECLARATION OF ELIGIBILITY FORM

---

The bidder must provide a signed declaration in the following format in company letterheads:

[Name of Bidder, Address, and Date]

**To: The Managing Director  
Eswatini Posts and Telecommunications Corporation  
PO Box 125  
Mbabane H100  
Eswatini**

Dear Sir,

**RE: Tender No: 04 of 2020/21    POSTAL                    OPERATIONS                    PROCESS  
REENGINEERING**

We, hereby declare that:

- (a) We, have a legal capacity to enter into the contract;
- (b) We, are not insolvent, in receivership, suspended, bankrupt or being wound up and not subject of any legal proceedings;
- (c) We, have not been convicted of any criminal offence related to professional conduct or making of false statement or misrepresentations of qualifications to enter into a contract within a period of five (5) years preceding the commencement of the procurement proceedings; and



# REQUEST FOR PROPOSAL (RFP) FOR POSTAL OPERATIONS PROCESS REENGINEERING

---

(d) We, do not have a conflict of interest in relation to the procurement requirement.

(e) We, have fulfilled our obligations to pay taxes and social security contributions; and adhere to basic labour legislation.

(f) We, are not subject to suspension from participating in public procurement; and none of our directors or officers have been involved in a tenderer or supplier currently subject to suspension.

Authorized (Full Name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION H - TECHNICAL BID SUBMISSION FORM

---

The bidder must provide a signed declaration in the following format in company letterheads:

[Name of Bidder, Address, and Date]

**To: The Managing Director  
Eswatini Posts and Telecommunications Corporation  
PO Box 125  
Mbabane H100  
Eswatini**

Dear Sir,

**RE: Tender No: 04 of 2020/21 POSTAL OPERATIONS PROCESS REENGINEERING**

I, the undersigned declare that:

(a) I, the undersigned, offer to provide the above services in accordance with your Request for Proposal and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

(b) We, hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to disqualification.

(c) If negotiations are held during the period of validity of the Proposal as indicated in Section I, we undertake to negotiate on the basis of the proposal. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.



# REQUEST FOR PROPOSAL (RFP) FOR POSTAL OPERATIONS PROCESS REENGINEERING

---

(d) We, undertake, if our proposal is accepted, to initiate and complete the provision of the services in accordance to your requirements.

(e) We, understand that Eswatini Posts and Telecommunications Corporation is not bound to accept the lowest or any proposal.

Yours Sincerely,

Authorized Signature : \_\_\_\_\_

Full Name : \_\_\_\_\_

Title of Signatory : \_\_\_\_\_

## SECTION I - FINANCIAL PROPOSAL SUBMISSION FORM

---

*[The Financial Proposal Submission Form should be included in the financial proposal.]*

The bidder must provide a signed declaration in the following format in company letterheads:

[Name of Bidder, Address, and Date]

**To: The Managing Director  
Eswatini Posts and Telecommunications Corporation  
PO Box 125  
Mbabane H100  
Eswatini**

Dear Sir,

**RE: Tender No: 04 of 2020/21 POSTAL OPERATIONS PROCESS  
REENGINEERING**

I, the undersigned declare that:

I, offer to provide the above goods / services in conformity with the Request for Tender at

a total value of (Numerical – specify currency) \_\_\_\_\_; in

words

—



# REQUEST FOR PROPOSAL (RFP) FOR POSTAL OPERATIONS PROCESS REENGINEERING

---

---

(b) A detailed financial proposal is attached;

(c) The proposal will be valid for a period of \_\_\_\_\_ (numerical) / \_\_\_\_\_ (words) calendar days from the date fixed for the proposal submission deadline in accordance with the Request for Proposal, and it shall remain binding upon myself, subject to any modifications resulting from negotiations, and may be accepted at any time before the expiration of that period.

(d) I, understand that you are not bound to accept any proposal that you receive;

Yours Sincerely,

Authorized Signature :

---

Full Name :

---

Title of Signatory :

---

