

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.

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.

16.0 Work Permit

REQUEST FOR TENDER FOR THE SUPPLY AND DELIVERY OF OFFICE FURNITURE

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.

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:

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

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REQUEST FOR TENDER FOR THE SUPPLY AND DELIVERY OF OFFICE FURNITURE

PO Box 125
Mbabane H100
Eswatini

Dear Sir,

RE: Tender No: 29 of 2024/2025 SUPPLY AND DELIVERY OF OFFICE FURNITURE

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
- (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: _____

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REQUEST FOR TENDER FOR THE SUPPLY AND DELIVERY OF OFFICE FURNITURE

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

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REQUEST FOR TENDER FOR THE SUPPLY AND DELIVERY OF OFFICE FURNITURE

PO Box 125
Mbabane H100
Eswatini

Dear Sir,

RE: Tender No: 29 of 2024/2025 SUPPLY AND DELIVERY OF OFFICE FURNITURE

I, the undersigned declare that:

- (a) I, the undersigned, offer to provide the above services in accordance with your Request for tender and our Tender. We are hereby submitting our Tender, which includes this Technical Tender, and a Financial Tender sealed under a separate envelope.
- (b) We, hereby declare that all the information and statements made in this Tender 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 Tender as indicated in Section I, we undertake to negotiate on the basis of the tender. Our Tender is binding upon us and subject to the modifications resulting from contract negotiations.
- (d) We, undertake, if our tender 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 tender.

Yours Sincerely,

Authorized Signature : _____

Full Name : _____

Title of Signatory : _____



REQUEST FOR TENDER FOR THE SUPPLY AND DELIVERY OF OFFICE FURNITURE

SECTION I - FINANCIAL TENDER SUBMISSION FORM

[The Financial Tender Submission Form should be included in the financial tender.]

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

[Name of Bidder, Address, and Date]

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REQUEST FOR TENDER FOR THE SUPPLY AND DELIVERY OF OFFICE FURNITURE

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

Dear Sir,

RE: Tender No: 29 of 2024/2025 SUPPLY AND DELIVERY OF OFFICE FURNITURE

I, the undersigned declare that:

(a) I, offer to provide the above services in conformity with the Request for tender and to technical and financial tenders;

(b) A detailed financial tender is attached;

(c) The tender will be valid for a period of _____ (numerical) / _____
(words) calendar days from the date fixed for the tender submission deadline in accordance with the Request for Tender, 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 tender that you receive;

Yours Sincerely,

Authorized Signature : _____

Full Name : _____

Title of Signatory : _____

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Tender Security (Tender Bond)

[The Surety shall fill in this Tender Bond Form in accordance with the instructions indicated.]

BOND NO. _____

BY THIS BOND *[name of Tenderer]* as Principal (hereinafter called “the Principal”), and *[name, legal title, and address of surety]*, **authorized to transact business in Eswatini**, as Surety (hereinafter called “the Surety”), are held and firmly bound unto *[name of Procuring Entity]* as Obligee (hereinafter called “EPTC”) in the sum of *[amount of Bond]*¹ *[amount in words]*, for the

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payment of which sum, well and truly to be made, we, the said Principal and Surety, bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Principal has submitted a written Tender to EPTC dated the ____ day of _____, 20____, for the construction of *[name of Contract]* (hereinafter called the "Tender").

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Principal:

- (a) withdraws its Tender during the period of Tender validity specified in the Form of Tender; or
- (b) refuses to accept the correction of its Tendering Price, pursuant to the Invitation Document;
- (c) having been notified of the acceptance of its Tender by EPTC during the period of Tender validity; (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the Performance Security, if required, in accordance with the Instructions to Tenderers.

then the Surety undertakes to immediately pay to EPTC up to the above amount upon receipt of EPTC's first written demand, without EPTC having to substantiate its demand, provided that in its demand EPTC shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

The Surety hereby agrees that its obligation will remain in full force and effect up to and including the date 28 days after the date of expiration of the Tender validity as stated in the Invitation to Tender or extended by EPTC at any time prior to this date, notice of which extension(s) to the Surety being hereby waived.

IN TESTIMONY WHEREOF, the Principal and the Surety have caused these presents to be executed in their respective names this ____ day of _____ 20__.

Principal: _____ Surety: _____
Corporate Seal (where appropriate)

(Signature)
(Printed name and title)

(Signature)
(Printed name and title)

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REQUEST FOR TENDER FOR THE SUPPLY AND DELIVERY OF OFFICE FURNITURE

Tender-Securing Declaration

[The Tenderer shall fill in this Form in accordance with the instructions indicated.]

Date: *[date (as day, month and year)]*

Tender No.: *[number of Tendering process]*

Alternative No.: *[identification No if this is a Tender for an alternative]*

To: *[complete name of Procuring Entity]*

We, the undersigned, declare that:

We understand that, according to your conditions, Tenders must be supported by a Tender-Securing Declaration.

We accept that we will automatically be suspended from being eligible for Tendering in any contract with EPTC for the period of time of *[number of months or years]* starting on *[date]*, if we are in breach of our obligation(s) under the Tender conditions, because we:

- (a) have withdrawn our Tender during the period of Tender validity specified in the Form of Tender; or
- (b) having been notified of the acceptance of our Tender by EPTC during the period of Tender validity, (i) fail or refuse to execute the Contract; or (ii) fail or refuse to furnish the Performance Security, if required, in accordance with the ITT.

We understand this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon the earlier of (i) our receipt of your notification to us of the name of the successful Tenderer; or (ii) twenty-eight days after the expiration of our Tender.

Signed: *[signature of person whose name and capacity are shown]* In the capacity of *[legal capacity of person signing the Tender Securing Declaration]*

Name: *[complete name of person signing the Tender Securing Declaration]*

Duly authorized to sign the Tender for and on behalf of: *[complete name of Tenderer]*

Dated on _____ day of _____, _____ *[date of signing]*
Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Tender Securing Declaration must be in the name of all partners to the Joint Venture that submits the Tender.]

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