

- **Additional Requirements:**

- o Air conditioning
- o Power windows
- o Power steering
- o Nudge bar
- o Tow bar
 - o Rubberized
- o Canopy

Interior Features:

- Durable and water-resistant cloth or vinyl upholstery for easy cleaning.
- Air conditioning.
- AM/FM radio or basic infotainment system.
- Power windows and locks for convenience.
- Tow hitch for trailer attachment.

Additional Considerations:

- **Warranty:** Manufacturer warranty with good coverage for repairs in case of any issues.
- **Service Availability:** The dealership should have service and repairs available in the country.

4. Submission Requirements: Interested dealerships must submit the following information in their proposals:

- Company Name and Contact Information
- A detailed description of the offered vehicles, including specifications, features, and compliance with the outlined requirements.
- A breakdown of the quoted price for each vehicle, including any additional options (bull bar, tow bar) and all applicable taxes, registration and delivery fees. A detailed breakdown of estimated maintenance costs over five years, including the cost of parts and labour or for scheduled services.
A copy of the manufacturer's warranty for the offered vehicle.
- Information on estimated resale value of the vehicle after five years.
- **References** from at least three (3) previous clients who have purchased similar vehicles.

5. Delivery

The successful bidder will be expected to deliver a fully registered vehicle to ENIDC Offices Sibekelo Building, Mbabane, Eswatini, within four (4) weeks of contract award.

Section III - Evaluation and Qualification Criteria

Evaluation of Proposals shall take the following stages:

Preliminary Examination

- (a) Technical Evaluation
- (b) Financial Evaluation

Preliminary examination checks compliance with the basic requirements of the tender. Any tender that does not submit the documents or does not comply with the below is ruled non-responsive and disqualified from further evaluation. Evaluation shall be on the basis of PASS/FAIL:

	The following are MANDATORY, absence of one may lead to rejection of the bid/proposal.	
i.	A current valid copy of a trading license	
ii.	Original Tax Compliance Certificate	
iii.	Proof of Payment of Tender Fee	
iv.	Police clearance for directors of bidding organization not more than three months	
v.	Completed letter of tender/ bid form.	

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vi.	A certified copy of an official statement of the annual summary of shares (Form C)	
vii.	A certified copy of an official statement of directors, alternate directors (Form J)	
viii.	A certified copy of identity documents of the bidding organization's directors	
ix.	Original Labour Compliance Certificate	
x.	Power of Attorney for nominee in Joint Venture and statement of Joint Venture	
xi.	Compliant bid validity of 90 days	
xii.	Manufacturer's Authorization	
xiii.	Manufacturer's warranty of at least 1 year	
xiv	Certified Copy of a Valid ENPF Compliance Certificate if outside Eswatini	

2. Technical Evaluation

- (a) The technical evaluation will be undertaken to compare each tender to the technical specification on section 2 of the tender document. A binary approach (Pass/Fail) will be used when evaluating whether the tenders are responsive to the specifications. Bidders who pass the technical evaluation criteria will qualify for financial evaluation.

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3. Financial Evaluation

Financial Evaluation shall consist of, arithmetic checks to ensure summation of unit costs and calculation of taxes are accurate.

After passing preliminary evaluation, the tenderers shall be evaluated using Whole Life Cycle Cost (WLC).

ENIDC will utilize a WLC approach to evaluate proposals. This approach considers not just the initial purchase price but also factors in the following aspects over a five (5) year period:

- **Purchase Price:** The quoted price of the vehicle, including all taxes and delivery fees.
- **Fuel Efficiency:** Industry-accredited and Manufacturer-rated fuel consumption figures for the offered vehicle Vis-a Vis the size of the engine.
- **Maintenance Costs:** Estimated costs for scheduled maintenance services over five years, based on industry-accredited literature to compare against dealership service schedules and parts pricing.
- **Warranty Coverage:** The terms and duration of the manufacturer's warranty on the vehicle.
- **Resale Value:** Estimated resale value of the vehicles after five years of use.

Evaluation Guide for Procurement of Motor Vehicle

This guide outlines the evaluation criteria and scoring method for selecting a supplier for the procurement. The evaluation will be based on a Whole Life Cycle Cost (WLC) approach, considering both initial purchase price and ongoing operational costs.

Evaluation Criteria

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**Weight	Criterion	Scoring Method
		[19]
25%	Purchase Price	Points are awarded based on the lowest total quoted price for the vehicle, including taxes and delivery fees
20%	Fuel Efficiency	Points awarded based on the highest combined fuel economy (L/100km) for the vehicle
20%	Maintenance Costs	Points awarded based on the lowest estimated total maintenance cost for the vehicle over five years
20%	Warranty Coverage	Points awarded based on the following factors: Warranty Duration: Longer warranty periods receive higher points. Warranty Scope: More comprehensive warranty coverage receives higher points

- **15% Resale Value** Points awarded based on the highest estimated resale value.

- **Maximum possible score: 100 points Evaluation Process**

1. Each proposal will be evaluated based on the criteria outlined above.
2. Scores will be assigned for each criterion using the defined scoring method.
3. Total scores for each proposal will be calculated by summing the scores across all criteria.
4. The proposal with the **highest total score** will be considered the most advantageous and value-for-money for ENIDC based on the WLC approach.

Additional Considerations

- **Delivery Timeline:** While not a primary evaluation criterion, proposals offering delivery within a shorter timeframe than the stipulated four weeks may be viewed favorably (break ties or receive bonus points).
- **Reference Checks:** References provided by the bidder may be contacted to verify their experience and satisfaction with the dealership's service.

Selection Recommendation

The evaluation committee will recommend the bidder that offers the most WLC cost-effective solution, considering the combination of purchase price, fuel efficiency, maintenance costs, service plan, warranty coverage, resale value, and any additional factors outlined above.

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Post Qualification: the successful bidder(s) shall then be further qualified to ensure they have adequate resources, supplier certifications to enable them to successfully deliver on the contract. If any claim by the bidder during bidding is proven to be later false, the contract shall then be awarded to second best evaluated bidder. Provided the bidder passes post qualification.

SECTION III – BID FORMS

(Bidders are to correctly fill-in the forms A-D and return them with their Proposals. The words in italics and also those in brackets are to help bidders in filling in the forms. After completely filling in the forms, no words italics or brackets should remain on the forms)

Form A: Letter of Bid/Bid Form *(should be in the leatherheads of the bidding company)*

RFP No:.....

Date..... *(Submission deadline)*

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To: Secretary to the ENIDC Tender Board

- (a) No reservations: We have examined and have no reservations to the bidding document, including Addenda issued in accordance with Instructions to Bidders;
- (b) Eligibility: We meet the eligibility requirements as required by Section 40 of the Procurement Act,2011 and have no conflict of interest to bid for this tender;
- (c) Conformity: We offer to supply in conformity with the bidding document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods: *[insert a brief description of the Goods and Related Services]*;
- (d) Bid Price: Total price for*(words and figures; including all taxes and costs of final delivery)*
- (e) Bid Validity: Our Bid shall be valid for **90 days** and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) One bid per bidder: We are not submitting any other bid(s) as an individual bidder, and we are not participating in any other bid(s) as a Joint Venture member, or as a subcontractor, and meet the requirements of the tender document;
- (g) Suspension and Debarment: We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by ESPPRA as per the Public Procurement Regulations,2020:
- (h) Binding Contract: We understand that this bid, together with your written acceptance thereof included in your Letter of Award, shall constitute a binding contract between us, until a formal contract is prepared and executed;

- (i) Purchaser Not Bound to Accept: We understand that you are not bound to accept the lowest evaluated bid, or any other bid that you may receive; and
- (j) Fraud and Corruption: We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.

Yours Faithfully

..... *[Insert complete name of the Bidding organization]*

..... *(Signature)*

..... *Name and title of the person duly authorized to sign the Bid on behalf of the Bidder: (name of person duly authorized to sign the Bid)*

In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder.)

Form B: Price Schedule for Goods

Name of bidder _____ tender no. _____.

1	2	4	7	8	Total
Item	Description	Qty	Unit price	Delivery Lead Time	Total

Any pertinent charges (<i>specify charges</i>)	
VALUE ADDED TAX	
TOTAL PRICE FOR FULL DELIVERY	

Signature of bidder _____

Note: In the case of discrepancy between the unit price and the total, unit price takes precedence

Form C: Manufacturer's Authorization Form

To: **Eswatini National Industrial Development Corporation**

WHEREAS *[name of the manufacturer]* who are established and reputable manufacturers of *[name and/or description of the goods]* having factories at *[address of factory]* do hereby authorize *[name and address of agent]* to submit a bid, and subsequently negotiate and sign the contract with you against procurement no. *[reference of the invitation to bid]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per clause 18 of the general conditions of contract for the goods offered for supply by the above firm against this invitation for Proposals.

[Signature and stamp for and on behalf of manufacturer]

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[Note: *This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. it should be included by the bidder in its bid.*]

Form D: Manufacturer's warranty

[Note: *Attach a warranty letter in the manufacturer's letterhead from a personnel having the power of attorney to bind the manufacturer. Any product with a warranty of less than 1 year shall be rejected*]

Form E- FINANCIAL TENDERSUBMISSION FORM

[*The Financial Tender 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 National Industrial Development Corporation PO Box 9458 Mbabane H100 Eswatini

Dear Sir,

RE: Tender No: 1 of 2024/25 Supply and Delivery of a Double Cab 4X4 Vehicle

I, the undersigned declare that:

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(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 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 tender that you receive;

Yours Sincerely,

Authorized Signature : _____

Full Name : _____

Title of Signatory : _____

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