















































































































Title	Description
1. Commercial and legal compliance	Document contains the commercial and legal requirements of the RFP
2. Master Document	Document contains general information and overall requirements of the RFP

## 26. PURPOSE OF THE RFP

Through this RFP process, the Commission aims:

- 26.1 To evaluate the bidders' technical solutions and commercial solutions together with services;
- 26.2 To evaluate the benefits and disadvantages of each bidder's offering; and,
- 26.3 After evaluation of the bidders' proposals, award a contract to the winning bidder for the execution of the project.
- 26.4 ESCCOM may contact bidders for any clarification needed to ensure that the Commission understands the proposed solutions and also give the bidder an opportunity to clarify any outstanding points.

## 27. RFP TIMELINE

ESCCOM aims to conclude the RFP phase of procurement by October 2024, and all stages are summarized in table 2.

**Table 2: Draft schedule of events in procurement cycle**

#	Event	Date
1.	RFP issue date	22 August 2024
2.	Bidders questions: - Bidders may submit questions by email to the specified primary contact	22 August 2024 – 04 October 2024

3.	Response to bidder questions: - ESCCOM will respond to all bidders' questions	22 August 2024 – 04 October 2024
4.	Submission of Bids: - Bidders submit their bids. All bids must be submitted by 12 noon on the specified date	11 October 2024
5.	Contract award	October 2024

## 28. QUESTIONS AND ANSWERS REGARDING THIS RFP

Bidders should ask any questions in writing to the primary point of contact by the dates shown in table 2. Responses to these questions will be circulated to all bidders who have participated in this RFP.

## 29. RFP EVALUATION CRITERIA

The Commission will evaluate proposals based on the RFP provision to determine which best meets and satisfies its requirements. Proposals will be evaluated based on a unified selection criteria and weighting techniques. The technical proposal will carry 70% of the weighting and the financial proposal will carry 30%. The highest-scoring bidder, who has also complied with the terms established in the Commercial and Legal Requirements document, shall be awarded the contract.

## 30. RFP EVALUATION OUTCOME

- 30.1 Upon completion of the review process, the Commission will provide feedback to all bidders who have submitted proposals.
- 30.2 The Commission intends to award the contract by October 2024

**Disclaimer**



## ANNEXURES

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## CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

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1. **Proposed Position:** *[Only one candidate shall be nominated for each position]* \_\_\_\_\_
2. **Name of Firm:** *[Insert name of firm proposing the staff]* \_\_\_\_\_
3. **Name of Staff:** *[Insert full name]* \_\_\_\_\_
4. **Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_
5. **Education:** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]* \_\_\_\_\_
6. **Membership of Professional Associations:** \_\_\_\_\_
7. **Other Training:** *[Indicate significant training since degrees under 5 - Education were obtained]* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. **Countries of Work Experience:** *[List countries where staff has worked in the last ten years]*  
\_\_\_\_\_  
\_\_\_\_\_
9. **Languages:** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]* \_\_\_\_\_
10. **Employment Record:** *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]* \_\_\_\_\_  
\_\_\_\_\_

From: [ >>Year>> ] To: [ >>Year>> ]

Employer: [ >>Name of employing organization>> ]

Positions held: [ >>Title of the position held>> ]

### II. Detailed Tasks Assigned

*[List all tasks to be performed under this assignment]*

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**12. Work Undertaken that Best Illustrates the Capability to Handle the Assigned Tasks** [Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]

Name of assignment or project: \_\_\_\_\_

Year: \_\_\_\_\_

Location: \_\_\_\_\_

Client: \_\_\_\_\_

Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_

Activities performed: \_\_\_\_\_

**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_  
(Signature of staff member) Date: \_\_\_\_\_  
(Day/Month/Year)

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## FINANCIAL PROPOSAL

- FIN-1 Financial Proposal Submission Form
- FIN-2 Summary of Proposal or Activity Costs
- FIN-3 Summary of Fees
- FIN-4 Summary of Reimbursables

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## FORM FIN-I: Financial Proposal Submission Form

[Note to Tenderers: This Financial Proposal Submission Form should be on the letterhead of the Tenderer and should be signed by a person with the proper authority to sign documents that are binding on the Tenderer. It should be included by the Tenderer in its financial proposal.]

[>>>Location>>>]

[>>>Date>>>]

Reference No: **ESCCOM/EDPA/001/2024-2025**

To: Eswatini Communications Commission

Dear Sirs:

We, the undersigned, declare that:

- (a) We offer to provide the consulting services for [>>insert a brief description of the Services>>] in conformity with your Request for Proposals and our technical and financial proposals;
- (b) The total price of our proposal is Emalangeni: [>>insert the total proposal price in words and figures>>], inclusive of local taxes.
- (c) Our proposal shall be valid for a period of [>>specify the number of calendar days>>] days from the date fixed for the proposal submission deadline in accordance with the Request for Proposal, and it shall remain binding upon us, subject to any modifications resulting from negotiations, and may be accepted at any time before the expiration of that period;
- (d) We understand that you are not bound to accept any proposal that you receive;

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]

Name: [insert complete name of person signing the proposal]

In the capacity of [insert legal capacity of person signing the proposal]

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

Duly authorised to sign the proposal for and on behalf of: [insert complete name of Tenderer]

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## FORM FIN-2: Summary of Proposal or Activity Cost

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[Note to Tenderers: Tenderers may reproduce this form in landscape format, but are responsible for its accurate reproduction]

**State activity name or name of total proposal**

Cost item	Cost (Emalangen)	Cost (other currency)	Cost (other currency)
Fees			
Local taxes			
Subtotals			

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## FORM FIN-3: Summary Of Fees

Note to Tenderers: Tenderers may reproduce this form in landscape format, but are responsible for its accurate reproduction.

State activity name or total proposal: \_\_\_\_\_

Currency: **Emalangen**

Name	Position	Input Qty	Unit (Days/months etc)	Rate	Total
<b>Total</b>					

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