

# CENTRAL BANK OF SWAZILAND EXPRESSION OF INTEREST



SUPPLY CHAIN/EXPRESSION OF INTEREST

Date : May 2017

Version : 1.0

## CENTRAL BANK OF SWAZILAND

### EXPRESSION OF INTEREST

#### BRANDED & PROMOTIONAL ITEMS

REFERENCE: CBS\_PROMOTIONAL\_STRAT\_EOI\_05-2017\_L

CLOSING DATE FOR SUBMISSION – 26 MAY, 2017

#### CONFIDENTIALITY STATEMENT

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## 1. INTRODUCTION

The Central Bank of Swaziland (CBS) has a mission to foster financial sector stability conducive to economic development in Swaziland. The Bank strives to be amongst the top five leading Central Banks in the Eastern and Southern African region based on very strict Values of Performance Driven, Accountability, Integrity and Open Communication in its operations, members of staff and stakeholders. The Bank request services providers to respond to the following Expression of Interest (EOI)

## 2. REQUIREMENT

The CBS is inviting suitably qualified Swazi Registered Companies to express their interest in the supply of all essential goods/services required by the bank.

## 3. EXPRESSION OF INTEREST PROCESS

The objective of the expression of interest is to prequalify vendors for the supply of essential goods and services to the CBS. A summary of the process is as follows:

- Request for expression of interest by CBS
- Response submission by interested vendors
- Evaluation and shortlisting by CBS
- Further shortlisting by CBS
- Issuance of Request for Proposal by CBS
- Response to RFP by vendors
- Evaluation by CBS
- Award by CBS

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## 4. TERMS AND CONDITIONS

- 4.1 The purpose of this document is to pre-qualify suppliers who wish to be considered for the supply of the Bank's essential goods.
- 4.2 **Vendors who can demonstrate that they have carried out such projects in at least three companies must complete section 1 to 5 in full and must submit to [tenders@centralbank.org.sz](mailto:tenders@centralbank.org.sz).**
- 4.3 Participation and/or completion of this pre-qualification stage by vendors shall not constitute an offer from the CBS to the vendor to provide the service or a promise to enter into Contract(s) with the CBS. Nor will it obligate the CBS in any way with regard to their final decision.
- 4.4 **Failure to provide all the documentation and/or complete all requirements of this document at the time of submission shall invalidate this application.**
- 4.5 Questions regarding this expression of interest shall be submitted by e-mail to the Secretariat, Tender Committee, email address: [tenders@centralbank.org.sz](mailto:tenders@centralbank.org.sz) Verbal questions will NOT be entertained.
- 4.6 The details entered hereunder will be considered confidential.
- 4.7 The CBS reserves the right to consult referees, clients or consultants, as entered in this pre-qualification document.
- 4.8 The CBS reserves the right to require the vendor to produce evidence in support of all details entered herein.
- 4.9 The CBS representative(s) may be required to visit the Company's premises to verify the details contained in this document. The vendor will allow the CBS representatives to interview present and previous clients.

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## Section 1: Company Information.

### 1.1 Company information

1.1.1 Reference—CBS\_PROMOTIONAL\_STRAT\_EOI\_05-2017\_L

1.1.2 Name of the company

1.1.3 Registered Physical address

1.1.4 Postal Address

1.1.5 Telephone

1.1.6 Fax number

1.1.7 Email of contact persons

### 1.2 Company profile

1.2.1 Brief company profile including date of Company Registration

1.2.2 Associated companies (if any) or holding company

1.2.3 Any accreditation status/level

1.2.4 Name and Full address, and contact numbers of Bank to whom the CBS may make inquiries to verify the financial viability of the Company

1.2.5 Certified copy of audited financial statements for the last 2 financial years.

1.2.6 Certified copy of Certificate of Incorporation

1.2.7 Certified copy of Current Trading License

1.2.8 Current Tax Clearance certificate

1.2.9 Certified copy of current Form “J”

1.2.10 Certified copy of current Form “C”

1.2.11 Full names and contact details of directors and shareholders

1.2.12 VAT registration

### 1.3 Labour Strength

1.3.1 Number of staff (and highest relevant professional qualifications) based in

1.3.1.1 Swaziland office

1.3.1.2 Republic of South Africa office

1.3.1.3 Other locations

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## Section 2 – Track Record

- 2.1 Implementation of such a project in last 3 years
  - 2.1.1 Name of Client
  - 2.1.2 Contract Period
  - 2.1.3 Details of the implementation
  - 2.1.4 Contact persons
- 2.2 Contracts aborted (Failure to disclose this information may lead to cancellation of contract if awarded)
- 2.3 Relevant referees at least two sites.
  - 2.3.1 Name of contact person
  - 2.3.2 Company / Organization
  - 2.3.3 Telephone
  - 2.3.4 Email address

## Section 3 – Features

- 3.1 Detail the list of items that you supply
- 3.2 Management system options if any

## Section 4 – Lesson Learned in doing business

- 4.1 What have you learned in dealing with Corporate Organisations especially the banking environment?

## Section 5 – Financials

- 2.2 Goods/services pricing table showing:
  - 2.2.1 A comprehensive list of Items/goods that you supply
  - 2.2.2 Unit price per item
- 2.3 Supply a comprehensive costing model
- 2.4 Any other relevant costs