



CONFIDENTIAL

CENTRAL BANK OF ESWATINI

REQUEST FOR PROPOSAL (RFP)

RFP No: CBE_ GEOTECHNICAL INVESTIGATION _CURRENCY_RFP_06-2024_L

RFP Name: GEOTECHNICAL ENGINEERING CONSULTING SERVICES
FOR THE CONSTRUCTION OF THE NEW CENTRAL BANK OF ESWATINI
(CBE) COMPLEX -PHASE 1

Tender Closing Date: 18 JULY 2024, (2 pm GMT+2)

CONFIDENTIALITY

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IMPORTANT: FILL IN PAGE 3 AND EMAIL OR FAX IMMEDIATELY

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CENTRAL BANK OF ESWATINI REQUEST FOR PROPOSAL (RFP)



CBE_GEOTEC_PROPERTIES_RFP_06-2024_L

Updated on JUNE, 2024

Version: 2.0

SECHULE "A" - Respondents' Acknowledgement / Preliminary Non-Disclosure Agreement

To:	The Central Bank of Eswatini	From Company:	
Attention:	The Secretary, Tender Committee	Date:	
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INVITATION TO TENDER NUMBER: CBE_GEOTEC_PROPERTIES_RFP_06-2024_L

INVITATION TO TENDER NAME: GEOTECHNICAL ENGINEERING CONSULTING SERVICES FOR THE CONSTRUCTION OF THE NEW CENTRAL BANK OF ESWATINI (CBE) COMPLEX -PHASE 1

RESPONDENT'S ACKNOWLEDGEMENT: *Please mark as appropriate:*

We acknowledge receipt and acceptance of the RFP and intend to submit a response As required:

We acknowledge receipt of the RFP but decline to respond for the following reasons:

We undertake to return to Central Bank of Eswatini within three (3) working days from receipt of the complete RFP package with all attachments, information, documents, drawings, samples, material, etc. related thereto as provided by Central Bank of Eswatini and any copies made thereof.

PRELIMINARY NON-DISCLOSURE AGREEMENT

1. We agree that all information, documents, drawings, samples, material, etc. contained in or related to this RFP as provided by Central Bank of Eswatini is proprietary information and shall be treated as confidential.
2. We undertake that all such information, documents, drawings, samples, material, as described above, shall not be divulged to any other party (such prohibition applies to any further release of information regarding this RFP by Central Bank of Eswatini without the prior written permission from Central Bank of Eswatini to do so.
3. We agree that this RFP and all information, documents, drawings, samples, material, etc. relating thereto and provided hereunder by Central Bank of Eswatini are not to be used for any purpose other than for preparation of our Tender submission. This undertaking will also apply to any subsequent contract resulting from this RFP.

Name:

.....

Designatio Signed:

SCHEDULE “B”. SCOPE OF WORKS

1. BACKGROUND

The Central Bank of Eswatini is requesting that you submit a proposal to provide full service Geotechnical/Engineering Services to the Construction of the New CBE Complex - Phase 1. Each Geotechnical Engineering Firm (“Consultant”) responding to this RFP should be prepared and equipped to provide full services to the Bank in an expeditious and timely manner and on relatively short notice so as to enable the Bank to meet critical time deadlines and schedules.

The Central Bank of Eswatini (CBE)’s mission is to foster price and financial stability that is conducive to the economic development of the Kingdom of Eswatini. Our vision is to enable a stable price and self-regulating financial system to foster economic development.

The Bank seeks to procure Geotechnical Engineering Consulting Services for the purpose of constructing a new CBE Complex. The proposed site for the planned construction is situated in PTN 44,45 & 128 of Farm 50, EZulwini, Hhohho Region in the Kingdom of Eswatini, Southern Africa. The site measures about 21 hectares with about 20 hectares usable and it has some structures within which are also earmarked to be remodeled into the Complex as part of the desired Center of Excellence and conferencing facility.

The proposed project is planned to be executed in 4 stages namely.

- **Phase 1:** The construction of the 18 Stories high rise office park with two underground floors to be used as parking, data Centre, museum and innovation Hub. The proposed building shall comprise of;
 - one floor of underground parking with coverage area of 5000m²;
 - the first four floors including the ground floor shall have a floor area of 2500m² per floor;
 - the last 14 floors shall have a floor area of 1200m² per floor
- **Phase 2:** The Construction of the Centre of Excellence, Training/Conferencing Centre and Wellness. The Centre of Excellence, training/Conferencing Centre will be adapting the existing building in the site and to have three floors having a combination of classrooms. The total floor area for Phase 2 shall be 23,800m²;
- **Phase 3:** Sport Centre, staff accommodation flats & carpark equipped solar panel canopies, the total area shall be 36,500 m²
- **Phase 4:** Construction of the Multipurpose Hall, the total area shall be 24,200 m²

2. Site Location

Site Location



A google earth kmz file - <https://maps.app.goo.gl/gvQwPbBRXtCfk4Lq7>

3. SCOPE OF WORKS

The scope of work for this assignment will involve thorough field investigations, stability assessment and analysis, and data collection encompassing geology, topography, hydrology, flood, land-use and any other geotechnical aspects that impose risk to developmental activity and environment. It should also develop a risk mitigation action plan to minimize the adverse effects of the above factors to developmental activities and the environment. The findings and recommendations of this study will be incorporated in the preparation of development plans.

This exercise involves the identification and assessment of potential geotechnical / geological and other hazards and impacts on environment. This should be based on a desk study, a field study, field and laboratory tests and data collected from field covering land-use, topography, geology, hydrogeology, flood, hydrology (but not limited to these factors) in the study area. The field survey should be supplemented with various baseline data (maps, satellite imagery, scientific literature etc.) and the study should be conducted within the study area.

The scope of work for the entire study area to be investigated includes, but not limited to the following:

- a) Undertake field trips to the identified area and carry out detailed field work to confirm desk study interpretation and gather supplementary data.
- b) Identify, assess and prepare instability inventory maps (landslides, erosion, debris flow, scouring, toe erosion, creep, subsidence, land degradation, rock fall, planner failure, wedge failure, toppling etc.) within the study area and indicate the level of hazard posed by the instabilities.
- c) Identify and assess slope of the study area indicating the slope classification and level of hazards posed by the topography.
- d) Study and analyze the different types of hazards from different sources.
- e) Identify and assess geomorphology of study area and map instabilities.
- f) Identify, assess and mark on map all water bodies (springs, creek, stream both seasonal and perennial, seepages, rivers etc.) that have impacts on the study area.
- g) Identify and assess the strength of geological materials by conducting necessary field and laboratory tests and analysis. All the required laboratory tests shall be conducted for the samples collected from the sites to determine the geotechnical properties.

NB: The sampling of the materials is to be done in accordance with the TMH 5:1981, Method MA2.

- h) Perform slope stability analysis (both soil and rock slopes) and correlate the instabilities with geology (rock type, soil and deposits), topography (slopes), land-use, flood, hydrology (rainfall, seepages, and ground water) and determine the most significant factors that are responsible for causing the instabilities.) Inspect high risk locations to define potential engineering solutions.
- j) Determine requirements for engineering structures such as retaining walls, Landscaping and complementary bioengineering applications.

- k) Preparation of final multi-hazard map for the project area. This map shall cover not only hazard from geological facet, but also from all levels of other hazards. While deriving the different levels of hazards, each hazard should be properly analyzed and justified. Applicable measures should be suggested to mitigate such hazards.

4. Field Investigations

Geotechnical investigations shall be performed to obtain data on physical characteristics of soil of the identified project site. The investigations shall cover the following:

- Rotary core drilling
- SPT/PPTs
- Pit Excavations/Trial Pitting,
- Installation of Groundwater Observation Well or Piezometer
- Seismic refraction survey

- Flat Plate Dilatometer Test.

Relevant technicians or skilled workers shall be deployed, and all the field tests shall be directed, supervised and monitored by the Team Leader / Material Engineer. All trial pits shall be sealed after completion by backfilling and proper compaction. All the test locations shall be recorded using high-end GPS coordinates (Easting, Northing and Elevation with Soil / Lithology Descriptions). All investigation logs (Rotary core drilling, Trial Pits and PPT logs) and field findings including GPS records shall be compiled and input into GIS database (ESRI shape file/geodatabase formats) for future use.

The consultancy firm shall perform all field work in accordance with the **site-specific health and safety plan**. The Consultancy shall be responsible for ensuring safety of an environment and its personnel. The procuring agency is not liable in case of any injury /accident occurred during the fieldwork.

4.1 Rotary Core Drilling Investigation

- a) The consultancy firm shall carry out the necessary exploratory rotary core drilling works to substantiate results of geophysical investigation.
- b) The location of the boreholes shall be marked on the ground as well as on the drawings with coordinates (Easting, Northing & Altitude).
- c) Shall carryout visual and tactile examination of each sample, describe material type (soil/rock) and maintain record of depth from the surface, elevation details and photographic records of each sample. Borehole log shall be as per CSRA specifications for drilling.
- d) The cores must be properly kept in boxes, labeled & handed over to the client for future reference.



Minimum Requirements for rotary Core Drilling	
Number of Borehole	Details
Six (06) numbers of boreholes shall be carried out. [Two boreholes at proposed location of the foundations for the 18 storey building on opposite sides, two at lower side near the existing building i.e Phase proposed location and the last two shall be drilled at proposed locations of foundation for the executive suites earmarked for Phase 3]	<ul style="list-style-type: none"> • The depth of borehole shall be 50 m from the natural ground level. • If the bedrock is determined at shallow depth by SRT, the depth of boring shall be at least 5m depth into in-situ rock for confirmation. • Appropriate casing types and sizes shall be used to obtain best core samples. • Shall observe and maintain record of ground water table every day before and after work. • Describe Borehole Test No. / Location ID, Name of Location, GPS Coordinates and Date of Borehole tests

4.1.1 Portable Penetration Test (PPT):

The Portable Penetration Test shall be performed to measure the strength of in-situ soil, thickness and location of subsurface soil layers. It is essential to determine the soil density and properties at that level, and to estimate approximate shear strength parameters.

Minimum Requirements for Portable Penetration Test (PPT)	
Number of PPT	Details
10 No. (6 at the location of the foundation of the proposed 18 storey building, two at Phase 2 location very close to the existing building and the last two at the proposed location of the foundations for executive suites earmarked for Phase 3)	<ul style="list-style-type: none"> • Minimum depth shall be 2.5m from the natural ground level. • Shall maintain test record, soil type, ground conditions, test no./ location ID, location name, GPS coordinates and date of test carried out

4.1.2 Pit Excavations / Trial Pitting:

Pit Excavations or Trial Pit investigation shall be done for obtaining information on the subsurface soil conditions. A detailed visual examination of the strata shall be carried out- to understand the near surface soil compositions. Soil sample(s) from each test pit shall be collected for laboratory test.

Minimum Requirements for Pit Excavations/Trial Pitting	
Number of PPT	Details
4 Pits (2 at the location of the foundation of the proposed 18 storey building, one at Phase 2 location very close to the existing building and the last one at the proposed location of the	<ul style="list-style-type: none"> • Pit size shall be 1.5m x 1.5m x 3.0m depth from the natural ground level. • Shall carryout visual and tactile examination of test pits, recording /logging soil types, compositions and classifications. • Shall maintain photographic record of soil profile. • Describe soil type, ground conditions and test no./ location ID. • Shall collect samples from the bottom of pits for



foundations for executive suites earmarked for Phase 3)

laboratory tests to determine stiffness and other properties.

- Describe name of location, GPS coordinates and date of excavations.

4.2 Field Assessment/Survey

The exhaustive assessments on ground stability shall be carried out which include - site walk / walkover survey and hazard assessment in the entire study and surrounding areas. The stability of slopes should be assessed in greater detail to determine the potential risk of failure. It shall include inspections / observations of the existing slope conditions, and to identify any potential areas of concern observed on the slope from a geotechnical perspective. The subsurface explorations shall be carried out in all suspected instabilities.

Based on the results of stability assessments and analysis, slope protections or remedial measures shall be recommended on the identified critical areas and all other unstable areas. The recommendations shall include development setbacks from the slopes if the slopes in the subject area are feasible for carrying out developmental activities.

The Field Assessment / Survey shall cover the following:

- **Assessment of Landslide and other Instabilities, and**
- **Slope Stability Analysis.**

4.2.1 Assessment of Landslide and other Instabilities

Thorough assessment and identification of potentials landslides and other unstable areas shall be carried out. It shall include evaluation of geotechnical properties of soil / rock in the affected area and investigate the main causes, triggering factors for the occurrences of landslides and instabilities. The assessment shall also involve identifying different causes of slope failure such as erosion, debris flow, scouring, toe erosion, creep, subsidence, land degradation, rock fall, planner failure, wedge failure, toppling, rainfall induced, seismic activity, hydro-geological conditions, external loading and any other geological features. Delineate all instabilities and develop GIS-based data inventory with detailed descriptions such as extents, type of instability etc. including GPS locations.

Finally, the results of assessment shall be depicted in a form **Slope Instability Map** along with detailed **Report** indicating the level of hazard posed by these instabilities.

4.2.2 Slope Stability Analysis

The evaluation of slope stability and assessing failure shall be determined based on **slope stability analysis**. Its main objectives are to evaluate how safe a slope is, and to calculate the factor of safety for a slope before its failure; and to recommend/propose appropriate methods for enhancing stability of unstable slopes by possible remedial measures. The stability analysis should be carried out using **internationally recognized industrial software conforming to international standard**. The analysis results should be demonstrated in either 2D or 3D slope stability models.

Slope Stability Analysis shall be performed in **active landslide locations** and all other **unstable**



areas.

Slope stability analysis of soil and rock slopes must include:

- ❖ Depth and configuration of the failures.
- ❖ Soil / rock classification, strength and density of soil / rock materials and the configuration of soil/rock strata, including basic geological indicators (strike/dip) and other features such as fissures, faults, discontinuities etc.).
- ❖ Groundwater table and surface/subsurface soil moisture conditions.
- ❖ Analyze the stability of rock/soil slopes, and determine if the excavated rock/soil faces are likely to fail (planar sliding along a discontinuity, wedge failure, or toppling failure).

The **material type** and **strength properties** shall be adopted for the stability analyses based on slope behavior, ground conditions revealed from field investigations (Core drilling, Pit excavations and PPTs) and laboratory test results. The parameters shall embrace grain size, specific gravity, shear strength (cohesion, angle of internal friction and unit weight of soil), thickness of sliding mass, size of slide (length, depth and width) etc. While selecting parameters, the consulting firm should determine very appropriate and critical parameters which will give precise results or within an acceptable level of accuracy.

The analysis shall include the following data in the stability model.

Parameter	Input Data
Soil Profile	From detailed assessment of Soil Stratigraphy
Slope geometry	Shall derive from Topo, Survey Data or DEM
Soil shear strength	From Laboratory and In-Situ/Field Tests

The geometries of the cross sections shall be considered as described below.

Location	Cross Section	Slope Height (m)	Overall inclination from horizontal (Degree)
	e.g A-A		

Analysis Methods:

The Consulting firm should choose the best method (s) suited for stability analysis such as Limit Equilibrium (LE), Finite Element Method (FEM), Numerical Method of Modeling (NMM) etc. depending on in-situ condition and slope properties. The analyses method(s) shall have capable of modeling all conditions including seepage, high water table, cracks, liquefaction potential, seismic forces etc.

The slope stability analysis shall include both static and dynamic loading (earthquake) conditions for deriving factor of safety of slopes.

For simple rock or rock sliding slopes, Empirical Methods, Kinematic Methods, Limit Equilibrium Techniques or combinations of these methods shall be applied. However, in case of complex rock slopes, hybrid numerical methods are recommended to better understand the behavior of rock slope.

4.3 Laboratory Testing

Tests for all the samples collected from field shall be carried out in a material testing laboratory. *The Samples should be tested according to the SANS 3001 as well as TMH1: 1986, specifications. The test methods must use SANAS accredited methods.*

The following types of tests shall be carried out for soil samples:

SI No.	Description
1	Grain Size Analysis of Soil Samples
2	Specific Gravity
3	Natural Moisture Content
4	Density Test (Bulk & Dry Density)
5	Atterberg Limits (Liquid Limit & Plastic Limit)
6	Proctor Compaction Test
7	Direct Shear Test
8	Consolidation Test
9	Dispersive Test
10	Collapse test
11	Uniaxial Compression Test for Rock
12	Triaxial Compression Test for Rock
13	Direct Shear Test for Rock
14	Swell Test for Rock
15	Creep Test for Rock

5. Mitigation Plan

Based on the findings of the study, an appropriate mitigation plan shall be prepared. The mitigation plan shall describe in detailed mitigation measures needed to be adopted based on site specific settings along with recommended drawings and diagrams for corrective measures and actions. Descriptions of technical details and specifications shall be presented for each suggested mitigation measures. Site specific engineering solutions shall be proposed in high risk prone areas viz. steep slopes, fragile geologic conditions and all other unstable ground. It shall include ground improvement techniques, engineering countermeasures for reducing hazard, use of slope stabilization methods such as benching, improvement of subsurface drainage, construction of retaining structures, reinforcement of slopes etc.

6. Reporting and timing of this assignment

The duration of this consultancy work is Sixty (60) days, and all the activities shall be completed within this timeframe. It includes fieldwork and days to review the study as stipulated in the scope of work or as felt relevant by the consultant. The consulting firm shall work closely with the Bank's officials.

- a) **Inception Report:** The Inception Report (2 color hard copies and 1 softcopy) should be submitted to the Bank within Ten (10) days from the date of award of contract. The Inception



Report shall fully describe the preparatory works carried out for the project including desk / preliminary study, literature review, data processing, mappings for fieldwork and progress made after initiating the project but, not limited to giving some details of background, objectives, scope of work, study methodologies, work schedule, staff-pattern, proposed completion target, list of equipment(s) and tools arranged for field explorations and other pertinent information required for the project activities.

- b) The Draft Report & Datasets: 2 color hard copies and a soft copy report and datasets should be submitted within Twenty (20) days from the date of award of contract.
- c) The consultant shall conduct a daylong seminar / workshop / discussion to present the findings and recommendations to the Client for comments. The comments from Bank and other stakeholders shall be incorporated in the final report.
- d) Final Deliverables: Final Report (5 color hard copies and 1 softcopy) with all other deliverables shall be submitted to Bank within Five (5) days after the receipt of the final comments from Client and other stakeholders.

7. Report Submittal Format

Detailed Report shall be submitted in both hard and soft copy. It shall include the executive summary, technical details and recommendations supplemented with relevant maps, mitigation drawings and diagrams, stability analysis and diagrams and other annexure / Appendices as described below. The softcopy maps shall be in the form of GIS formats (Shape / Coverage / Geodatabase) with well-structured and defined datasets. The softcopy report, maps and datasets shall be submitted in CD/DVD media.

7.1. Contents of the Report

a) Executive Summary:

The executive summary shall include a precise non-technical description of significant finding of the study and the summary sheet describing the instabilities at various locations and corresponding mitigation plan/recommendations.

b) Technical Descriptions:

The technical component of the report shall include the following sections:

- ❖ **Project Description:** At a minimum the project description shall include the following information:
 - ✓ **Background information about the proposed site.**
- ❖ **Baseline Information:** This section shall contain a description of the existing geological/geotechnical situation based on field work and desk study including literature review, satellite imagery, geological report etc.
 - ✓ **Desk Study:** Shall explain detailed method of Investigation with the help of Flow Chart Diagram. Describe the type of data/information gathered as part of preliminary investigation phase. Need to list and describe the relevant published and unpublished literature pertinent to the geotechnical aspects of the area identified for this study. Citations/References should be given in case of referring some contents from the already published or carried out similar studies in the past. The methodology part should also include the preparatory work carried out from the available resources before field investigation.
 - ✓ **Fieldwork:** Describe the fieldwork methodology and detailed Investigations.

Field investigation shall consist of:

- **Surface Explorations / Stability Assessment-** include Walkover Survey to identify and assess landslides, erosion, debris flow, scouring, toe erosion, creep, subsidence, land degradation, rock fall, planner failure, wedge failure, toppling etc. within the study area and indicate the level of hazard posed by the instabilities. The **reports** should address the stability of slopes that may affect the site or that the proposed development may affect. Stability should be analyzed along all critical cross-sections where development includes or is adjacent to slopes with a gradient steeper than 20°. Stability analyses are also necessary for slopes that have a 20° gradient or flatter if the slope includes a geologic/geotechnical hazard such as a landslide. The critical cross-section shall be defined as the slope with the most adverse combination of conditions, such as the steepest gradient, highest slope, most adverse geologic conditions, groundwater conditions, weakest soils etc. Reports for sites between 20-45° need to address the potential for surficial instability, debris / mudflow, rockfalls, and soil creep on all slopes that may affect the proposed development or be affected by the proposed development.
- **Subsurface investigation-** In-situ soil testing including Rotary Core drilling, PPT/SPT, Pitting and describe the findings based on visual observations etc. It shall describe the earth materials and subsurface conditions. References shall be made to the pits, trenches, excavations and other subsurface explorations utilized to characterize the soil data, soil properties, and subsurface conditions. Descriptions of the subsurface conditions should be clear and consistent with the subsurface exploration and soil data collected.
- **Logs of Exploratory Excavations-** Present logs for all exploratory excavations and a legend for all symbols used in the logs. Subsurface excavations for geotechnical exploratory are an integral part of an invasive investigations for direct observation, testing and sampling. Logs should be provided for all subsurface exploratory excavations that are part of an investigation. Also, the logs of all subsurface explorations data should be included within or appended to the report annexure.
- **Bedrock Units-** Discuss the relative age of geologic units and correlation to known formations. Describe the physical characteristics and distribution of the units and relationship to other geologic units on site. Also describe the bedrock unit's response to geologic processes and engineering characteristics.
- **Geologic Structure-** Describe the bedding, folds, fractures, joint, faults, etc. of the bedrock units. The description should include the attitude and other quantitative attributes of the structures. Discuss the relationship of the geologic structure to potential impact on the proposed project. Indicate if the geologic structure is favourable or adverse with respect to slope stability, proposed excavations, grading, or retaining structures.
- **Surficial Deposits-** Surficial deposits include artificial fill, topsoil, alluvium, colluvium, and gravels, landslide debris, and other types of earth materials mantling bedrock or occurring on or near the surface. The general type, distribution, occurrence, and relative age of the deposits should be described. In addition, physical characteristics and response to surface processes and engineering characteristics should be described.
- **Surface Water and Groundwater-** The occurrence of streams, ponds, springs, and seeps on the site must be identified and described in relationships to site topography and geology. The sources, variation, and permanence of the surface water and groundwater conditions must be discussed.

- ✓ □ **Field Mappings:** Describe the type of field mappings carried-out in the field explorations for hazard assessments and while identifying the type of mitigation works.
 - ✓ □ **Laboratory Test and Analysis:** Describe the analysis carried-out and the interpretation of both field and laboratory test results, and correlations. All the analysis results, and conclusions should be described clearly with supported data. Also, laboratory and field test results shall be described both in tabular as well as in graphical form.
- c) **Maps & Diagrams:** The following maps and mitigation diagrams are required to support the detailed report. The contents of each map shall be thoroughly discussed in the report.
- ❖ □ **Hazard Zonation Map-** It shall be multi-level hazards derived from different sources of hazards viz. natural slope, flood, water course (river, streams), water bodies (lakes, ponds etc.), marshy area, / seepage sinking area, gully, gorge, slide/slip/erosion etc. and geologic hazard such as unstable slopes, faults, ground subsidence and collapse, regional seismicity etc. Risk rated shall be Low, Medium and High.
 - ❖ □ **Other Hazard Maps-** Depending on the site condition, different hazard maps from different sources shall be individually mapped
 - ❖ □ **Geological Map-** Show detail geological features with distinct classified rock units or geological strata. Bedding planes and structural features such as faults, folds, foliations, and lineation shall be shown with strike and dip orientations. It shall also contain general information of soil.
 - ❖ □ **Engineering Geological Map-** This map shall contain detailed information of the different geological units based on their mechanical properties. It shall also consist of material types, superficial deposits and thickness of deposits.
 - ❖ □ **Slope Map-** Slope shall be generated from topographic contour of 1m interval and shall validate through ground verifications. The slope map shall contain slope values (both in degree & percent) in the attribute table. The size (in sq.km) of each slope class shall also be shown in the attribute. Range of slope classes shall be clearly defined with standard color coding.
 - ❖ □ **Geomorphological Map:** This map shall contain spatial information on landforms, processes that act on landforms, morphography / morphometry, hydrography, lithology, genesis, age etc. Marshy, seepage, sinking area, land slide/slip/erosion, scars and any other factors causing slope failures shall be shown here.
 - ❖ □ **Slope Instability Map:** This map shall embrace all the instability areas induced by different factors such as erosion, debris flow, scouring, toe erosion, creep, landslide, subsidence, land degradation, rock fall, planner failure, wedge failure, toppling, rainfall-induced, seismic activity, hydro-geological conditions and any other geological features. Clearly delineate with defined boundaries of these instabilities and put them into zoning categories. GIS-based data inventory shall be developed for the same.
 - ❖ □ **Field Exploration Location Map:** All the locations of field investigation shall be captured using precise GPS device, and mapped in Drukref projection system. The type of explorations shall be clearly described in abbreviating symbols and legends. The GPS data shall be in GIS shape / geodatabase format.
 - ❖ □ **Mitigation Map:** All the mitigation proposals/types and locations shall be concisely presented in this Mitigation Map.
 - ❖ □ **Mitigation Diagrams:** Critical mitigation works shall be illustrated with pertinent diagrams such as walls, subsoil drains, barriers, bioengineering etc.

- d) **Assessment of Impacts:** This section shall describe and assess significant potential geotechnical impacts as stipulated in the scopes of work.
- e) **Mitigation Plan:** This section shall present detailed mitigation plan and recommendations based on the impact assessment as described in the TOR.
- f) **Conclusion and Recommendations:** The conclusions and recommendations presented in this report must be fully supported by the data on the most logical analysis. Conclusion regarding the suitability of the site for the intended use should be provided. Summarize all hazardous or damaging geologic or geotechnical conditions potentially impacting the proposed development. Conclusion and opinions should be substantiated by factual information and/or experience. When a conclusion is based on experience or judgement, the rationale used should be clearly discussed. Recommendations shall be given area wise duly considering the type of soil/rock, structure, foundation type and ground water table, instabilities, high angle slopes etc. in the study area. Provide full recommendations to mitigate or avoid hazards. The firm should indicate if additional exploration, testing, or analyses are recommended to address the proposed project.
- g) **Appendices:** Test results and analysis of both field and laboratory samples, soil and Rock Exposures readings, field Logs, Maps, Stability Analysis Models, mitigation Drawings and Diagrams shall be attached in the report as appendices.
- ❖ □All test results shall be attached and fully referenced to the text
 - ❖ □All data provided diagrammatically shall be provided as a data table to ensure legibility.

8. Support services to be provided by the Bank:

The following services and facilities will be provided by the Procuring Agency:

- Any available site drawings, topographic data sets (digital copy) of the study area
- Assist the consulting firm to process for work permit for foreign nationals
- The Consultant shall work closely with the Bank Engineers. The Bank may also, at its discretion, consider fielding of its representative to accompany the consultant's study team during fieldwork. However, the responsibility of completing the assignment successful will lie solely on the Consultant.



9. Evaluation Criteria

9.1 Eligibility Criteria/Responsiveness to Tender

The following table highlights the required documents to be submitted and any missing document may lead to disqualification from further evaluation.

DEAL BREAKERS	YES	NO
Company Profile Listing Previous & Current Projects		
Form J & Form C/Official List of Shareholders/Directors Certified		
List of key staff and qualifications		
Organogram of the team to be deployed		
Current Trading License/Registration/Regulatory Documents		
ENPF Compliance Certificate - Swazi Registered companies/Applicable Social Security Documents		
Current Tax Compliance Certificate		
Certified copy of Registration with Construction Industry Council (CIC) Certificate/Equivalent Industry Specific Affiliation/Recognition		
Latest Audited or independently reviewed financial statements		
Power of Attorney duly signed by the Directors		
Copies of Identity Documents for All Directors		
Latest Police Clearance or Sworn Affidavit (3 months)		
Signed Joint Venture/Partnership Agreement (if applicable)		
Financial Proposal		

The CBE is seeking reliable, financially stable suppliers who can meet its stringent cost, quality, and service requirements.



9.2 Technical Evaluation

The evaluation of Tenderers will be based on, but not limited to, the following criteria:

9.2.1	Criteria, sub-criteria and the points system for the evaluation of Technical Proposals are:	
	(i) Specific experience of the Consultancy Firm relevant to the assignment:	<u>Points</u> 5%
	(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference:	
	a) Technical approach and methodology -----	15
	b) Work plan -----	5
	c) Organization and staffing -----	5
	Total points for criterion (ii)	25%
	(iii) Key professional staff qualifications and competence for the Assignment with 15 or more years of experience in similar complex projects and must be registered with AESAP and/or the Engineering Council of South Africa:	
	a) General qualifications -----	21
	b) Adequacy for the assignment-----	35
	c) Equipment -----	10.5
	d) Experience in the kingdom of Eswatini -----	3.5
	Total points for criterion (iii)	65%
	Total weight:	100%

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9.2.2 Break-up of Evaluation Criteria			
Criteria		Point	Max. score
A	Specific Experience of the Consultancy Firm relevant to the assignment		5
(i)	Number of geotechnical and similar works undertaken by the firm after registration		
	0 work	0	5
	Only 1 work	1	
	Up to 2 works	2	
	Up to 3 works	3	
	Up to 4 works	4	
	Above 5 works	5	
B	Adequacy of the proposed methodology and work plan responding to the Terms and Reference		25
(i)	Technical approach and methodology		
	Satisfactory	7	15
	Good	10	
	Very Good	15	
(ii)	Work Plan		
	Satisfactory	2	5
	Good	3	
	Very Good	5	
(iii)	Organization and Staffing		
	Satisfactory	2	5
	Good	3	
	Very Good	5	
C	Key professional staff qualifications and competence for the assignment		70
	Team Leader: Masters Degree OR Bachelor Degree in Geotechnical Engineering / Engineering Geology		
I(a)	General Qualification (30% of 70)		
❖	Masters / Bachelor degree in the field of:		
•	Others (Civil / Geology / Mining) with no formal training in Geotechnical Eng. or Eng. Geology	0	21
•	Others (Civil / Geology / Mining) with formal training in Geotechnical Eng. or Eng. Geology	10	
•	Geotechnical Eng. or Eng. Geology	21	
I(b)	Adequacy for the assignment (55% of 70)		
❖	Master's degree/Bachelors degree with relevant experience		
✓	No. of Geotechnical / Similar work done		
•	0 work	0	35
•	5 - 8 work	15	
•	8 - 15 work	25	
•	Above 15 works	35	
I(c)	Experience in Kingdom of Eswatini (5% of 70)		
•	No experience in The Kingdom of Eswatini		1
•	Experienced in the Kingdom of Eswatini		3.5



9.2.3 Equipment Capabilities

The Bidder should own or have assured access to the following minimum key items of equipment in full working order, and must demonstrate that, based on known commitments; these will be available for deployment on the proposed works.

Sr. No.	Equipment Type & Characteristics	Minimum Number Required	Points
1	Straight Rotary Drilling rigs complete in all respects including rods, bits, mud pumps etc.	As required	2
2	Casing sets having various diameters for all types of boring at least 50 m in length with casing bits.	As required	2
3	Hand augers complete in all respects	As required	2
4	Standard penetration test equipment complete in all respects including all rods, split spoon sampler, hammer and containers etc.	Complete set	2
5	Core barrels (Single Tube and Double Tube), coring bits and casing bits.	As required	2
6	Wooden box for the preservation of Block soil samples	As required	2
7	Wooden box for the preservation of Rock Core samples	As required	2
8	Transport (4 wheel drive) at site along with temporary site office with all accessories.		2
Total (Maximum 10.5 points)			

The definitions of Sub-criteria under "Adequacy of the proposed methodology and work plan" are stated below:

a) Technical Approach and Methodology:

- **Satisfactory:** The way to carry out the different activities of the TOR is discussed generically. The approach is standard and not specifically tailored to the assignment. The list of contents of the Quality Plan (required in the TOR) is provided, but it is generic and does not reflect the specific features of the assignment.
- **Good:** The proposed approach is discussed in full details, and the methodology is specifically tailored to the characteristics of the assignment and flexible enough to allow its adaptation to changes that may occur during execution of the services. The list of contents of the Quality Plan (required in the TOR) is tailored to the specific characteristics of the



assignment.

- **Very Good:** In addition to the requirements listed above under “Good,” important issues are approached in an innovative and efficient way, indicating that the consultants have understood the main issues of the assignment and have outstanding knowledge of new solutions. The proposal details ways to improve the results and the quality of the assignment by using state-of-the-art approaches, methodologies, and knowledge. A detailed description of the Quality Plan is provided in addition to its lists of contents.
- b) **Work Plan:**
- **Satisfactory:** The activity schedule omits important task; the timing of activities and correlation among them is inconsistent with the approach and/ or methodology proposed. There is lack of clarity and logic in the sequencing.
 - **Good:** All key activities are included in the activity schedule, but they are not detailed. There are minor inconsistencies between timing, assignment outputs, and proposed approach.
 - **Very Good:** The work plan fits the TOR well; all important activities are indicated in the activity schedule and their timing is appropriate and consistent with the assignment outputs; and the interrelation between the various activities is realistic and consistent with the proposed approach.
- c) **Organization and Staffing:**
- **Satisfactory:** The organization chart is sketchy, the staffing plan is weak in important areas, and the staffing schedule is inconsistent with timing of the most important outputs of the assignment. There is no clarity in the allocation of tasks and responsibilities. The proposed experts have never worked together as a team.
 - **Good:** The organization chart is complete and detailed, the technical level and composition of the staffing arrangements are adequate, and staffing is consistent with both timing and assignment outputs.
 - **Very Good:** In addition to the definition above in “Good,” staff is very well balanced, that is, they show good coordination, clear and detailed definition of duties and responsibilities, not too many short-term experts, not too many generalists, precise matching of staff skills and needs, and efficient logistic support.



9.3 Financial Evaluation

9.3.1	<p>The formula for determining the financial scores is the following: $S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.</p> <p>The weights given to the Technical and Financial Proposals are: $T = 0.80$ $P = 0.20$</p> <p>NB:</p> <ul style="list-style-type: none">• Fees with clear breakdown of task and time inputs• The fees must clearly state if it is VAT inclusive, this cost shall be fixed with no fluctuations• Clear indication of all applicable taxes & levies
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“The income Tax Order of Eswatini stipulates that a 15% Withholding Tax is deducted from payments made to foreign companies for executing a contract awarded in Eswatini. The CBE shall deduct this Tax from every payment made and present a withholding Tax Certificate to the consultant to make a claim in his country of origin, if eligible.”

10. Instructions to Tenderers

Please read the following instructions carefully. Failure to comply with the requirements of these Instructions to Tenderers may cause the return or rejection of your Tender.

1.0 THE PURCHASER

1.1 This Invitation to Tender (“RFP”) is issued by The Central Bank of Eswatini.

2.0 RIGHTS OF THE CENTRAL BANK OF ESWATINI

The Central Bank of Eswatini, in its sole discretion reserves the right to:

- 2.1 Accept or decline any proposal issued by a prospective Tenderer;
- 2.2 Award the contract for the **Name of Tender** based solely on a proposal received without entering into any further discussion;
- 2.3 Shortlist prospective/ successful Tenderers;
- 2.4 Refrain from issuing any contract
- 2.5 Award the tender in its entirety or in part
- 2.6 Extend without notice, the evaluation period

3.0 TENDER PREPARATION

- 3.1 The submission of the RFP must be strictly in accordance with these instructions, including the information described in “SECTION 3.1” “Scope of Work”
- 3.2 Tenders must be prepared and submitted in strict accordance with the RFP documentation. In the event of the tender being awarded, the successful Tenderer(s) will be required to enter into a formal Contract. No valid contract shall exist between the parties unless the parties have entered into a valid written contract.
- 3.3 Preparation of the Tenders, including but not limited to attendance at any pre-tender meetings, site visits and tender clarification meetings or presentations, shall be at the sole expense of the Tenderer.

4.0 TENDER SUBMISSION

- 4.1 Submitted Tenders must be complete in all respects and received on or before the tender closing date and time specified in the RFP invitation letter.
- 4.2 Sealed Tenders comprising an original & 1 copy must be deposited into the tender box situated at Umtsholi Building reception addressed as follows:

Secretary, Tender Committee
Reference: Tender Name & Reference Number
Central Bank of Eswatini,
Mahlokohla Street, Mbabane, Eswatini



- 4.3 An electronic copy of the same (physical) document should be sent to this email address: tenders@centralbank.org.sz, on a secure link before the deadline.
- 4.4 The Tenders shall be submitted without review by, or the comparison of figures of, any other person or company submitting a tender for the same work and shall in all respects be without collusion with other Tenderers. Where collusion is discovered by the CBE all affected Tenderers shall be disqualified.
- 4.5 All Companies forming a joint venture (whether one or both companies has bought a Tender) in order to submit a single consolidated tender shall advise The CBE in writing prior to the submission of the tender and include in their tender full details of the joint venture including a copy of the signed joint venture agreement. It is left to the discretion of the CBE to accept such joint venture. Where The CBE has not been informed of such joint venture the CBE may at its sole discretion disqualify such submission.

5.0 LATE RECEIPT OF TENDERS

- 5.1 Tenders received after the Tender closing date and time will be disqualified by The CBE, with or without notice to the Tenderer.

6.0 EXAMINATION OF RFP AND ACKNOWLEDGEMENT

- 6.1 In the event that a Tenderer that is invited to tender does not intend to do so, the complete RFP including but not limited to all attachments, information, documents and material related thereto and any copies made thereof shall be returned to The CBE within three (3) days of receipt of the Tender documentation.
- 6.2 The Central Bank of Eswatini may modify any part of the RFP at any time prior to the closing date of the tender. Modifications to the RFP will be made in the form of addenda to the RFP and will be transmitted simultaneously to all Tenderers.
- 6.3 The Tenderer is responsible for the examination of the RFP and any addenda thereto including any special conditions or provisions which may affect the performance of the services to be rendered in terms of the tender. Should the Tenderer find discrepancies or omissions in the RFP the Tenderer shall notify The CBE in writing immediately on discovery of any discrepancy or omission.

7.0 SITE INSPECTION AND CONDITIONS

- 7.1 The Tenderer is responsible for making arrangements it considers necessary to become fully informed regarding all conditions that might

in any way affect the performance of the services rendered in terms of the tender.

- 7.2 Failure by the Tenderer to satisfactorily investigate the conditions as aforementioned shall not relieve the Tenderer from the responsibility for properly estimating the difficulty or the cost of fulfilling its Tender.

8.0 TENDER VALIDITY, MODIFICATION AND WITHDRAWAL OF TENDERS

- 8.1 The Tenderer may modify or withdraw its tender provided that notification of such withdrawal or modification is received by the CBE in writing prior to the closing date. Withdrawal or modifications will be acknowledged by the CBE by means of facsimile, e-mail or hand delivered letter to the respective Tenderer.

- 8.2 Once submitted, the tender shall be fully binding upon the Tenderer and must be valid for a period of 3 months from the date of submission of the tender.

9.0 CRITERIA TO BE USED IN EVALUATION OF PROPOSALS

- 9.1 The CBE will evaluate all proposals submitted in accordance with the criteria indicated in “SECTION 8” of this RFP.
- 9.2 The CBE in its sole discretion reserves its right to apply weightings to the criteria listed in “SECTION 8”.
- 9.3 The CBE will not divulge its final selection criteria to any prospective Tenderers nor will it be obliged to furnish any reasons for its selection(s).

10.0 AWARD OF CONTRACT

- 10.1 The CBE reserves the right to accept or reject any or all tenders, to waive any provision or deviate from the RFP process or any formality with regard to tenders received and to accept or reject one or more of the items in the tender if such items, at The CBE’s sole discretion, is in the best interest of CBE.
- 10.2 The CBE shall not be bound by the lowest price contained in any tender, and it may accept all or any part of a tender. It shall not be liable for any costs or expenses or damages whether direct or indirect, incurred by any Tenderer who submits a tender, irrespective of the outcome of such tender. If, however, any such tender leads to the conclusion of a contract, then the rights and obligations of The CBE and the Tenderer shall be governed solely by the provisions of the mutually agreed and signed written agreement between the parties.
- 10.3 The CBE reserves the right to invite the Tenderers, prior to the date of award and/or allocation of its tenders, to discuss any matter relating to the tender and/or to issue supplements or addenda to the tender.



11.0 QUESTIONS AND EXPLANATIONS

- 11.1 All queries and communication in relation to this RFP shall be directed in writing to the Secretary to the Tender Committee at tenders@centralbank.org.sz prior to the tender closing date, all questions and clarifications arising from this RFP and CBE's responses thereto will be transmitted or distributed to all Tenderers.
- 11.2 All queries must be submitted 7 days before the closing date of the tender to allow enough time to respond.

Any Tenderer desiring any explanation or interpretation of this RFP must request it in writing from:

**The Secretary of the Tender
Committee**

The Central Bank of Eswatini
tenders@centralbank.org.sz

All Correspondence shall bear the reference:

“Name of Tender - Tender number.”

12.0 AMENDMENTS AND CLARIFICATIONS

- 12.1 The CBE reserves the right, after receipt of the tender submissions, to invite the Tenderers(s) for clarification, presentation or negotiation of its tender. Any such clarifications, presentations or supplements shall be considered to form part of the tender submission. Any such discussion, issue of supplements or addenda or invitation to clarify or negotiate, should not be construed as an acceptance, award or allocation of the tender to that particular Tenderer.
- 12.2 No amendments to the provisions contained in this RFP will be binding on the CBE. Written addenda will however be issued by CBE when amendments and/or clarifications to the RFP are deemed necessary. The CBE reserves the right to make whatever amendments or clarifications that in its view are reasonably necessary at anytime.
- 12.3 The CBE shall provide a written notice of any addenda issued to all known recipients of the RFP. CBE shall however, not be responsible for any prospective Tenderers failure to receive any addenda. The prospective Tenderer shall be solely responsible for ascertaining, prior to submission of its proposal, that any addenda issued have been received.



SCHEDULE “E” PRICING SCHEDULE

PRICING SCHEDULE TO BE COMPLETED BY TENDERERS

RFP Name: GEOTECHNICAL INVESTIGATION FOR CONTRUCTION OF THE NEW CBE COMPLEX-PHASE

RFP Number: CBE_GEOTEC_PROPERTIES_RFP_06-2024_L

Please document any additional costing of financial data on a separate sheet and clearly identify the Tender Name and Number.

The Bank will select a firm, in accordance with the Quality + Cost Based Selection method. Consultants must submit separate Technical and Financial proposals.

.....-END.....



SCHEDULE “F” TECHNICAL PROPOSAL - STANDARD FORMS

- A. Technical Proposal submission form.
- B. Firm’s references.
- C. Comments and suggestions of consultants on the Terms of Reference and on data, services, and facilities to be provided by the Client.
- D. Description of the methodology and work plan for performing the assignment.
- E. Team composition and task assignments.
- F. Format of curriculum vitae (CV) for proposed professional staff.
- G. Time schedule for professional personnel.
- H. Activity (work) schedule.

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A. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of
Client] Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [Title of consulting services] in accordance with your Request for Proposal dated [Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive. We

remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:



B. FIRM’S REFERENCES

Relevant Services Carried Out in the Last Three Years

That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted. Here you are also requested to provide pictorials, websites and URL

Assignment Name:		Country:
Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		N° of Staff: -
Address:		N° of Staff-Months; Duration of Assignment: -
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current SZL or any):
Name of Associated Consultants, If Any:		N° of Months of Professional Staff Provided by Associated Consultants: -
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Firm’s Name: _____



C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE CLIENT

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.



D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

E.

E. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task



F. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member’s experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]



Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____ Date: _____
[Signature of staff member and authorized representative of the firm]Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

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G. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Name	Position	Reports Due/Activities	Weeks (in the Form of a Bar Chart)												Number of weeks			
			1	2	3	4	5	6	7	8	9	10	11	12				
																	Subtotal (1)	
																		Subtotal (2)
																		Subtotal (3)
																		Subtotal (4)

Full-time:
 Part- time:
 Reports Due:
 Activities Duration:
 Signature: (Authorized representative)

Full Name: _____

Title: _____

Address: _____

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B. Stages for deliverables (this is in line with the payment schedule)

Reports	Date
1. Inception Report to be provided two weeks after award	
2. Draft report	
3. Final Report which is the full scope of the RFP	



SCHEDULE “G” FINANCIAL PROPOSAL - STANDARD FORMS

- A. Financial Proposal submission form.
- B. Summary of costs.
- C. Breakdown of price per activity.
- D. Breakdown of remuneration per activity.
- E. Reimbursables per activity.
- F. Miscellaneous expenses.



A. FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of

Client] Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [Title of consulting services] in accordance with your Request for Proposal dated [Date] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is exclusive of the local taxes, which we have estimated at [Amount(s) in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm: Address:

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B. SUMMARY OF COSTS

Costs	Currency(ies)	Amount(s)
Subtotal		
Local Taxes		
Total Amount of Financial Proposal		_____

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C. BREAKDOWN OF PRICE PER ACTIVITY

Activity No: _____	Activity No: _____	Description: _____
Price Component	Currency(ies)	Amount(s)
Remuneration		
Reimbursables		
Miscellaneous Expenses		
Subtotal		_____

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D. BREAKDOWN OF REMUNERATION PER ACTIVITY

Activity No. _____		Name: _____		
Names	Position	Input	Remuneration Currency(ies) Rate	Amount
Regular staff				
Consultants				
Grand Total				_____

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E. REIMBURSABLES PER ACTIVITY (IF ANY)

Activity No: _____

Name: _____

No.	Description	Unit	Quantity	Unit Price In	Total Amount In
1.					
2.					
3.					
4.					
5.					
	Grand Total				_____

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F. MISCELLANEOUS EXPENSES(IF ANY)

Activity No. _____

Activity Name: _____

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.					
2.					
3.					
4.					
5.					
	Grand Total				

