



CONFIDENTIAL

CENTRAL BANK OF ESWATINI

REQUEST FOR PROPOSAL (RFP)

RFP No: CBE_LAPTOPS_ICT_RFP_07-2024_L

RFP Name: PROCUREMENT OF LAPTOPS

Tender Closing Date: 26 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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SECHULE "A" - Respondents' Acknowledgement / Preliminary Non-Disclosure Agreement

To:	The Central Bank of Eswatini
Attention :	The Secretary, Tender Committee
E-Mail	supplychain@centralbank.org.sz
Tel:	+268 2408 2000
Fax:	+268 2404 8636
Mobile:	+268 7 606 0195

From Company:	
Date:	
Fax:	
Tel:	
Mobile:	
E-mail:	

INVITATION TO TENDER NUMBER: CBE_LAPTOPS_ICT_RFP_07-2024_L

INVITATION TO TENDER NAME: PROCUREMENT OF LAPTOPS

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: _____

Designation: _____

Signed: _____



SECHULE “B”. Scope of Work

BACKGROUND

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 CBE Seeks to procure Laptops as specified below.

SPECIFICATION

Item	Quantity	Product Code	Specification
Laptops	50	21AW001SZA	ThinkPad X13 Yoga Gen 3 i7-1255U 16GB LPDDR4X 512GB SSD Win11 Pro 13.3" 4G LTE 2-in-1 Touch Convertible Notebook PC - Thunder Black (21AW001SZA) <ul style="list-style-type: none"> • 13.3" WUXGA (1920x1200) IPS 300nits AR (anti-reflection) / AS (anti-smudge), Touch, 10-point Multi-touch • Intel Core i7-1255U Processor (10 Cores (2P +8E) / 12Threads, P-core 1.7 / 4.7GHz, E-core 1.2 / 3.5GHz, 12MB) • 16GB Soldered LPDDR4x-4266MHz, • 512GB SSD M.2 2280 PCIe 4.0x4 NVMe Opal2 • Intel AX211 Wi-Fi 6E, 2x2 + Bluetooth 5.2 • Backlit, English (US) Keyboard • Fingerprint Reader Touch Style, Match-on-Chip • Lenovo Integrated Pen • Windows 11 Pro 64
Screens	38	61E9GAR6SA	Lenovo ThinkVision P27h-20 27-inch 16:9 QHD Monitor with USB Type-C
Mouse	50		ThinkPad Essential Wireless Mouse
USB Hubs	50	4X90S92381	Lenovo Powered USB-C Travel Hub
Backpack	50	TCG655GL	Targus City Gear 12-14" Laptop Backpack – Black

1. Pricing

- a) **The rate submitted shall be all inclusive** i.e. it will cover cost of purchasing of goods, transportation and all taxes, installations/construction costs, company overheads and profits.

2. Conclusion

Summarize the reasons The CBE should select your company as its **Tender (Name of tender) Partner**. In particular, include detailed case studies of where you have delivered significant, lasting savings to companies similar to and within close geographical reach to CBE.

SCHEDULE “C” EVALUATION CRITERIA

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	
Current Trading License/Registration/Regulatory Documents	
SNPF Compliance Certificate – Swazi Registered companies/Applicable Social Security Documents	
Current Tax Compliance Certificate	
Latest Audited or independently reviewed financial statements	
Copies of Identity Documents for All Directors	
Latest Police Clearance or Sworn Affidavit (3 months)	

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

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

Criteria Elements	Points
<p>1. Document Compliance</p> <p>Extent to which tender documents comply with CBE terms and conditions as set out in the RFP. Legal capacity of Tenderer i.e. all the documents listed on the eligibility criteria. Brief company profile and financial statements (to assist in the evaluation of the bidder's capacity to perform the contract work)</p>	Y/N
<p>2. Technical Evaluation</p> <p>A tenderer needs to obtain a minimum of 70% on the technical evaluation to qualify for Financial Evaluation</p>	
<p>2.1 Resources</p> <p>Resource allocation of the organization and how these fits into the overall project structure;</p> <p>Financial capacity to undertake the project, based on financial statements - liquidity ratio, current ratio and asset base in order to assess ability of the tenderer to source and service additional funding;</p> <p>Key personnel Experience & Qualifications</p> <p>Written Trade references. A list of relevant/similar projects completed within the last 3 years, complete with dates, descriptions, project cost;</p>	20
<p>2.2 Technical</p> <p>Quality of product or service, i.e. extent to which it meets tender specifications.</p> <p>Clear timelines for delivery and estimated lead times.</p> <p>Availability of after-sales support & warranties.</p> <p>Manufacturers Accreditation/Certification for service and warranties</p>	35
<p>2.3 Risk Assessment</p> <p>2.3.1 All factors which may be prejudicial to CBE and performance of the contract, including but not limited to availability of resources (human, financial, logistics or suitable equipment for the tender) or extent of the tenderer's commitment in other projects;</p> <p>2.3.2 Size of tender in relation to the size and turnover of the company in order to determine the ability to complete the tendered works;</p> <p>2.3.3 Ascertain the integrity and general conduct in business dealings, professional conduct of the tenderer's directors and senior management;</p> <p>2.3.4 Compliance with all applicable laws and regulations;</p> <p>2.3.5 Circumstances which may expose CBE and hinder due performance under the contract,e.g.</p>	10

<p>criminal records in connection with corruption, fraud, theft or forgery by the tenderer's directors and management, etc.</p>	
<p>2.4 Eswatini Business Promotion</p> <p>2.4.1 Degree to which ownership of business vests with Emaswati citizen Whether the business is incorporated and operates in Eswatini; Degree to which business is managed by Emaswati citizen.</p> <p>2.4.2 Extent to which Tenderer will;</p> <ul style="list-style-type: none"> ➤ encourage more Emaswati citizens to be involved in business; ➤ encourage the impartation of technical and business skills to Emaswati citizens; ➤ improve levels of Emaswati citizens participation in CBE business; ➤ promote opportunities for employment of Emaswati citizens; ➤ increase the numbers and types of Emaswati business activities in the area; <p>NB:</p> <p>Points will be allocated to the degree to which the Tenderer partners with or subcontracts to Eswatini entrepreneurs.</p>	5
<p>3. Financial Evaluation</p> <p>3.1 Fees with a clear breakdown of task and time inputs</p> <p>3.2 The fees must clearly state if it is VAT inclusive, this cost shall be fixed with no fluctuations.</p> <p>3.3 Clear indication of all applicable taxes & levies.</p>	30

The evaluation methodology will be a combination of quality and cost to award the contract.

It is the intention of CBE to award contract(s) based on information contained in this RFP and any subsequent presentations and negotiations.

SCHEDULE "D" INSTRUCTION TO TENDERERS

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 "SCHEDULE B" "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 Physical Sealed Tenders comprising an original & 1 copy must be deposited into the tender box situated at Umntsholi 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 "SCHEDULE C" of this RFP.

9.2 The CBE in its sole discretion reserves its right to apply weightings to the criteria listed in "SCHEDULE C".

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 NUMBER: CBE_LAPTOPS_ICT_RFP_07-2024_L

RFP NAME: PROCUREMENT OF LAPTOPS

1. Fees with a clear breakdown of task and time inputs
2. For non-resident service provider they must be aware of Eswatini tax requirements.

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

“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.”

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