

SECTION E : SUBMISSION CHECKLIST

REQUIREMENT	AVAILABLE / NOT AVAILABLE (Please tick - √ or cross – x as appropriate)
Company Profile	
Technical Proposal (To cover the components listed in Section D(2) above and to include Forms TP1 and TP2)	
Financial Proposal (Forms FP1 and FP2)	
Original Tax Compliance Certificate	
Certified Valid Trading License	
Company audited annual financial statements for the past 3 years or since inception.	
Names and contact details of at least three (3) reference customers	
Statement of joint ventures/partnerships (if any)	
Form J and C,	
Labour Compliance Certificate	

NB: Please submit checklist attached on the first page of tender documents. The documents must follow the sequence on the checklist.

FORM TP1

The Director
Eswatini Financial Intelligence Unit
P.O. Box 9547
Mbabane

Dear Sir

RE: Performance Management System EFIU RFP2019/01

I, the undersigned, offer to provide services for a **Performance Management System** to the Eswatini Financial Intelligence Unit in accordance with your Request for Proposal number EFIU RFP2019/01. I hereby submit our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

I hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to disqualification. Our proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate Performance Management System services related to the assignment not later than 2 months after the date of the tender being awarded to us.

We understand that the Eswatini Financial Intelligence Unit is not bound to accept the lowest or any proposal.

Yours sincerely,

Signature_____

Name and Position



FORM TP2

DECLARATION OF ELIGIBILITY

[The Consultant company must provide a signed declaration on its company letterhead in the following format. If the Proposal is being presented by a joint venture or consortium all members must each sign their own declaration.]

[>>>Name of Company, Address, and Date>>>]

To: The Tender Board
Eswatini Financial Intelligence Unit
P.O. Box 9547
Mbabane
Dear Sirs,

RE: PERFORMANCE MANAGEMENT SYSTEM SERVICES EFIU RFP2019/01

We hereby declare that: -

1. I/We, including any joint venture partners or consortium partners, are a legal entity and have the legal capacity to enter into the contract;
2. I/We are not insolvent, in receivership, bankrupt or being wound up, our affairs are not being administered by a court or a judicial officer, our business activities have not been suspended, and we are not the subject of legal proceedings for any of the foregoing;
3. I/We have fulfilled our obligations to pay taxes and social security contributions;
4. I/We have not, and our directors or officers have not, been convicted of any criminal offence related to our/their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a contract within a period of five years preceding the commencement of the procurement proceedings; and
5. I/We do not have a conflict of interest in relation to the procurement requirement.

Signed

Authorised Representative



FORM FP1: FINANCIAL PROPOSAL SUBMISSION FORM

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

The Director
Eswatini Financial Intelligence Unit
P.O. Box 9547
Mbabane

Dear Sir

RE: PERFORMANCE MANAGEMENT SYSTEM SERVICES EFIU RFP2019/01

I, the undersigned, declare that:

- a) We offer to provide the consulting services for a performance management system in conformity with your Request for Proposals and our technical and financial proposals;
- b) The schedule of prices of our proposal is attached.
- 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 Proposals, 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;

Yours sincerely,

Signature_____

Name and Position



FORM FP2: SUMMARY OF FEES AND OTHER COSTS

Cost item	Cost (SZL)
Fees <i>(provide detailed rates and descriptions)</i>	
Reimbursable costs <i>(provide detailed rates and descriptions)</i>	
Local taxes <i>(provide detailed rates and descriptions)</i>	
Total	

[The above table may be expanded to include more categories and types of relevant data and information as appropriate]

