































## **2. Resources and Capability**

- Reputation/brand/size of Tenderer (5);
- Key personnel, relevant qualification(s) and relevant experience (5);
- Trade references with written letters from previous companies on letterheads (5).
- Delivery timelines (10)
- Financial capacity to undertake the project. (5)

**30**

## **3. Technical Capability**

- Quality of the product/service, i.e. extent to which it meets tender specification or scope. (5)
- Project implementation plan (10)
- A list of relevant/similar current customers. (5)

**20**

## **4. Risk Assessment**

- All risk factors which may be prejudicial to MTC and performance of the contract, including but not limited to availability of resources (human, financial or suitable equipment for the tender) or extent of the Tenderer's commitment in other projects (2);
- Ascertaining the integrity and general conduct in business dealings, professional conduct of the Contractor's directors and senior management (2);

- Compliance with the law; (e.g. workmen's compensation etc. (3)
- Circumstances which may expose MTC and hinder due performance under the contract, e.g., criminal records in connection with corruption, fraud, theft or forgery by the contractor's directors and management etc. (3)

10

### 6. Financial in SZL/R

The lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as follows:  $Sf = 100 \times Fm / F$ , in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.

20

### SECTION E : SUBMISSION CHECKLIST REQUIREMENT

AVAILABLE / NOT AVAILABLE (Please tick -  or cross – x as appropriate)

Company profile

Technical and Financial Proposal

Certified Copy of Valid Labour Compliance Certificate

Original Valid Tax Compliance Certificate

Certified copy of Valid Trading License (Proof of Registration)

Police clearance for two company Directors

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)

Eligibility Form & Financial Proposal Submission Form





**SECTION F****LADIES- CORPORATE WEAR**

<b>Item Description</b>	<b>Quantity</b>	<b>Colour</b>	<b>Fabric type, Features and Preference</b>
Dress	1	Greek Navy	French Polyester/Poly Viscose
Long Pants	1	Greek Navy	French Polyester/Poly Viscose
Skirt	1	Greek Navy	French Polyester/Poly Viscose
Long Sleeved Jacket	1	Greek Navy	French Polyester/Poly Viscose
Short Sleeved Jacket	1	Greek Navy	French Polyester/Poly Viscose
Waist Coat	1	Greek Navy	French Polyester/Poly Viscose
Shirt (Long & Short sleeved)	3	Dusty pink, Iris and Ribbon Red	Pearl polyester, cotton
<b>MEN'S UNIFORM</b>			
Men Suits	2	1 Navy Blue and 1 Charcoal	Poly viscose
Waist Coat	1	Navy blue/Charcoal	Poly Viscose
Jersey	1	Navy Blue	
Shirts	3	Quartz, Beach, Red Gingham	Cotton,



## DECLARATION OF ELIGIBILITY

*[The service provider 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 the Service Provider, Address, and Date>>>]

*To: Chief Executive Officer, Plot 829, Matsapha Town Council Corner Police College Road and Airport Road, P. O. Box 1790, Matsapha*

Dear Sirs,

Re Tender Reference: **RFT 022/2020/21**

We hereby declare that: -

- (a) We, including any joint venture partners or consortium partners, are a legal entity and have the legal capacity to enter into the contract;
- (b) 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;
- (c) We have fulfilled our obligations to pay taxes and social security contributions;
- (d) 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
- (e) We do not have a **conflict of interest** in relation to the procurement requirement.

Signed .....

Authorised Representative

Date .....



FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM

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[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures<sup>1</sup>]. This amount is exclusive of the local taxes, which shall be identified during negotiations and shall be added to the above amount.

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. before the date indicated in Paragraph Reference 1.12 of the Data Sheet.

Commissions and gratuities 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<sup>2</sup>:

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 [In full and initials]: \_\_\_\_\_



Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

- 
- 1 Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.
  - 2 If applicable, replace this paragraph with: “No commissions or gratuities have been or are to paid by us to agents relating to this Proposal and Contract execution.”



FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM

---

[Location, Date]

To: [Name and address of Client]

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Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_



Address: \_\_\_\_\_

- 
- 1 Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.
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