



PRE-QUALIFICATION OF SUPPLIERS

ANNUAL SOURCES OF SUPPLY FOR FY2026/2027

Subject of Procurement:	PRE – QUALIFICATION OF SUPPLIERS FOR THE PROVISION OF GOODS, SERVICES AND WORKS
Procurement Reference Number:	MCMz002 OF 2025/2026
Date of Issue:	9th March 2026
SUBMISSION DEADLINE	12:00 hours on Friday, 10th April 2026
Participation: International/National	National

SECTION A

1. LETTER OF INVITATION NO: MCMz002 OF 2025/2026 - PREQUALIFICATION OF PROVIDERS FOR GOODS, SERVICES AND WORKS

Submissions are hereby invited from suitably qualified local and competent companies to be registered into the Municipal Council of Manzini supplier database for a period of one (1) year after which the database will be reviewed through a similar process. The intention is to appoint vendors who will be shortlisted for Request for Quotations (RFQs) whenever the need to procure arises. Tenderers will only be allowed to select up to three (3) categories.

The main objective of this exercise is to allow vendors an opportunity to work with MCM and for MCM to benefit from such a working relationship. Tendering will be conducted through the Pre-qualification Tendering procedures specified in the Public Procurement Act 7, 2011 and policies laid down by the Eswatini Public Procurement Regulatory Agency (ESPPRA). The pre-qualification document can be downloaded from the ESPPRA website; www.esppra.co.sz or on our website, www.manzini.co.sz as from **9th March 2026**.

The Terms of Reference are accessible on this tender document and submissions must be accompanied by a payment of a non-refundable **tender fee of E500.00** to the Municipal Council of Manzini. The method of payment will be physical, at the Municipal Council of Manzini Civic Offices, Rates Hall or EFT.

A/C Name: Municipal Council of Manzini

Bank: First National Bank (Manzini)

Account: 62770574434

Branch Code: 282064 (Manzini)

Type: Current Account

REF: Company name & Tender No: MCMz002 of 2025/2026

2. Introduction

The Municipal Council of Manzini (MCM) is a public sector entity established in terms of the Urban Government Act No. 8 of 1969. The Municipality derives its primary mandate to facilitate the provision of basic municipal services for the citizens at community level and managing development within the Manzini local space through the Urban Government Act, 1969. The organization has an unwavering commitment to serve the people of Manzini and as such has adopted a service centric approach of utilizing good governance, sound judgment and

customer-centred management to deliver relevant quality services. The Council is guided by its values of **Innovation, Accountability, Integrity, Transparency, Inclusivity and Agility**. Our values-based approach to business is an important element of both our continued success and our organizational culture.

VISION

“An African Smart Sustainable City Providing Exceptional Services with Economic Opportunities”.

MISSION STATEMENT

“Providing Sustainable and Quality Municipal Services Through Cooperation with All City Stakeholders”

SECTION B

3. Instructions to bidders

3.1 Submissions

3.1.1 The applicants should submit one (1) original Application. The Application shall be in an envelope marked **“Pre-Qualification of Providers for Goods, Services & Works Tender No: MCMz002 of 2025/2026- (specific category number) of 2026/2027 - Do Not Open before 12:00noon on Date: Friday, 10th April 2026.**

The proposals must be addressed to:

**Chief Executive Officer (CEO)
Municipal Council of Manzini
P.O Box 418
Manzini**

3.2.1 The proposals should be deposited into the Tender Box situated at the Reception Area of the Municipal Council of Manzini Civic Offices at the latest by: **12:00 hours on Friday, 10th April 2026.** Late proposals will be rejected.

3.2 Applicants Requesting for Clarifications

All clarifications sought by prospective applicants on the document must be in writing and must be sent on email to qrm@manzincity.co.sz not later than 17th March 2026 @16:45 hrs.

3.3 Amendments of documents

3.3.1 At any time prior to the deadline for submission of applications, MCM may amend the Short-listing Document by issuing an addendum.

3.3.2 Any addendum issued shall be part of the Short-listing Document and shall be communicated in writing to all who have obtained the short-listing document from MCM.

3.3.3 To give prospective Applicants reasonable time to consider an addendum in preparing their applications, MCM may, at its discretion, extend the deadline for the submission of applications.

3.4 Language of Application

The Application prepared by the Applicant, as well as all correspondence and documents relating to the Application exchanged by the Applicant and MCM shall be written in English. Supporting documents and printed literature provided by the Applicant may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Application, the translation shall govern.

3.5 Confidentiality

Information relating to evaluation of pre-qualification documents and recommendations concerning pre-qualification shall not be disclosed to other applicants until the pre-qualified firms have been advised accordingly.

3.6 Contacting the Municipal Council of Manzini

No applicant shall contact the Municipality on any matter relating to its Application, from the time of the opening to the time of shortlisting. Any effort by an applicant to influence MCM in its decisions on the evaluation, pre-qualification comparison, or award may result in the rejection of the applicant's submission.

3.7 Terms and Conditions of Pre-Qualification

3.7.1 This pre-qualification document is executed in English. All correspondence exchanged between the MCM and the prospective suppliers as well as any documentation relating to it shall be written in English.

3.7.2 Applicants are urged to ensure that their submissions are complete and the required compliance documents are submitted as stipulated.

3.7.3 Company directors who are Public Servants and Politicians are prohibited from participating in this Pre-qualification.

3.7.4 Late submissions will not be considered as well as telephonic, telegraphic, facsimile, and emailed submissions.

3.7.5 Prospective Applicants must ensure that authorized representatives adequately sign all Pre-qualification documents.

3.7.6 Costs of preparing the document submissions shall be borne by the applicant.

3.7.7 To assist in the examination, evaluation, and comparison of the Pre-qualification, the Municipality may at its discretion, ask the applicant for a clarification on any part of its document. The request for clarification and the response shall be in writing and no change in the prices or substance of the proposal shall be sought, offered, or permitted.

3.7.8 MCM does not bind itself to accept any proposal nor give any reason for the acceptance or rejection of a proposal. MCM may accept a proposal for a part of the quantity offered or reject any proposal without assigning any reason.

3.7.9 Applicants will not be permitted to change the substance of their offers after the tender box has been opened.

3.7.10 MCM shall, if deemed necessary, conduct due diligence search of the business of the applicants.

3.8 Pre-qualification Categories

The purpose of this Prequalification is to register suitably qualified suppliers and service providers into the MCM vendor database to be contacted through requests for quotations and selective tendering as and when the need arises for any of the listed product categories. MCM reserves the right to employ the open tender process to increase competition for any of the categories listed.

3.8.1 Supply of Goods, Services and Works in the following categories:

No.	Category Name	Category No.
	SUPPLY AND DELIVERY OF GOODS	
1.	Supply of Office Stationery	Tender no: MCMz002 - 001
2.	Supply of Pre-Printed Stationery	Tender no: MCMz002 - 002
3.	Design and printing of corporate documents	Tender no: MCMz002 - 003
4.	Supply of Corporate Gifts and Promotional Items	Tender no: MCMz002 - 004
5.	Supply of Cleaning Chemicals / Materials and Toilet Paper	Tender no: MCMz002 - 005
6.	Supply of Refreshments, Décor and Catering Services	Tender no: MCMz002 - 006
7.	Supply of Food Items for Social Centre Feeding Programme	Tender no: MCMz002 - 007
8.	Supply of Computer Hardware, Uninterruptible Power Supplies (UPS) Systems, Printers, Cartridges and Toners	Tender no: MCMz002 - 008
9.	Supply of Personal Protective Clothing (PPE)	Tender no: MCMz002 - 009
10.	Supply of Tyres and Tubes	Tender no: MCMz002 - 010
11.	Supply of Medical Supplies (Clinic Consumables)	Tender no: MCMz002 - 011

12.	Supply of Laboratory Consumables & Equipment	Tender no: MCMz002 - 012
13.	Supply of Electrical & Other Energy Maintenance Consumables	Tender no: MCMz002 - 013
14.	Supply of Office Furniture and Fittings	Tender no: MCMz002 - 014
15.	Supply of Road Marking Paints	Tender no: MCMz002 - 015
16.	Supply of Brush Cutters, Spares & Accessories	Tender no: MCMz002 - 016
17.	Supply of Motor Vehicle Light Duty Spares, Heavy Duty Spares, Oil, Grease and Accessories	Tender no: MCMz002 - 017
18.	Supply of Physio-Therapy, Occupational Therapy and Speech Therapy Equipment and Consumables for the Autism Centre	Tender no: MCMz002 - 018
19.	Design and Supply of Branding Equipment (Gazebos, Banners etc.)	Tender no: MCMz002 - 019
20.	Supply of Road Signs and Street Name Plates	Tender no: MCMz002 - 020
21.	Supply of Color-Coded Refuse Bags	Tender no: MCMz002 - 021
22.	Supply of agricultural inputs, tools and equipment for backyard gardens	Tender no: MCMz002 - 022
23.	Pound Management Consumables	Tender no: MCMz002 - 023
24.	Filter Clinic Medical Doctor Services	Tender no: MCMz002 - 024
25.	Supply of knitting material	Tender no: MCMz002 - 025
26.	Supply of Autism Centre sensory equipment, playing equipment and toys	Tender no: MCMz002 - 026
27.	Supply, Installation and fixing of Air conditioners and compressors	Tender no: MCMz002 - 027
	SERVICES	
28.	Provision of Fire Fighting Equipment Services	Tender no: MCMz002 - 028
29.	Provision of HR Support Services (Consultancy, Recruitments, Team Building, Staff Trainings)	Tender no: MCMz002 - 029
30.	Provision of Graphics Design Services, Photography, Video and Documentary Production, Entertainment Hosting, Sound Hire, Live Streaming, Television, and Radio	Tender no: MCMz002 - 030
31.	Travel Agencies and Tour Operators (Flight Tickets, Shuttles)	Tender no: MCMz002 - 031
32.	Provision of Plant and Car Hire Services	Tender no: MCMz002 - 032
33.	Provision of Motor Vehicle Repairs, Panel Beating & Plant Hydraulic and Pneumatic Services	Tender no: MCMz002 - 033
34.	Provision of Laboratory Calibration Services	Tender no: MCMz002 - 034

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Expression of Interest for The Development of Mkhosi Township Phase II and Neighborhood Commercial Center
 Doc Ref: FIN/EOI/002 Revision Status: Issue 1 Revision Date: 11/02/2026 Approved by: CEO



35.	Provision of Welding and Steel Fabrication Services	Tender no: MCMz002 - 035
36.	Provision of Tree Felling and Bush Clearing Services	Tender no: MCMz002 - 036
37.	Provision of Legal Services (Legal Support, Debt Collection)	Tender no: MCMz002 - 037
38.	Provision of Governance Trainings and Annual Governance Assessment	Tender no: MCMz002 - 038
39.	Provision of Public Private Partnership Advisory Services	Tender no: MCMz002 - 039
40.	Provision of Consultancy Services for Conducting Annual Eswatini Local Government Project (ELGP) Assessment	Tender no: MCMz002 - 040
41.	Provision of Hazardous Waste Disposal Services	Tender no: MCMz002 - 041
42.	Provision of Tool Hire Services	Tender no: MCMz002 - 042
43.	Provision of Auctioneering Services	Tender no: MCMz002 - 043
44.	Provision of Upholstery Services and Consumables	Tender no: MCMz002 - 044
45.	Provision of ISO Management Systems Support Services (Consultancy, auditing, staff training)	Tender no: MCMz002 - 045
46.	Provision of Event Planning Support Services	Tender no: MCMz002 - 046
47.	Electrical and energy related services (design, installation, maintenance, repair, and management of systems that produce, deliver, and consume electricity and other energy forms)	Tender no: MCMz002 - 047
48.	ICT Services	Tender no: MCMz002 - 048
49.	Provision of Public Private Partnership (PPP) Projects Transaction Advisory Services	Tender no: MCMz002 - 049
50.	Provision of Smart City Programming Planning & Support Services	Tender no: MCMz002 - 050
51.	Provision of Automation and Digitalization Services	Tender no: MCMz002 - 051
52.	Provision of Assets Insurance	Tender no: MCMz002 - 052
WORKS AND MAINTENANCE		
53.	Supply of Building, Plumbing and Painting Materials	Tender no: MCMz002 - 052
54.	Construction Firms - Category: B4 - B6	Tender no: MCMz002 - 053
55.	Design & Construction	Tender no: MCMz002 - 054

Tenderers can submit for more than one (1) category of goods, services and works but not more than (3) categories. Each category will be charged separately.

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3.9 Statutory Complaints and Administrative Review Procedure

In accordance with the Public Procurement Act, 2011, Sections 46–54, and the Public Procurement Regulations, 2020, all Tenderers are advised of their statutory rights and obligations relating to the lodging of complaints and administrative review of procurement decisions.

3.9.1 Right to Lodge a Complaint

Any Tenderer who claims to have suffered, or who may suffer, loss or injury due to a breach of a duty imposed on the Procuring Entity under the Act or the Regulations, may lodge a complaint and seek administrative review as provided under Sections 46–54.

3.9.2 Stage 1: Complaint to the Controlling Officer (Internal Review)

(a) Submission Address

Complaints must be submitted in writing to:
The Controlling Officer / Chief Executive Officer
Municipal Council of Manzini
P.O. Box 418, Manzini

Email: qrm@manzincity.co.sz

(b) Timeframe

A complaint must be lodged within ten (10) working days from the date when the Tenderer became aware—or reasonably should have become aware—of the circumstances giving rise to the complaint.

(c) Obligations of the Procuring Entity

The Controlling Officer shall immediately investigate, suspend contract award until review completion, and issue a written decision within ten (10) working days.

(d) Contents of the Decision

The decision shall indicate whether the complaint is upheld or dismissed, reasons for the decision, and corrective measures.

3.9.3 Stage 2: Administrative Review by ESPPRA

If dissatisfied with the Controlling Officer’s decision or no decision is issued, the Tenderer may apply for Administrative Review to the Eswatini Public Procurement Regulatory Agency (ESPPRA).

(a) Timeframe

A complaint to ESPPRA must be lodged within ten (10) working days from the date the decision was issued or should have been issued.

(b) ESPPRA Obligations

ESPPRA shall notify the Procuring Entity, prohibit contract award during review, and constitute an Independent Review Committee (IRC).

3.9.4 Independent Review Committee (IRC)

The IRC shall investigate and issue a written decision within fifteen (15) working days. Remedies may include prohibiting unlawful actions, annulling decisions, substituting decisions, awarding cost compensation, terminating proceedings, or recommending contract termination.

3.9.5 Prohibition on Contract Award During Review

The Procuring Entity is prohibited from awarding a contract for ten (10) working days after internal review and for the duration of administrative review. The Government Tender Board may authorize award only in urgent public-interest circumstances.

3.9.6 Notice to Other Tenderers

ESPPRA shall notify all Tenderers of any administrative review lodged and allow participation in proceedings.

3.9.7 Right to Legal Representation

Tenderers are entitled to legal representation during any review or appeal.

3.9.8 Non-Retaliation Clause

No Tenderer shall be penalized or disadvantaged for exercising the right to lodge a complaint or seek administrative review.

SECTION C

1. Evaluation of Applicants

The Municipal Council of Manzini will carry out the evaluation of proposals based on their responsiveness to:

No.	Document	Submitted: (YES OR NO)
1.	Company Profile	
2.	Original & Valid Tax compliance Certificate	
3.	Copy of Valid Trading license	
4.	Certified Form J	
5.	Certified Form C	
6.	Police clearance certificate for Directors listed in Form J (no more than 6 months old)	
7.	Copies of National IDs of Company Directors	
8.	Original MCM receipt of Tender purchase (compulsory)	
9.	A fully signed declaration of eligibility	
10.	A certified copy of current Certificate of Company Registration	
11.	Three (3) reference letters from customers	
12.	CIC Certificate (if applicable)	
13.	Bank statements of not less than 3 months and proof of active bank account	
14.	List of key staff contact details	
15.	Proof of Physical address/ lease agreement	
16.	Valid Labor Compliance Certificate	
17.	Valid ENPF Certificate	
18.	Accreditation Certificate of the Laboratory or Company (if applicable)	
19.	Qualification of Staff for Provision of Laboratory Calibration	

4.1 Evaluation Criteria

4.1.1 The evaluation criteria will be strictly YES or NO basis. Proposals completeness and responsiveness to the basic instructions and requirements of the pre-qualification document will obtain a YES and subsequently a NO if there is no document submitted or not as per instructions and requirements, the applicant will be disqualified.

4.1.2 An evaluation committee, appointed by the Municipal Council of Manzini comprising varied skills making the team suitably qualified for such a process, shall evaluate the applications.

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Expression of Interest for The Development of Mkhosi Township Phase II and Neighborhood Commercial Center
 Doc Ref: FIN/EOI/002 Revision Status: Issue 1 Revision Date: 11/02/2026 Approved by: C.F.O.



4.1.3 MCM shall notify the Applicant of the success of their application.

4.1.4 Proposals completeness includes the completion of all the forms obtained in Annexures 1 - 6

4.2 Clarification of Applications

4.2.1 During evaluation of the Applications, MCM may, at its discretion, ask the Applicant for clarification of its application. A request for clarification shall be emailed to the tenderer and all requests for clarifications shall be copied to all tenderers for information purposes only and noted in the evaluation report.

4.2.2 A tenderer shall be instructed to reply to clarifications through email within a specified time, addressing their responses to the Procurement Specialist.

4.2.3 Failure of a Tenderer to respond to a request for clarification may result in the rejection of its tender.

SECTION D

5. Short listing

The Municipal Council of Manzini will notify all Applicants in writing by registered letter or by email, that they have been short-listed to provide works, services or supplies for the Financial Year 2026/2027.

5.1 Inspection

5.1.1 The Municipal Council of Manzini reserves the right to conduct a physical inspection of the premises of the Applicant at its own cost and discretion.

5.1.2 If, after the inspection, it is deemed that the physical structure and quality of service equipment is unsatisfactory, then the Application will be rejected.

5.1.3 MCM reserves the right to verify all information submitted.

ANNEXURES

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ANNEXURE 1 Submission Schedule

No.	Document	Submitted: (YES OR NO)
1.	Company Profile	
2.	Original & Valid Tax compliance Certificate	
3.	Copy of Valid Trading license	
4.	Certified Form J	
5.	Certified Form C	
6.	Police clearance certificate for Directors listed in Form J (no more than 6 months old)	
7.	Copies of National IDs of Company Directors	
8.	Original MCM receipt of Tender purchase (compulsory)	
9.	A fully signed declaration of eligibility	
10.	A certified copy of current Certificate of Company Registration	
11.	Three (3) reference letters from customers	
12.	CIC Certificate (if applicable)	
13.	Bank statements of not less than 3 months and proof of active bank account	
14.	List of key staff contact details	
15.	Proof of Physical address/ lease agreement	
16.	Valid Labor Compliance Certificate	
17.	Valid ENPF Certificate	
18.	Accreditation Certificate of the Laboratory or Company (if applicable)	
19.	Qualification of Staff for Provision of Laboratory Calibration	

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Expression of Interest for The Development of Mkhosi Township Phase II and Neighborhood Commercial Center
Doc Ref: FIN/EOI/002 Revision Status: Issue 1 Revision Date: 11-02-2026 Approved by: C.F.O.



ANNEXURE 2 APPLICATION SUBMISSION SHEET

Date: [insert day, month, year]

To: Municipal Council of Manzini

We, the undersigned declare that:

- (a) We have examined and have no reservations to the short-listing document, including Addenda No, [insert the number and issuing date of each Addenda];
- (b) We hereby apply to be short listed for the following supply of goods and service:

Reference Number	Description of Services or Goods

- c) We, including any subcontractors or providers for any part of the contract or contracts resulting from this short-listing process, are eligible to participate in public procurement.
- d) We undertake to adhere by the Code of Ethical Conduct for Providers during the procurement process and the execution of any resulting contract;
- e) We, including any subcontractors or providers for any part of the contract or contracts resulting from this short-listing process, have nationals from the following eligible countries *[insert the nationality of the Applicant, including that of all parties in case of a joint venture and the nationality of any subcontractors, if applicable]*;
- f) We, including any subcontractors or providers for any part of the contract or contracts resulting from this short-listing process do not have any conflict of interest, and are not

associated, nor have been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design or technical specifications of the Supplies;

g) We, our affiliates or subsidiaries, including any subcontractors for any part of the contract or contracts resulting from this short-listing process, have not been suspended by the ESPPRA from participating in public procurement;

h) We are not a government owned entity, or if we are, we meet the requirements of 2.3.9.

i) We declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the short-listing process, the corresponding tendering process or execution of the Contract: *[insert complete name of each Recipient, their full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity. If none has been paid or is to be paid, indicate "none".]*

Name of Recipient	Address	Purpose/Reason	Amount & currency

j) We understand that you may amend the scope and value of any contracts to be tender or cancel the short-listing process at any time and that you are neither bound to accept any application that you may receive nor to invite the short-listed applicants to tender for the contract or contracts, which are the subject of this short listing, without incurring any liability to the Applicants;

k) We understand that qualification information will be subject to verification through a post-qualification process prior to any award of contract;

l) We hereby authorise you and your authorised representatives, to conduct any enquiries or investigations to verify the statements, documents and information submitted in connection with this application and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Application Submission Sheet will also serve as authorisation to any individual or authorised representative of any institution

referred to in the supporting information to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application.

Signed: *[signature of person whose name and capacity are shown below]*

Name: *[insert complete name of person signing the application]*

In the capacity of *[insert legal capacity of person signing the application]*

Duly authorized to sign the application for and on behalf of: *[insert complete name of Applicant/Joint Venture]*

Dated on _____ day of _____, _____ *[insert date of signing]*

ANNEXURE 3

APPLICANT INFORMATION SHEET

STRUCTURE AND ORGANIZATION

1. Name of Company:

[insert full legal name]

Physical address:

[insert street/ number/ town or city/ country]

Postal address:

Telephone number:

Telefax number:

Email:

2. Description of the Company's activities:

3. Number of years of experience in the provision of the goods, works, services or supplies under reference:

In case of a Joint Venture, the following documentation shall be required for each member of the joint

venture:

- a. a copy of the Tenderer's Trading license or equivalent;
- b. a copy of the Tenderer's Certificate of Registration or equivalent;
- c. a copy of the Tenderer's income tax clearance certificate or equivalent;
- d. a copy of the Tenderers VAT registration or equivalent;
- e. Power of Attorney of the signatory (i.e.) of the tender authorizing signature of the tender on behalf of the joint venture;
- f. a certified copy of the Joint Venture Agreement, which is legally binding on all partners, showing that all partners shall be jointly and severally liable and one of the partners will be nominated as being in charge, authorised to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture.

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Expression of Interest for The Development of Mkhosi Township Phase II and Neighborhood Commercial Center
Doc Ref: FIN/EOI/002 Revision Status: Issue 1 Revision Date: 11-02-2026 Approved by: CEO



The Applicant's authorised representative for information is:

Name: [insert full legal name]

Address: [insert street/ number/ town or city/ country]

Telephone/Fax numbers: [insert telephone/fax numbers, including country and city codes]

E-mail address: [indicate e-mail address]

Describe your company's access from other sources (name the sources/companies) to works, services or supplies it does not carry out or does not have in stock, and the delivery schedule in these cases:

What is the time schedule of providing and completing the works, services or supplies being applied for?

Please indicate here or attach an organization chart showing the company structure including key personnel:

What are the specific types of equipment/vehicles that the company is certified to work on? (E.g. Motor vehicle, equipment maintenance, e.g.)

Please indicate the additional works, services or supplies that the company can provide e.g. mobile repair, vehicle breakdown, pickup service etc.

You may attach your brochure/catalogue/price list where necessary to further illustrate your merchandise, services, or works.

ANNEXURE 4

RESOURCES: PROVIDERS EQUIPMENT AND FACILITIES

Based on the information provided in the short-listing documents, please indicate equipment and facilities considered by your firm to be necessary for undertaking the contract and whether this is already in the company's ownership or will be purchased.

The following facilities and infrastructure are available at the Applicants workshop:

ANNEXURE 5

RESOURCES:

PERSONNEL

1. Number of staff

- Management staff:
- Technical staff:
- Support staff:

1. Please list the present key personnel and management staff.

Name	Qualification	Years of relevant experience

2. Please provide Qualifications of Staff (if applicable e.g. provision of laboratory calibration services)

ANNEXURE 6

DECLARATION OF ELIGIBILITY

In accordance with the requirements of the Procurement Regulations issued in accordance with the terms of Section 26 of the Finance and Audit Act No. 18 of 1967, all Service Providers must meet the following criteria, to be eligible to participate in public procurement

[Service Providers must provide a signed declaration on their company letterhead in the following format. If the Tender is being presented by a joint venture or consortium, all members must sign each their declaration]

Dear Sirs

Re Tender Reference [>>>>Tender Reference Number>>>]

In accordance with the eligibility requirements of the Procurement Regulations and the Tender documents, 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 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
- d) That we do not have a conflict of interest in relation to the procurement requirement.

Signed

Date

ANNEXURE 7

MUNICIPAL COUNCIL OF MANZINI LIST OF SOME COMMONLY USED GOODS, SERVICES (in no particular order)

OFFICE STATIONERY

DESCREPTION [Tenderers are allowed to add other items not listed below]
A4 Arch lever files
A4 File Folders
A4 File hangers
Box of Big-click pen
Box of pen
Box of white board marker
Box of High lighters
2quire exercise book
Short hand note book
Desk pad
Box A4 Typek photocopying paper
Ream A3 Typek photocopying paper
Box of envelopes 110x220 Brown self-sealed
Box of envelopes A3 Brown
Box of envelopes A4 Brown
Business Cards
Flip charts
Staplers
Executive file folders
Pen holders
Paper trays
Stamp ink
Plastic binding covers
Binding combs

Binding Paper
Pocket Folders
Plastic File dividers
Paper File dividers
Post it stickers (large)
Post it stickers (medium)
Rubber bands elastic
Stamps
Glue stick
Bostik
Highlighters
H2 pencils
Archiving file folders
Archival boxes
Blue, green and red personal file folders.
Acetone glue for sticking synthetic fibres, plastic and wooden products
Asset tags (metal)
Asset tags (plastics)

PRE- PRINTED STATIONERY

A4 Purchasing order books self-carbonised 50pages of four of each: white, green, peach, blue
A5 Goods received notes books self-carbonised 50 pages two pages of each: white, red
A5 Market daily receipts self-carbonised 50 pages two pages of each: white and green
A4 Purchasing requisition books self-carbonised 100 pages two pages of each: white, peach
A4size Letter head water marked with council logo
A4 size Memorandum with council logo
Market monthly receipt books self-carbonised 50pages two pages of each: white and green
A4 size yellow Job cards hard copy
A5 size yellow tally cards hard copy

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A4 size fuel and oil monthly sheets self-carbonised 100pages two pages of each: white, green
A4 size monthly fuel and oil return self-carbonised 100pages two pages of each: white, red
Trip log books A4 size self- carbonised 50pages two pages of each: white and peach
Authority books A5 size self-carbonized 50 pages two pages of each: white and peach
Supply of Archival files and green files

Samples of the above-mentioned pre-printed stationery can be collected from the Council Stores.

DESIGN & PRINTING OF CORPORATE DOCUMENTS

ITEM	SPECIFICATION
Annual report	A4, full colour, gloss, perfect binding, 80 pages
Newsletter	A4, full colour, gloss, saddle stitched, 16 pages
Educational booklet	A5, full colour, gloss, saddle stitched, 12 pages
Poster	A4, full colour, gloss, one side printed
Brochures	A5, full colour, gloss, 4 pages
Calendars	Custom printed, full colour, gloss, top rimmed [Wall A1]
Diaries	Two-page customized inserts branded front cover [A4 Executive]
Christmas Cards	Custom design

LIGHT DUTY SPARES, HEAVY DUTY SPARES, OIL, GREASE & ACCESSORIES

Description
Spark plugs EP6ES
Spark plugsBM6A
Halogen bulbs 12v
Halogen bulbs 24v
Flusher unit 12v

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Expression of Interest for The Development of Mkhosi Township Phase II and Neighborhood Commercial Center
 Doc Ref: FIN/EOI/002 Revision Status: Issue 1 Revision Date: 11-02-2026 Approved by: C.F.O.



Flusher unit 24v
Glass fuse 30A
Push in fuse 15-30A
Air filter 17801-0700
Air filter 17801-0701
Oil filter G971
Brake pads for Corsa vans
Brake pads for Toyota vans
Clutch kit for Hino trucks
Service kits
OIL
Engine oil 15w40 500ml, 1L, 20L and 210L Drum
68w hydraulic oil 210l drum
Gear oil 90w 20L and 210l drum
Two stroke oil 500ml
Grease 50kg

TYRES & TUBES

DESCRIPTION
10.00-20/14PR
14.00-20/12ply
205/75R17-50
215R15C
155/80R14
185/80R14
Heavy duty Tyres
Plant duty Tyres
Light duty Tyres
Small machine Tyres (e.g. road sweepers)

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DESIGN & CONSTRUCTION

Description
Architectural services (Drawings/Designs)
Surveying Services (Quantity Surveying)
Design & Construction of Exhibition Stand

MAINTENANCE SERVICES

Description
Building Structures / Maintenance
Concrete works
Roofing
Carpentry
Window panels
Aluminium frames
Aluminium doors
Locksmith
Plumbing
Glazing

BUILDING MATERIALS

ITEM	DETAILS
Timber	30x38 treated - 3.2 m
-	4.8m
wire nails	500d/75x3.55 mm
	1kg/ 75x3.55mm
	5kg/100x4mm
	500g/40x2mm
Fence	Bird netting 900x13mmx 0.71/5m
	Diamond mesh 1200x75x1.8mmx25m
	Welded mesh 1.6mmx25x1.200x100x100
	Palisade panel 3000x1800

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Equipment & Tools	Bosch angle grinder 2000w
	Bosch impact drill 700w
	Machete long poly handle
	Lasher digging spade
	Lasher round nose shovel
	Lasher poly pick handle
	Pick head
Hand brushes	12mm
	28mm
	75mm
Doors	Hard board wood door Print hard wood door E/F Mixed timber 8 panel door
Bricks	Bourbon FBA Cement stock bricks
	6"
	4 ½
	9"
Cement	(50kg bags)
Architectural services	Drawings/Designs
Surveying Services	Quantity surveying

MEDICAL SERVICES

Description
Curative services for Injury on Duty and other Services per person
Provision of filter clinic curative services charge per hr. or per day
Provision of pre-Entry and Exit medical services per employee

PROVISION OF CALIBRATION SERVICES-COUNCIL LABORATORY

The measuring instruments listed below requires calibration.

Equipment name	Brand
Triple beam balance	OHAUS

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Libror EB- 280(electronic)	Shimadzu
Laminar bench flow	Clear Flow
Thermometer 44 degrees	Electrothermal
Thermometer 0-10 degrees	Electro thermal
Thermometer (36 degrees)	Electro thermal
Thermometer (20-25) degrees	Electro thermal
Thermometer-(0-110 degrees)	Electro thermal
Adjustable Pipette (1000µl)	Accumax Lab Technology
Adjustable Pipette (10-100µl)	Accumax Lab Technology
Autoclave (121 degrees)	Sturdy
pH meter	XS Instruments
Incubator (36 degrees)	Binder
Incubator (25 degrees)	Binder
Incubator (36 degrees)	Labcon
Water bath (44 degrees)	Labcon
Temperature Data Logger	Hairuis
Weights (5 pieces)	n/a
Biosafety cabinet class 11	Heat force
EC Meter	Sanxin
10ml pipette	AXYPET
Turbidity meter	Hanna
COD Reactor	Hanna
Multiparameter photometer	Hanna

PROTECTIVE CLOTHING (Attach Catalogues)

Description
Dust coat grey/khaki - Johnson
Grey/Khaki shirt suit - Johnson
Men Bova safety shoes
Men rain suit
Ladies overall with and without Council logo- Johnson

Ladies Bova safety shoes
P.V.C heavy duty gloves
Water boots
Chino Pants
Johnson shirts
Safety helmet
Wind breaker
Hard hat
Reflector vest
Blue two-piece overalls/Conti suit- Johnson
Brush cutter operator protective clothing
Goggles
Dust Mask
Acid Proof Conti Suites
Leather Gloves
Rubber Gloves

CLEANING MATERIALS

Description
25lt floor stripper
25lt Pine gel
25lt liquid soap
25lt handy Andy
25lt hand wash
25lt classic polish
25lt floor polish vision gold
3 dozen furniture polish
2 dozen yellow duster
2 dozen air freshener
4 rolls feather duster
20lt toilet bowl cleaner

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20lt wax polish
20lt carpet shampoo
Soft brooms
Hard brooms
Domestic mops
25lt multipurpose cleaner
1 dozen vim
Description
25lt floor stripper
25lt Pine gel
25lt liquid soap

BRUSH CUTTER SPARES & ACCESSORIES

DESCRIPTION
Kudu oil for chain saw
500 ml 2 stroke oil
Spark plugs for brush cutters
Filters for FS 450 brush cutters
Nylon line 3.5mm, 10kg
Blades brush cutters for FS 450
Filters for Chain saw
STIHL FS 450 Brush Cutters
STIHL Chain saw FS38

HUMAN RESOURCES SUPPORT SERVICES

Change Management trainings
Provision of Personality Profile Assessment Tests (PPAs)
Provision of Performance Assessment trainings
Recruitment services

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PLUMBING MATERIALS

Category	Item	
Plumbing	Copper fittings 155mm – 32mm	
	Galvanized fitting 15mm – 2 ½	
	Valves 15mm – 2”	
	Geysers – Kwikot 600 dual geyser pack (150L) Kwikot dual geyser (100L) Franke combislim geyser pack (100L)	
Taps	Garden tap 15mm Basin mixer Basin pillar tap 15mm Iscar palesa pillar tap 15mm	
	Soldering wire /flus	
	Washers e.g. tap washers, toilet washers	
	3/4 kwik flo – central valve	
	Vacuum breaker	
	Safety valve	
	Flush master	¾ flush master fj2.100
		¾ flush master fj 6.00
		CP bent flush pipe – fjt1.1
		vacuum breakers
	PVC round stop end	
	PVC gutter down pipe 3m	
	PVC round end	
	PVC round shoe	

SERVICING OF FIRE EQUIPMENT

Description
Service of fire extinguishers
Service of fire alarms
Supply of first aid kits
Other- explain

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CORPORATE GIFTS & PROMOTIONAL ITEMS *(Attach Catalogues)*

ITEM
Golf shirt [220gsm]
Round neck [220gsm]
Gift Hampers
Branded Umbrellas
5-panel Cap
Pens [quality nothing less than a parker]
Key Ring [metallic]
Thermo mugs
Wall clock
Change colour mug
Executive folder
Beach towel
Cooler bag [12 pack]
Lanyard
Tracksuit [International brand e.g. Nike]
Blanket [2-in-1]
Dinner set [47 piece]

ROAD MARKING PAINTS

DESCRIPTION
Yellow Road Marking Paint – 210 litres Drums
White Road Marking Paint- 210 litres
Black Road Marking Paint- 20 litres
Thinners – 25litres
Road Marking Machine & Accessories (including special paint)

OFFICE FURNITURE *(Attach Catalogues)*

Description
Executive chair

Leather Executive
Six drawer desks
Six drawer filling cabinet
Carpets by sizes
Kitchen units
Office filling cabinet
Executive desk
Visitors chairs
Computer stand
Bookshelves
Swivel chair

ICT SUPPORT SERVICES, OFFICE EQUIPMENT, COMPUTER HARDWARE & SOFTWARE & ACCESSORIES

Description
Intranet, Internet and or WIFI Services
Programming, Website & Applications Management Services
Printers
Flash drives
Cartridges
Computers
Laptops
Servers
Windows Software's and Software's licenses
Network Cables
Heavy duty photocopying machines

CATERING SERVICES

ITEM
Office Meetings Meals
Staff Parties (270 people)
Farewell functions

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breakfast meetings meals

Workshops Luncheon

SUPPLY OF FOOD ITEMS FOR SOCIAL CENTRE FEEDING PROGRAMME

Description
50kg Rice
50kg White Maize Mealie Meal
50kg Mabele mealie meal
50kg Samp
50kg Sugar beans
10kg soup (Any Flavour /Brand)
20L Cooking oil
10kg Salt
50kg Peas
50kg Brown Sugar

ELECTRICAL AND OTHER ENERGY CONSUMABLES

Description
Streetlight and Area lighting Lamp
1. 125W MV lamps
2. 250W MV lamps
3. 150W HPS lamps
4. 250W HPS lamps
5. 70W HPS Lamps
6. 400W HPS lamps
7. 1000W Metal Halide
8. PL18W CFL LAMPS (2pin)
9. PL26W “(2pin)
10. PL26W “(4pin)
Traffic Lights lamps
1. 70W Incandescent lamps

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2. H3 lamps
3. Lenses (Red, Amber, Green, Caution Arrow, Green Arrow, Red Man & Green Arrow) these lamps are LED
Ballasts, Igniters, Daylight Switches Contactors
1. 400W HPS ballasts (Voslo Schwabe)
2. 250W MV ballast
3. 250W HPS “
4. 150W HPS “
5. 70W HPS “
6. 125W MV “
7. 2Ft fluorescent ballast
8. 3Ft “
9. 4Ft “
10. 220V glow starters
11. CL1 DO9 10 Contactors
Underground Cables & Single Cores
1. 16mm x 2Core SWAP Cable
2. 16mm x 4Core SWAP Cable
3. 4mm x 4Core SWAP Cable
4. 1.5mm x 2Core + Earth
5. 1.5 mm Silicone Conductor
Solar energy consumables

TREE FELLING & BUSH CLEARING

Description
Charge per tree
Bush Clearing per square metre (shrubs)
Grass cutting per square metre

WELDING & STEEL FABRICATION

Description
Burglar proofing



Burglar door
Sliding gates
Fixed gates
Tank Stands
Supply of welding material

ROAD SIGNS & STREET NAME PLATES

Descriptions
Stop Sign
Speed humps
Street name plate
Name Board
Junction Sign
Road construction sign

PHYSIO-THERAPY, OCCUPATIONAL THERAPY AND SPEECH THERAPY EQUIPMENT AND CONSUMABLES

Description
Sensory Folding Gymnastics Mat (Tumbling Gym
Stretching Yoga)
Sphygmomanometer
Bed sheets, Pillows, Towels
Wheelchairs
Corner seats
Therapy Wedges
Physiotherapist Chair
Steppers
Medical Stethoscope
Stationary bike
Fitness Kids exercise bike
Rift on Supine stander frame (manual)
Adjustable Chairs, Stander, Standing

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Paediatric prone stander/chair every medical
TheraBand (soft, medium, strong) rolls
Rehabilitation Parallel Bars
Physical rehabilitation Stairs
Climbing system (Monkey bars)
Integrative OT exercise Table
Walking Frames (paediatric W.F, adults)
Balancing beams
Stepping stones/ balance pods Balance and wobble boards
Skipping ropes
Children's Mini Trampoline
Scooter board
Swivel /wobble board
stilts
Timer
Building legos
Twister
Ball pit
Therapy floor rubber mats
Therapeutic massaging oil 1L
Therapeutic Soothing Gel
Medical gloves box
Paper towel roll
Sanitizers
Surgical mask box

Supply of agricultural inputs, tools and equipment for backyard gardens

Seeds
Organic fertilizers
Pest control products
Hand trowels

Rakes
Hoes
Wheelbarrows
Forks
Picks
Spades
Cultivators
Pruning shears
Bush knives
Slashers
Watering cans
Sprayers

Pound Management Consumables

Animal feed
Medical Supplies and Health Management
Vaccines
Parasite Control
Treatments
Supplements
Equipment

Supply of knitting material

Wool
Knitting Needles
Scissors
Tapestry/Yarn Needles
Measuring Tape
Stitch Markers
Crochet Hooks

Supply of Autism Centre sensory equipment, playing equipment and toys

Bean bag
Hammock
Mood table
Caterpillar Tunnel
Ball Pond or pool
Sensory mirrors
Swivel chair
Sensory light switch board
Cushion wall panel texture
Sensory mood shakers

Electrical and energy related services

Attend non-descending High Mast lights
Supply and installation of solar energy and consumables on Traffic lights, buildings, etc
Servicing and supply of diesel incinerator consumables
Other- explain

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