



PIGGS PEAK HOTEL
& CASINO

EXPRESSION OF INTEREST

PPHC EOI.01 OF 2022/2023

**PRE-QUALIFICATION (SHORT LISTING)
OF PROVIDERS FOR GOODS AND
SERVICES**

09th DECEMBER 2022



SECTION A

Introduction

Piggs Peak Hotel and Casino PTY Ltd is a Category A Public Enterprise in terms of the Public Enterprise Unit (PEU) Act of 1989 as amended; operating under the Ministry of Tourism and Environmental Affairs.

PPHC was registered in 1986 in terms of the Companies' act of 2009 as amended. PPHC is operated under the regulations of the Public Enterprise Unit (PEU) a controlling and monitoring entity under the Ministry of Finance. PPHC is currently operated by a team of Management and Staff under the directorship of a board of Directors appointed by SCOPE through the Hon Minister for Tourism and Environmental Affairs.

SECTION B

Objective

As part of an ever-changing landscape and expansion in market related activities, PPHC would like to invite eligible, legally registered, and reputable suppliers of goods and services who wish to be shortlisted into the company's preferred vendor list for the financial year period 2022/2023 – 2023/2024 to submit their applications.

Tendering will be conducted through the Pre-qualification Tendering procedures specified in the Eswatini Public Procurement Act 7, 2011 (Section 42) and policies laid down by the Eswatini Public Procurement Regulatory Agency (ESPPRA) Section 63. The pre-qualification document can be downloaded from the ESPPRA website, www.esppra.co.sz.co. Or on our website, www.piggspeakhotelandcasino.co.sz as from 09th December 2022



SECTION C

Instructions

Submissions

The applicants should submit one (1) original Application. The Application shall be in an envelope marked **“Pre-Qualification of Providers for Goods & Services PPHC EOI: 01 of 2022/2023, 2023/2024- (specific category number) -Do Not Open before 12:00 hours on Date: Friday 29th December 2022**

The proposals must be addressed to:

The Entity Tender Board Chairperson

Piggs Peak Hotel and Casino

King Mswati II Highway

Kingdom of Eswatini

P.O Box 385

Piggs Peak

The proposals should be deposited into the Tender Box situated at the Reception of PPHC, Piggs Peak at the latest by: 12:00 hours on Friday 29th December 2022. Late proposals will be rejected.

Tender fee is three hundred and fifty emalangeneni (E350.00) payable to:

Piggs Peak Hotel and Casino Reception

Applicants Requesting for Clarifications

All clarifications sought by prospective applicants on the document must be in writing and must be sent on email to: pmstores@piggspeakhotelandcasino.co.sz not later than DATE 20th December 2022 @ 12:00HRS.



Amendments of documents

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

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 PPHC.

To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, PPHC may, at its discretion, extend the deadline for the submission of applications.

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 PPHC 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.

Confidentiality

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

Contacting PPHC

No applicant shall contact the Company 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 PPHC in its decisions on the evaluation, pre-qualification comparison, or award may result in the rejection of the applicant's submission.



Terms and Conditions of pre-qualification

1. This pre-qualification document is executed in English. All correspondence exchanged between the PPHC and the prospective suppliers as well as any documentation relating to it, shall be written in English.
2. Applicants are urged to ensure that their submissions are complete and the required compliance documents are submitted as stipulated.
3. Company directors who are Public Servants and Politicians are prohibited from participating in this Pre-qualification.
4. Late submissions will not be considered as well as telephonic, telegraphic, facsimile, and emailed submissions.
5. Prospective Applicants must ensure that all Pre-qualification documents are adequately signed by authorised representatives.
6. Costs of preparing the document submissions shall be borne by the applicant.
7. To assist in the examination, evaluation, and comparison of the Pre-qualification, the company 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.
8. PPHC does not bind itself to accept any proposal nor give any reason for the acceptance or rejection of a proposal. PPHC may accept a proposal for a part of the quantity offered or reject any proposal without assigning any reason.
9. Applicants will not be permitted to change the substance of their offers after the tender box has been opened.
10. PPHC shall, if deemed necessary, conduct due diligence search of the business of the applicants.
11. All monetary/financial information furnished, must be quoted in Eswatini Lilangeni.



Pre-qualification Categories

Supply of goods and services in the following categories:

No.	Category name	Category number
SUPPLY & DELIVERY OF GOODS		
1	Supply of General , Printed and specialised office, Conference stationery	PPHC01-001
2	Supply of Branded and promotional materials	PPHC01-002
3	Supply of Cleaning Chemicals /Materials, Laundry chemicals,	PPHC01-003
4	Supply of specialised water chemicals	PPHC01-004
5	Supply of Computer hardware, printers, and cartridges	PPHC01-005
6	Supply of Protective clothing and corporate uniform	PPHC01-006
7	Supply of Tyres and tubes, batteries, Windscreen and spare parts for vehicles	PPHC01-007
8	Supply of Packaging materials (Formo Packs, Refuse Bags, Vacuuming Plastic Bags, Dustbin Bags, Chefs Disposable hats and Aprons.	PPHC01-008
9	Supply of Building, plumbing and painting materials and supplies	PPHC01-009
10	Supply of electrical maintenance material and supplies	PPHC01-010
11	Supply of Petroleum products, Lubricants and handy gas	PPHC01-011
12	Supply of alcoholic Beverages, (Beers, Ciders, Spirits, Gins, Red and White Wines Champaign's etc.	PPHC01-012
13	Supply of Non-alcoholic Beverages, (Sodas, Tizzers, Mineral water, coffees and tea	PPHC01-013
14	Supply of Dry Goods (Groceries) Legumes, Starch Cereals, Canned Fruits and Vegetables, Dried fruits, Pastas, Baking Products, Spices and Sauces.	PPHC01-014
15	Supply of Dairy Products (Milk, Eggs, Cheese, Cream, Yoghurts, Ice Cream and Butter.	PPHC01-015



16	Supply of Seafood and processed Frozen food (Hake, Kingklip, Calamari, Prawns Tuna Fish, Croissants, Pastries, Fish Fingers, Cakes & Bites, Frozen Chips & Pizza Bases.	PPHC01-016
17	Supply of Oils And Vinegars (Cooking oil, Olive Oil, Balsamic Vinegar , White Vinegar, Black Vinegar and Apple cider Vinegar)	PPHC01-017
18	Supply of Meat and Processed Meat (Lamb, Chicken, Pork, Beef, Goat, Turkey, Ham, Pork Ribs, Bacon, Braiwoers, Beef and chicken Burgers, Beef and Pork Cocktail sausages.	PPHC01-018
19	Supply of Kitchen Equipment/Consumables, Stoves, Ovens, Crockery and cutlery	PPHC01-019
20	Supply of Guest Amenities, Toiletries such as (Tissues, Toilet Papers etc.	PPHC01-020
21	Supply of Linen, (Towels, Table Clothes, Serviettes, Bed Sheets & Curtains).	PPHC01-021
22	Supply of flooring and curtaining services(blinds)	PPHC01-022
23	Supply of parts and Maintenance of Air conditioners , Refrigerators & Cold-rooms	PPHC01-023
24	Provision of Hygiene cleaning services and Pest Control services	PPHC01-024
25	Supply of Security Systems, Fire Equipment and Surveillance Cameras.	PPHC01-025
26	Provision of maintenance service of elevators	PPHC01-026
27	Consultation Professional and advisory Service providers (Legal, Consultancy, Recruitments and Staff trainings)	PPHC01-027
28	Provision of Courier, freight, and transportation services including boarder clearing	PPHC01-028
29	Provision and supply of Telecommunications systems with PABX and accessories, mobile telephones, and services	PPHC01-029
30	Graphics design services, photographer, video and documentary production, entertainment hosting, sound hire, Television, and radio.	PPHC01-030
31	Travel Agencies and Tour operators (Flight Tickets, Shuttles)	PPHC01-031



32	Provision of transport hire services for passengers and supply of car rental services	PPHC01-032
33	Construction Firms - Category: B2-4, C, E, M	PPHC01-033
34	Supply of office furniture and office equipment	PPHC01-034
35	Supply of corporate uniform	PPHC01-035
36	Supply of motor vehicle repairs, panel beating and maintenance	PPHC01-036



SECTION D

Evaluation of Applicants

PPHC 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	Copy of Form J endorsed by Register of Companies	
5	Copy of Form C endorsed by Register of Companies (optional)	
6	Copy of company VAT registration	
7	Police clearance certificate for Directors listed in Form J	
8	Copies of National IDs of Company Directors	
9	Original PPHC receipt of Tender purchase (compulsory)	
10	A fully signed declaration of eligibility	
11	A certified copy of current Certificate of Company Registration or Equivalent for foreign Service Providers	
12	Three reference letters from customers	
13	Proof of Physical address/ lease agreement	



Evaluation Criteria

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.

The applications shall be evaluated by an evaluation committee, appointed by PPHC comprising varied skills making the team suitably qualified for such a process.

PPHC shall notify the Applicant of the rejection of their application.

Clarification of Applications

During evaluation of the Applications, PPHC may, at its discretion, ask the Applicant for clarification of its application. A request for clarification shall be signed and sent to a tenderer by the chairperson of the evaluation committee and all requests for clarifications shall be copied to all tenderers for information purposes only and noted in the evaluation report.

A tenderer shall be instructed to reply to clarifications in writing within a specified time, addressing their responses to the Head of the Procurement and disposal unit.

The head of the Procurement unit shall ensure that all replies are promptly forwarded to the chairperson of the evaluation committee.

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



SECTION E

Short listing

PPHC 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 Years 2022/2023 to 2023/2024 (two-year framework contract).

Inspection

PPHC reserves the right to conduct a physical inspection of the premises of the Applicant at its own cost and discretion. If, after the inspection, it is deemed that the physical structure and quality of service equipment is unsatisfactory, then the Application will be rejected. PPHC reserves the right to verify all information submitted.

Sampling

PPHC is a three star hotel, which is expected to maintain its grading by providing up standard service to its clientele, therefore PPHC reserves the right to conduct sampling of products of pre-qualified applicants.



ANNEXURES



ANNEX 1

Submission Schedule

No.	Requirement	Submitted: (Yes or No)
1	Company Profile	
2	Original & valid tax compliance certificate	
3	Copy of valid trading license	
4	Copy of Form J endorsed by Register of Companies	
5	Copy of Form C endorsed by Register of Companies (Optional)	
6	Copy of company VAT registration	
7	Police clearance certificate for directors listed in Form J	
8	Copies of National IDs of Company Directors	
9	Original PPHC receipt of Tender purchase	
10	A fully signed declaration of eligibility	
11	Bank statements of not less than 3 months and proof of active bank account	
12	Three reference letters from customers	
13	Proof of Physical address/ lease agreement	
14	List of key staff contact details	

All documents must be submitted or attached following the above checklist sequence.



ANNEX 2

APPLICATION SUBMISSION SHEET

Date: *[insert day, month, year]*

To: Piggs Peak Hotel and Casino (PPHC)

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]*



ANNEX 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 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(ies) 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.

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.t.c.)

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



ANNEX 4

RESOURCES: PROVIDERS EQUIPMENT AND FACILITIES

On the basis of 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:



ANNEX 5

RESOURCES: PERSONNEL

1. Number of staff

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

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

Name	Qualification	Years of relevant experience



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
- (e) That we do not have a conflict of interest in relation to the procurement requirement.

Signed

Date



