ESWATINI HOUSING BOARD

Subject of Procurement:	**Supplier Prequalification**
Procurement Reference Number:	**EHB NO. 9 of 2026/27 Supplier Prequalification**
Date of Issue:	**9th November 2026**
Submission Deadline	**7th December 2026**
Participation:	*National*

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Disclaimer: Data Protection

Eswatini Housing Board formally confirms that all supplier information will be treated as confidential, used only for contractual purposes, and protected through appropriate technical and organizational safeguards in line with the Eswatini Data Protection Act 2022. Access is limited to authorized personnel, disclosure to third parties is restricted unless legally required or consented to, and information will be retained only as long as necessary before secure deletion or return.

ESWATINI HOUSING BOARD

5/11/2026

Invitation to submit tender for Prequalification of Suppliers EHB NO. 9 of 2026/27

1. The Eswatini Housing Board is prequalifying its suppliers, service providers and consultants for the provision of goods, services and works.
2. The Entity invites sealed bids from eligible suppliers who are interested in their shortlist to be part of the Board's suppliers, service providers and consultants for a period of three (3) years.
3. Prequalification will be conducted in accordance with the conditions highlighted in instructions to service providers.
4. You may obtain further information at the address given below at 7 from *8:00am – 4:30pm*. A non-refundable tender fee of **E500** is to be deposited into the EHB bank account **62335193926** held with **FNB Mbabane,** the proof of payment should be attached on the submission document.
5. Submissions must be electronically through the EHB Tender Portal at https://tenders.ehb.co.sz on or before 7th December 2026; 12:00 hours. Late submissions shall be rejected. There will be no public tender opening.
6. There shall be a no pre– proposal meeting.
7. Address and contact details:

Bids must be addressed to:	Eswatini Housing Board, 5th floor Sibekelo Building No.2, Mbabane, Mhlambanyatsi road
Contact details	**Procurement Office- 2405 5016**

8. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Issue of invitation to tender letter	9th November 2026
b. Tender closing date	7th December 2026; 12:00 hours
c. Evaluation process	Within 10 days of closing date
d. Notification and publication of Notice of Intention to Award	Within 10 working days from completion of evaluation process
e. Contract Award	(*After expiry of at least 10 working days from issuance of the Notice of Intention to Award*)

Name: Mduduzi Dlamini

Position of Authorised Official: Chief Executive Officer

PART I. GENERAL

1. Scope of Proposal

1.1 Eswatini Housing Board (EHB) invites applications for the shortlisting of consultants, suppliers and service providers.

1.2 Procurement will be undertaken in compliance with the Public Procurement Act, and its Regulations of 2020.

1.3 Throughout this Document:

a) the term "in writing" means communicated in written form with proof of receipt;

b) if the context so requires, singular means plural and vice versa;

c) "day" means calendar day unless specified as working day.

d) "Consultants" used interchangeable with suppliers or service provider.

2. Source of Funds

2.1 The Procuring Entity has an approved budget towards the cost of the procurements of consultants, services or works. The Procuring Entity intends to use these funds to place a contract/s resulting from the tendering for which this shortlist is conducted.

2.2 Payments will be made directly by the Procuring Entity and will be subject in all respects to the terms and conditions of the resulting contract placed by the Procuring Entity.

3. Corrupt Practices

3.1 It is the policy of the Government of The Kingdom of Eswatini through ESPPRA to require that Procuring Entities, as well as Consultants, observe the highest standards of ethics during procurement and the execution of contracts.

a) In pursuit of this policy, the Government of Eswatini; defines, for the purposes of this provision, the terms set forth below as follows:

i. "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value, to influence the action of a public official in the procurement process or in contract execution;

ii. "fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

iii. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

iv. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

b) The procuring entity will reject a recommendation for award if it determines that the Consultant recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract;

c) The procuring entity will suspend a Consultant from engaging in any public procurement proceeding for a stated period of time, if it at any time determines that the Consultant has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government contract.

3.2 In pursuit of the policy defined in Sub-Clause 3.1, the Procuring Entity may terminate a contract if it at any time determines that corrupt, fraudulent, collusive or coercive practices were engaged in by representatives of the Procuring Entity or of a Consultant during the procurement or the execution of that contract.

3.3 In pursuit of the policy defined in Sub-clause 3.1, the Code of Ethical Conduct for Consultants and Providers as provided in the bidding forms shall be signed by the Consultant and submitted together with the other bidding forms. The Government of Eswatini may suspend a Consultant from engaging in any public procurement or process for a period determined by the Eswatini Public Procurement Regulatory Agency (herein referred to as the Agency), where the Consultant is suspended from the procurement processes of an international agency of which Eswatini is a member.

3.4 Any communications between a Consultant and the Procuring Entity related to matters of alleged fraud or corruption must be made in writing and addressed to the Controlling Officer of the Procuring Entity.

4. Eligible Consultants

4.1 A Consultant, and all parties constituting the Consultant, shall meet the following criteria to be eligible to participate in public procurement:

a) the Consultant has the legal capacity to enter into a contract;

b) the Consultant is not:

i. insolvent;
ii. in receivership;
iii. bankrupt; or
iv. being wound up

c) the Consultant's business activities have not been suspended
d) the Consultant is not the subject of legal proceedings for any of the circumstances in (b); and
e) the Consultant has fulfilled his or her obligations to pay taxes and social security contributions.

4.2 A Consultant may be a natural person, private entity, government-owned entity, or any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a joint venture, consortium, or association. In the case of a joint venture, consortium, or association, all parties shall be jointly and severally liable. In the case of a consortium or association, the formal intent shall be by way of Memorandum of Understanding which shall be registered with the Registrar of documents if signed in Eswatini or if signed outside Eswatini, shall be notarized.

4.3 A Consultant, and all parties constituting the Consultant including sub-contractors and key professional staff, shall have the nationality of an eligible country. A Consultant shall be deemed to have the nationality of a country if the Consultant is a citizen or is constituted, or incorporated, and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed subcontractors for any part of the Contract including related works or supplies.

4.4 A Consultant shall not have a conflict of interest, all Consultants found to be in conflict of interest shall be disqualified.

4.5 A firm that is under a suspension by the at the date of the deadline for proposal submission or thereafter before contract signature, shall be disqualified.

4.6 Government-owned enterprises shall be eligible only if they can establish that they are legally and financially autonomous and operate under commercial law.

4.7 Consultants shall provide such evidence of their continued eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

5. Conflict of Interest

5.1 The Eswatini Public Procurement Regulatory Framework requires that Consultants provide professional, objective, and impartial advice and at all times hold the Procuring Entity's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other Procuring Entities, or that may place them in a position of not being able to carry out the assignment in the best interests of the Procuring Entity.

5.2 A Consultant may be considered to have a conflict of interest with one or more parties in this procurement process, if they:

a) have controlling shareholders in common; or
b) receive or have received any direct or indirect subsidy from any of them; or
c) have the same legal representative for purposes of this proposal; or
d) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the proposal of another Consultant, or influence the decisions of the Procuring Entity regarding this procurement process; or
e) submit more than one proposal in this procurement process. However, this does not limit the participation of subcontractors in more than one proposal, or as Consultants and subcontractors simultaneously; or
f) have been engaged, or any of their affiliates have been engaged, by the Procuring Entity to provide supplies or works for the same project: or
g) may be in conflict with another of their, or their affiliates' assignments by performing this assignment.

5.3 Consultants hired to provide consultancy services for the preparation or implementation of a project, and any of their affiliates, shall be disqualified from subsequently providing supplies, works or services related to the initial assignment for the same project.

5.4 Any previous or ongoing participation in relation to the assignment by the Consultant, its professional staff, or its affiliates or associates under a contract with the Procuring Entity or the Government of Eswatini may result in rejection of the proposal. Consultants should clarify their situation in that respect with the Procuring Entity before preparing the proposal.

PART II: INSTRUCTION TO SERVICE PROVIDER

6. Introduction

Eswatini Housing Board invites submission from eligible and reputable consultants, suppliers and service providers who wish to be shortlisted into the organization's vendor database for three (3) financial year period (2027/2028 to 2029/2030). The evaluation of the submissions will solely rely on the content of the documents submitted. The list of categories required are listed in **Annexure A.**

7. Purpose

The purpose of the prequalification exercise is to establish a database of eligible and qualified consultants, suppliers and service providers with relevant experience, technical expertise, financial capacity and resources to meet the organization's procurement needs. The exercise seeks to verify compliance with applicable requirements, promote transparency and fair competition, improve procurement efficiency and reduce delivery risks.

8. Submission

8.1 Interested Service Providers shall submit their bids electronically through the EHB Tender Portal at https://tenders.ehb.co.sz by following the steps below:

i) Access the EHB Tender Portal.
ii) Select the Tender Name.
iii) Select the relevant category for which you are applying.
iv) Enter the Company Name.
v) Enter a valid Email Address.
vi) Upload all the required tender documents in the designated section.
vii) Upon successful submission, the system will generate a reference number as confirmation of receipt. Service Providers are advised to retain this reference number for future correspondence and tracking purposes.

8.2 Service Providers qualifying for more than one category must submit a **separate submission** for each category.

8.3 All submissions must be made through the Tender Portal. No physical submissions will be accepted at EHB offices.

8.4 The submissions must contain the following documents:

- Valid trading license
- Original and valid Tax Compliance Certificate
- Form J (for current Company Directors)
- Labor Compliance Certificate or Equivalent
- Eswatini National Provident Fund (ENPF) Compliance Certificate
- Proof of payment- E500
- A copy of bank confirmation letter
- Three reference letters from previous clients not older than 2 years
- Color copies of directors' identity documents
- Police clearance for company directors (obtained within three months)
- Latest Audited Financial Statements not older than 12 months
- Confirmation of office space (lease agreement or proof of ownership)
- Power of Attorney
- Declaration of Eligibility
- Valid CIC Certificate **(where a category is eligible)**

9. Clarifications

All enquiries relating to this prequalification shall be directed to the Procurement Office at tendering@ehb.co.sz. Requests for clarification must be submitted no later than **Thursday, 26th November 2026**. To ensure equal access to information, EHB will publish all clarification questions and responses on its website (www.ehb.co.sz/tenders.php) after the clarification period has closed, without disclosing the identities of the applicants who submitted the questions.

10. Amendment of tender Documents

At any time before the submission of tenders, the Client may amend the tender by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Tenderers and will be binding on them. Tenderers shall acknowledge receipt of all amendments. To give Tenderers reasonable time in which to take an amendment into account in their tender the Client may, if the amendment is substantial, extend the deadline for the submission of tender.

11. Eligible Countries

Only **Eswatini** Companies shall participate. An Applicant shall be a natural person, private entity, government-owned entity, or any combination of them with the formal intent to enter into an agreement or under an existing agreement in the form of a joint venture, consortium or association.

12. Cost of Applying

The consultant shall bear all costs associated with preparation and submission of the prequalification. EHB will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the shortlisting process.



PART III: PREPARATION OF APPLICATIONS

13. Language

All documents submitted must be in English. All questions and/or requests for clarification made by the Service Provider in relation to the Expression of Interest must be in English.

14. Late Proposals

The Procuring Entity shall not consider any proposal that arrives after the deadline for submission. Any proposal received by the Procuring Entity after the deadline for submission of proposals shall be declared late, rejected, and returned unopened to the Consultant.

15. Applicable Law

This tender shall be interpreted in accordance with the laws and regulations in effect in The Kingdom of Eswatini.

16. Validity

This pre-qualification shall remain valid for Ninety (90) days after the tender closure date.

17. Tender Opening

Prequalification submissions will not be opened publicly. Following the submission deadline, EHB will open, stamp and record the submissions at the EHB Head Office, Mbabane, Eswatini, on a date and at a time determined by EHB.

18. Confidentiality

Information relating to the examination, evaluation, comparison, and post-qualification of proposals, and recommendation of contract award, shall not be disclosed to Consultants or any other persons not officially concerned with such process until information detailing the Best Evaluated Consultant is communicated to all Consultants.

19. Persons Excluded

Public officers and politicians shall not participate in all EHB tenders.

Part III: Evaluation of Submissions

20. Compliance and Responsiveness of Proposals

20.1 The Procuring Entity's determination of a submission's compliance and responsiveness shall be based on the contents of the proposal itself.

20.2 A substantially compliant and responsive submission is one that conforms to all the terms, conditions, and requirements of the tender document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

a) is inconsistent with the request for proposal and which may limit in any substantial way, the rights of the procuring entity or the obligations of the consultant under the contract;
b) if corrected would unfairly affect the competitive position of the other consultants whose proposals are administratively compliant; or
c) impacts the key factors of a procurement including cost, risk, time and quality and causes unacceptable -
   i. time schedules, where it is stated in the request for proposals that time is of the essence;
   ii. alternative technical details, such as design, materials, workmanship, specifications, standards or methodologies; or
   iii. counter proposals with respect to key contract terms and conditions, such as payment terms, price adjustment, liquidated damages, sub-contracting or warranty.

20.3 If a proposal is not substantially compliant and responsive to the Request for Proposals Document, it shall be rejected by the Procuring Entity and may not subsequently be made compliant and responsive by the Consultant by correction of the material deviation, reservation, or omission.

21. Nonconformities, Errors, and Omissions

21.1 Provided that a proposal is substantially compliant and responsive, the Procuring Entity may waive any non-conformity or omission in the proposal that does not constitute a material deviation.

21.2 Provided that a proposal is substantially compliant and responsive, the Procuring Entity may request that the Consultant submit the necessary information or documentation, within a

reasonable period of time, to rectify nonmaterial nonconformities or omissions in the proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the proposal. Failure of the Consultant to comply with the request may result in the rejection of its proposal.

21.3 Provided that a proposal is substantially compliant and responsive, the Procuring Entity shall rectify nonmaterial nonconformities or omissions. To this effect, the proposal price may be adjusted, for comparison purposes only, to reflect the price of the missing or non-conforming item or component. The cost of any missing items will be added to the proposal price using the highest price from other consultants.

21.4 If the Consultant that submitted the best evaluated bid does not accept the correction of errors, its proposal shall be rejected.

22. Evaluation Criteria

22.1 The Procuring Entity shall examine the legal documentation and other information submitted by Consultants to verify the eligibility of Consultants.

22.2 If after the examination of eligibility, the Procuring Entity determines that the Consultant is not eligible, it shall reject the proposal.

22.3 Eligibility and administrative compliance shall be determined on a pass or fail basis and a proposal which is not eligible or administratively compliant shall be rejected at the preliminary stage of evaluation. The evaluation committee will automatically reject the tender, should the Service Provider fail to submit the following documents; three relevant trade references, a Trading License and a valid tax compliance certificate.

i. three relevant trade references- demonstrating successful completion of assignments of a similar nature and scope.
ii. valid Trading License- for the current trading period, not expired
iii. valid tax compliance certificate- not expired as at the tender submission deadline.

22.4 Technical Evaluation

Description	Points %
Relevant Experience and Past Performance- Assessment of trade reference letters demonstrating successful completion of similar assignments, in the past 2 years.	35
Company profile- Assessment of the company profile, including business background, core activities, years of operation, areas of specialization, and organizational structure	20
Human Resources and Staffing Capacity- Assessment of the availability, qualifications, experience and number of personnel	15
Office Premises and Business Establishment- Proof of established business premises through a valid lease agreement or proof of ownership.	15
Financial Capacity- Assessment of audited financial statements demonstrating the company's financial stability	15
Total points	**100**
Minimum qualifying score	70

23. Completion of the Tender

23.1 The original tender document must be completed fully in black ink and signed by the authorised signatory to validate the submission. Declaration must be completed and signed by the authorised signatory and returned to EHB. Failure to do so will result in the ineligibility of the tender.

23.2 The completed tender document must be returned. Missing pages will result in the ineligibility of the tender.

24. Notification to Successful Applicants

24.1. Shortlisting- EHB will notify all successful Applicants in writing, either by registered mail or email, of their inclusion on the EHB Prequalified Supplier Database for the provision of goods, works, and services under the approved categories for the financial years **2026/27, 2027/28, and 2028/29**. Inclusion in the EHB Prequalified Supplier Database shall not constitute an award of contract and shall not guarantee that a supplier will be invited to bid for, or be awarded, any contract. Where a procurement requirement arises, EHB may invite prequalified suppliers to

submit quotations, proposals, or bids in accordance with applicable procurement laws and procedures. Any prices submitted during the prequalification process are indicative only and shall not be binding on either party. Contract awards shall be subject to separate procurement processes and evaluation requirements.

24.2. Inspection- EHB 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. The Procuring Entity reserves the right to verify all information submitted. The inspection may include, but is not limited to, verification of:

- Existence and accessibility of the business premises;
- Availability and condition of equipment, tools, machinery, vehicles, or other resources relevant to the category applied for;
- Compliance with health, safety, environmental, and statutory requirements;
- Authenticity of information, and documentation submitted with the application.

24.3 Commonly Used Items- Shortlisted service providers and suppliers of commonly used items will be requested to submit a price schedule post the notification of being shortlisted.

ANNEXURE A: CATEGORIES

No.	Title	Categories
1	Built Environment, Planning & Design Consultancy	○ Urban and Town Planners ○ Architects ○ Landscape Architects ○ Interior Design Specialists ○ Quantity Surveyors ○ Structural and Civil Engineers ○ Electrical and Mechanical Engineers ○ Project Managers ○ Geotechnical Surveyors ○ Land Surveyors ○ Environmental Consultants
2	Property, Legal & Transaction Advisory Services	○ Property Valuers ○ Sectional Title Specialists ○ Legal Services ○ Conveyancers ○ Transaction Advisors ○ Asset Managers
3	Audit, Insurance & Advisory Services	○ External Auditors ○ Insurance Brokers ○ Insurers ○ Economic Modelers ○ M&E Consultants
4	Human Resources, Occupational Health & Training Services	○ HR Consultants and Support Services ○ Candidate Vetting Services ○ ISO 15489 Training Providers ○ Driving Competency Testing ○ Occupational Medical Services
5	ICT, Systems & Digital Solutions	○ ICT Consultants ○ Systems Developers ○ Computer Equipment and Accessories ○ IT Equipment & Infrastructure ○ Integrated Security and Technology Solutions ○ Cybersecurity Solutions and Services ○ Internet Connectivity and ISP Services ○ Enterprise Business Systems (CRM & TMS) ○ Software Licensing and Cloud Services ○ Website and Applications Management Services

		○ Vehicle Tracking Services & Fleet Management System Services
6	Security Services & Electronic Security Systems	○ Security Guarding Services ○ CCTV Installation and Maintenance ○ Access Control Systems ○ Alarm Systems
7	Facilities Maintenance & Building Services	○ Air Conditioning Installation & maintenance ○ Repair and Maintenance ○ Electrical Contractors ○ Plumbing Contractors ○ Aluminium and Glazing Services ○ Welding and Steel Fabrication ○ Lift/Escalator Suppliers ○ Fire Extinguisher Maintenance ○ Cleaning Services ○ Pest Control Services ○ Honey Sucker Services ○ Concrete Products and Aggregates (River Sand, Plaster Sand and Related Materials)
8	Commonly Used Items	○ Painting Materials ○ Carpentry and Joinery Materials ○ Electrical Materials ○ Plumbing Materials ○ Tiling Materials ○ Glazing Materials ○ General Hardware ○ Brush Cutter Services and Accessories ○ Office Furniture ○ Stationery ○ Office Teas and Supplies ○ Personal Protective Clothing (PPE) ○ Printing Services
9	Landscaping, Grounds Maintenance & Environmental Services	○ Tree Felling and Bush Clearing Services ○ Landscape Maintenance Services ○ Soil Testing Services

10	Fleet, Transport & Plant Services	○ Motor Vehicle Tyres ○ Motor Vehicle Panel Beating ○ Car Wash Services ○ Towing Services ○ Bus Hire Services ○ Plant and Equipment Hire ○ Mobile Office/Trailer Suppliers
11	Branding, Marketing, Media & Communications Services	○ Marketing Consultants ○ Promotional Products and Branding Materials ○ Graphic Designers ○ Media Agents- Photography Services, Videography and Documentary Production ○ Audio Visual Specialists- Live Streaming, Television and Radio Production
12	Catering, Events & Hospitality Services	○ Catering Services ○ Décor Services ○ Sound Hire Services

ANNEXURE B: APPLICATION SUBMISSION FORM

[The Service Provider must provide a signed declaration in the following format, in company letterheads:

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

TO: The Chief Executive Officer
Eswatini Housing Board
PO Box 798
Mbabane
H100
Eswatini

Dear Sir/Madam,

RE: EHB NO. 9 of 2026/27 Supplier Prequalification

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:

Category	Description

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.

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 C: DECLARATION OF ELIGIBILITY

[The Service Provider must provide a signed declaration on its company letterhead in the following format. If the tender 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 Secretary of the Tender Committee

Eswatini Housing Board

P.O. Box 798

Mbabane

Dear Sir/Madam,

Re: EHB NO. 9 of 2026/27 Supplier Prequalification

We hereby declare that: -

a) I/We, have the legal capacity to enter into a contract in the event we are shortlisted and successful bid.

b) 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;

c) I/We have fulfilled our obligations to pay taxes and social security contributions;

d) 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

e) I/We do not have a conflict of interest in relation to the procurement requirement.

Signed _____

Authorised Representative _____

Date _____

ANNEXURE D: SUBMISSION CHECKLIST

Confirm if the following items are all in order and sign off.

(N.B All the documents must be submitted as per the order below)

Item	Tick if in order
Valid trading license	
Original and valid Tax Compliance Certificate	
Form J (for current Company Directors)	
Labor Compliance Certificate or Equivalent	
Eswatini National Provident Fund (ENPF) Compliance Certificate	
Proof of payment- E500	
A copy of bank confirmation letter	
Three reference letters from previous clients not older than 2 years	
Color copies of directors' identity documents	
Police clearance for company directors (obtained within three months)	
Latest Audited Financial Statements not older than 12 months	
Power of Attorney	
Declaration of Eligibility	
Valid CIC Certificate (where a category is eligible)	

I/we confirm that I/we have thoroughly read the tender document and completed all sections that needed to be filled and attached all required documents. I/we also certify that the information furnished in this tender is correct.

Name: _____

Signature: _____

Date: _____

ANNEXURE E: EHB VENDOR LIST INFORMATION (Attach with your submission)

1. Company Name

_____

2. Contact Numbers

_____

_____

3. Company Directors

_____

_____

_____

_____

_____

_____

4. Contact Person

_____

_____

_____

5.Physical Address

_____

6. Email Address

_____

_____

ANNEXURE F: 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

Disclaimer

This tender document and the information contained therein is provided "as is" and the Eswatini Public Procurement Regulatory Agency (ESPPRA) makes no express or implied representations or warranties with regard thereto. Portions of the information may be incorrect or not current. Any person or entity that relies on any information obtained from this tender document does so at own risk. The ESPPRA expressly disclaims all implied warranties, including, without limitation, warranties of merchantability, title, suitability to task, non-infringement, compatibility, security, and accuracy. The ESPPRA furthermore disclaims any warranty towards the accuracy, correctness, reliability, and timeliness of the publishing of content. Furthermore, no warranty, expressed or implied, is given this tender document is free of viruses, trojans, bombs, time-locks or any other data or code which have the ability to corrupt or affect the operation of any computer system it is used on. The ESPPRA cannot accept any responsibility for any loss, disruption, or damage to any of your data or computer system which may occur whilst using this tender document.