



GOVERNMENT OF THE KINGDOM OF SWAZILAND

EOI NUMBER: 151

**EXPRESSION OF INTEREST FOR ESTABLISHMENT OF A
SCHOLARSHIP RECOVERY SYSTEM/REVOLVING LOAN FUND**

***MINISTRY OF LABOUR & SOCIAL SECURITY, NATIONAL EMPLOYMENT
SERVICES DEPARTMENT***

ADVERTISEMENT

EXPRESSION OF INTEREST FOR ESTABLISHMENT OF A SCHOLARSHIP RECOVERY SYSTEM/REVOLVING LOAN FUND

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The Ministry of Labour & Social Security intends to engage a firm for the provision of professional services to establish a robust system for the recovery of scholarship loans from all past beneficiaries of the pre-service tertiary education scholarship fund and also to develop the most efficient means of collecting loans from future beneficiaries and capacitating the scholarship secretariat to ensure continuity.

The Ministry of Labour & Social Security invites qualified firms to express their interest in providing the above mentioned services. The Expression of Interest document can be obtained at Ministry of Labour & Social Security, National Employment Services Department, 3rd Floor, Inter-Ministerial Building, Mbabane, Swaziland for the price of E300 (three hundred Emalangeni), which, against receipt, should be paid at Mbabane Revenue Office under 401/1806/22103. Firms may associate to enhance their qualifications

The key requirements for the staff to be involved in service are:

- Accounting skills
- Legal skills
- Computer Systems development and management skills

The evaluation will follow the Public Procurement Regulations, 2008, be competitive, and result in a 'short listing' of firms. Following this process, it is the intention to invite the short listed firms to provide proposals for the requested services.

The following documents must be attached to the Expression of Interest:

- **Certified copy of a relevant Trading Licence or equivalent for foreign suppliers;**
 - **Certified copy of current Certificate of Company Registration or equivalent for foreign suppliers;**
 - **Certified copy of an official statement of the Directors, alternative Directors, Managers and Auditors of the company (Form 'J' or equivalent);**
 - **Certified copy of an official statement of the annual summary of shares capital and shares (Form 'C' or equivalent);**

- **The receipt of E300 from the Mbabane Revenue Office; and**
- **Labour Compliance Certificate.**

The Expression of Interest, including the receipt of the E300, should be deposited in the Treasury Tender Box situated at **Treasury Building, MBABANE** at the latest by **9.00 a.m. on the 13th January 2012**. Late applications will not be considered.

The envelope must be clearly marked: **“Expression of Interest for ESTABLISHMENT OF A SCHOLARSHIP RECOVERY SYSTEM/REVOLVING LOAN FUND** “The Secretary to National Tender Board, Treasury Building, MBABANE”, “EOI No.: 151”

Failure to mark the envelope clearly and accurately may result in rejection of the application.

Requests for clarifications, which must be in writing, should be addressed to the following: Planning Officer, Ministry of Labour & Social Security, P.O. Box 198 Mbabane or e-mail: hlophesebe@gov.sz.

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INSTRUCTION TO THE APPLICANTS

You are requested to fill in the Expression of Interest document, sign the Declaration (Section 1.7), and sign the Statement. All shall be deposited in the Treasury Tender Box situated at the address below by **9.00 a.m. on 16 December 2011**. Late applications will not be considered.

**The Secretary to Tender Board
Treasury Building
MBABANE**

The envelope with your Expression of Interest must be sealed and clearly marked: **“Expression of Interest for ESTABLISHMENT OF A SCHOLARSHIP RECOVERY SYSTEM/REVOLVING LOAN FUND, “The Secretary to Tender Board, Treasury Building, MBABANE”, “EOI No.: 151”**

The following documents must be attached to the Expression of Interest as Appendices:

- **Certified copy of a relevant Trading Licence, or equivalent for foreign suppliers;**
 - **Certified copy of current Certificate of Company Registration, or equivalent for foreign suppliers or equivalent for foreign suppliers;**
 - **Certified copy of an official statement of the Directors, alternative directors, managers and auditors of the company (Form ‘J’ or equivalent);**
 - **Certified copy of an official statement of the annual summary of shares capital and shares (Form ‘C’ or equivalent); and**
 - **The receipt of E300 from the Mbabane Revenue Office**
 - **Labour Compliance Certificate**

INFORMATION ON THE REQUIRED SERVICES

The programme will be fully funded by Government, whose responsibility is to ensure an effective recovery system for scholarship loans and the establishment of a revolving fund; which will be used to fund the programme in future. The Ministry is looking for a competent and reputable company to provide the following services:

Administrative and systems development:

- 1) Review the quality of the existing database and upgrade it to provide relevant and accurate information;
- 2) Design the most efficient collection mechanism for recovering funds from current debtors;
- 3) Review existing administrative procedures for the award and recovery of loans from past beneficiaries;

- 4) Review the institutional framework for the award of scholarships under the Fund;
- 5) Review the operational manuals used by the Ministry and the Scholarship Secretariat; and
- 6) Train all relevant staff on the new system.

Legal:

- 7) Review existing legislation to eliminate loopholes which prevent enforcement of contractual provisions and advise on necessary improvements to make the scholarship award and recovery process robust;
- 8) Review and develop if necessary, an enabling legal framework for the award Pre-Service Tertiary Education Scholarships;
- 9) Develop the necessary legal framework for establishing a Revolving Loan Fund; and
- 10) Review scholarship agreement documentation and recommend improvements.

Accounting:

- 11) Review and revise as necessary, accounting procedures for payment of loans to beneficiaries, and beneficiary tertiary institutions;
- 12) Determine how much is owed by individual past beneficiaries; and
- 13) Determine and define as possible, the role of beneficiary institutions in facilitating the recovery of scholarships from past beneficiaries

A detailed outline of the entire team that will be working on the project is also required, along with their Curriculum Vitae and an indication of the duties that will be carried out by each member.

EVALUATION CRITERIA OF THE EXPRESSION OF INTERESTS

There is a public opening of the Expression of Interests. The evaluation will be conducted by an Evaluation Committee with the purpose of developing a short list of firms, which later is expected to be invited to provide proposals for the required services.

The Expression of Interests will at first be evaluated based on the following Evaluation Criteria:

- Eligibility is fulfilled, which means that:
 - The five mandatory documents to be attached to the Expression of Interest as Appendices must fulfil the requirements, and
 - There is a satisfactory signed Declaration of Eligibility for each participating firm (Section 1.7).
- The financial standing of the firm is satisfactory (Section 1.3).

All firms, which fulfil the above criteria, will then be evaluated and ranked based on an evaluation of:

- That the number of staff resources is considered satisfactory in regard to the services to be performed (Section 1.4).
- That the experiences of relevant staff are considered satisfactory in regard to the services to be performed (Section 1.5).
- That the firm can show sufficient earlier experience in regard to the services to be performed (Section 1.6).

PREFERENCE OF PROPOSALS FROM SWAZI COMPANIES

In the evaluation of the proposals for the consultancy services, 10 evaluation points (out of 100 points) will be allocated for participation by Swazi companies or nationals during the technical evaluation of the proposals.

SIGNING OF THE EXPRESSION OF INTERESTS

The Expression of Interest shall be signed by the Applicant. If not, it will be rejected.

EXPRESSION OF INTEREST

This document is to be developed by the firm qualified for and interested in providing an Expression of Interest (EOI) for **ESTABLISHMENT OF A SCHOLARSHIP RECOVERY SYSTEM/REVOLVING LOAN FUND**

The document outlines the key areas related to the applicant's background, such as its financial standing, staff resources, technical expertise, and experience and is a formal, legally binding document, of which reason it shall be signed by authorized personnel.

1.1 APPLICANT

Include here the name(s) of the legal firm, or entities, making this application.

Leader	Legal Entity	Nationality
Leader		
Partner 2		
Partner 3		

1.2 CONTACT PERSON

Include the contact details for the main point of contact for this application.

Contact	Details
Name	
Organization	
Address	
Telephone	
Fax	
E-mail	

1.3 FINANCIAL STANDING

Following financial information shall be provided:

- Financial Statements for the years 2008, 2009 and 2010.
- Bank account details such as: name of bank, branch, account number and type as well as year of account opening.

1.4 STAFF RESOURCES

Include the following personnel details for the current year and the two previous years.

Average manpower	Year before last(2009)		Last year(2010)		This year(2011)	
	Overall	Total for fields related to this contract	Overall	Total for fields related to this contract	Overall	Total for fields related to this contract
Permanent staff						
Other staff						
Total						
Permanent staff as a proportion of total staff (%)	%	%	%	%	%	%

For consortium submission, the data above must match the data in the corresponding tables in the declarations provided by the consortium partners.

1.5 EXPERTISE

In the table below indicate the relevant technical expertise related to this contract of each legal entity making this application.

Place a tick (✓) in the box corresponding to your areas of expertise.

Area of Expertise	Leader	Partner 2	Partner 3

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1.6 EXPERIENCE

In the table below, summarize the major projects related to this projects in past [3] years.

Reference #1

Ref 1	Project Title							
Name of legal entity	Country	Overall project value	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of partners if any
Project Description						Services Provided		

Reference #2

Ref 1	Project Title							
Name of legal entity	Country	Overall project value	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of partners if any
Project Description						Services Provided		

Reference #3

Ref 1	Project Title							
Name of legal entity	Country	Overall project value	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end)	Name of partners if any
Project Description						Services Provided		

1.7 DECLARATION

As part of this application, each legal entity, including consortium partners, must submit a signed and stamped declaration with the following text.

Declaration of Eligibility

Dear Sirs

Re. Expression of Interest for **ESTABLISHMENT OF A SCHOLARSHIP RECOVERY SYSTEM/REVOLVING LOAN FUND**

- (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 declare that we adhere to basic labour legislation;
- (e) 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
- (f) That we do not have a conflict of interest in relation to the procurement requirement.

Signed

Date

1.8 STATEMENT

I hereby confirm that I have examined the procurement notice and, and if short-listed, intend to submit a proposal to provide the services requested in the Request for Proposal. I also confirm that all data provided in this Expression of Interest to the best of my knowledge are correct.

Name of Applicant:

Signature of Applicant:

Date

1.9 APPENDICES

The following documents are included in the Expression of Interest:

Appendix 1: Certified copy of a relevant Trading Licence, or equivalent for foreign suppliers;

Appendix 2: Certified copy of current Certificate of Registration, or equivalent for foreign suppliers;

Appendix 3: Certified copy of an official statement of the Directors, alternative directors, managers and auditors of the company (Form 'J'), or equivalent for foreign suppliers;

Appendix 4: Certified copy of an official statement of the annual summary of shares capital and shares (Form 'C'), or equivalent for foreign suppliers; and

Appendix 5: The receipt of E300 from the Mbabane Revenue Office

Appendix 6: Labour compliance Certificate

Please feel free to attach other relevant information, such as brochures.