



**A NATION AT WAR WITH HIV & AIDS**

**CALL FOR EXPRESSION OF INTEREST**

-

**EVENTS MANAGEMENT SERVICES**

<b>Procuring Entity:</b>	<b>National Emergency Response Council on HIV/AIDS (NERCHA)</b>
<b>Tender No:</b>	<b>EOI_04_2022</b>
<b>Issue date of Tender Documents:</b>	<b>12<sup>th</sup> August 2022</b>
<b>Submission date:</b>	<b>29<sup>th</sup> August 2022, 10:00 AM</b>



## SECTION 1: INVITATION TO TENDER

### EXPRESSION OF INTEREST FOR MOSASWA FESTIVAL EVENT MANAGEMENT

The National Emergency Response Council on HIV/AIDS, hereinafter referred to as NERCHA, is a Category A Public Enterprise established through the NERCHA Act No 8 of 2003 to coordinate the national multisectoral response to HIV and AIDS in the kingdom of Eswatini. In addition to its coordination role, NERCHA is also a Principal Recipient for grants from the Global Fund to fight AIDS, Tuberculosis and Malaria (“Global Fund”) and also manages other grants. NERCHA intends to apply part of the proceeds for eligible payments under a contract to conduct a MOSASWA Awareness Festival.

NERCHA hereby invites Expression of Interest (EOI) from suitable and qualifying organizations/ individuals to provide the qualification and capabilities in the following services:

#### **Contract Title: EVENTS MANAGEMENT SERVICES**

Please read through this document carefully and provide the requested information together with ALL the required supporting documents. Tendering will be conducted through an Expression of Interest procedures specified in the Eswatini Public Procurement Act 7, 2011 and policies laid down by the Eswatini Public Procurement Regulatory Agency (ESPPRA). The Expression of Interest document can be downloaded from the ESSPRA website, [www.sppra.co.sz](http://www.sppra.co.sz) or collected from the NERCHA reception area.

Proposals are to be delivered or emailed to the address below at or before 1000hrs, on 29<sup>th</sup> August 2022. Proposals shall be valid for a period of 60 days after the deadline of tender submission. Late Proposals will be rejected. Bid Proposals will be opened in the presence of the Tenderers’ Representatives who choose to attend the tender opening at the Training Room at NERCHA in Mbabane, immediately after the closing time.

**All applications should be delivered at the address below, clearly marked “Confidential Response to Expression of Interest EOI\_04\_2022”, deposited into the tender box located NERCHA Reception area:**

The Tender Board  
National Emergency Response Council on HIV/AIDS  
Plot 738  
Farm 2  
Emajika Road  
Mbabane  
Email: [procurement@nercha.org.sz](mailto:procurement@nercha.org.sz)

**Interested and qualifying bidders must provide information indicating their technical capacity, qualification and shall attach the following documents:**

1. Letter of confirmation of interest and availability
2. Original Valid Tax Compliance Certificate
3. Labour Compliance Certificate, Trading Licence, Form J & Form C
4. Police Clearance Certificates
5. Certified copies of National Identity Documents (IDs)
6. A fully signed Declaration of Eligibility
7. Curriculum vitae for key personnel/ key staff who will work on this project.



8. Job and client reference for similar assignments in the last 5 years, including values of contracts; 3 client references letters for the provision of similar.
9. Demonstrate qualification and capability by completing and qualification and experience form.

Requests for clarification must be in writing via email to [procurement@nercha.org.sz](mailto:procurement@nercha.org.sz) NERCHA shall respond in writing via e-mail to any requests for clarification up until close of business on 22<sup>nd</sup> August 2022.

The purpose of this Request of Expression of Interest is to assist with the selection of a shortlist of bidders who will be invited to submit detailed technical and financial proposals.



## **SECTION 2: INSTRUCTIONS TO TENDERERS**

### **TERMS OF REFERENCE**

#### **Preamble**

Mozambique, South Africa and Eswatini (MOSASWA) are implementing aggressive malaria interventions with the common eventual goal of eliminating Malaria. The three countries therefore signed the MOSASWA cross-border Malaria Initiative with the renewed goal to work collaboratively to accelerate from control to pre-elimination in Southern Mozambique and accelerate the transition from pre-elimination to elimination of malaria in Eswatini and South Africa. The Eswatini National Malaria Programme (NMP) through its regional collaboration therefore realizes the importance of engaging the neighboring countries along its borders to strengthen collaborative programmatic interventions between the three countries as well as cross border dissemination of malaria information.

The advent of COVID-19 brought with it challenges in the country's efforts towards elimination of Malaria. The country saw the health system take a shift and was compelled to focus more in combating COVID-19 thus neglecting the other conditions. In 2021, the MOSASWA region experienced an upsurge in Malaria cases. An analysis of the data gathered in the past three waves in the country indicated that after each and every wave of COVID-19 a subsequent upsurge in Malaria cases ensued.

As part of the collaborative effort in Advocacy, Social Behavior Change and Communication and COVID-19, Eswatini plans to host a joint awareness campaign for Malaria and COVID-19.

#### **I. OBJECTIVES OF THE ASSIGNMENT**

The objectives of the campaign are to:

- Raise awareness on Malaria in general and the similarities between Malaria and COVID-19 symptoms.
- Advocate for uptake of Malaria preventative measures.
- Advocate for uptake of Malaria Prophylaxis before travel and COVID-19 vaccination.

#### **II. SCOPE OF WORK**

The Programme wishes to extend a call for proposals to provide events management services for conducting the one day awareness festival to fulfil the aforementioned objectives. The event is proposed for the 29<sup>th</sup> October 2022 at Manzini.

The Programme invites event management companies to pitch exciting, fun-filled innovative and organized ideas and concepts to conduct the festival and entice maximal audience participation as well raising awareness about Malaria and COVID-19 for the three countries. The campaigns management services should focus on the following key concept categories;

- a) A strong collaboration and consultation and collaboration with the coastal communities of the three (3) countries
- b) Famous Music artists from the three countries (Mozambique, Eswatini and South Africa)
- c) DJ's Mixed Genre to keep the public informed and entertained
- d) Marketing ability
- e) Kids Play Area and stalls



- f) Sound and Stage with daylight LED Screens
- g) Malaria Edutainment
- h) Food stalls provision
- i) Produce event banners (3x1m) to be placed at all ports of entry
- j) Provision of screens to beam malaria messages and video clips
- k) Provision of photo booth area and photographer
- l) Provision of video shooting services
- m) Provision of Security

The Request for Expression of Interest will enable NERCHA to generate a shortlist of suitable potential event managers who are capable and have the capacity to deliver.

### III. EXPECTED OUTPUT/DELIVERABLES

The Events Manager will be expected to deliver the following outputs:

- a. Festival Report
- b. Event After-Movie in all digital formats
- c. Event pictures in all digital formats

### IV. EXPERIENCE & SKILLS

The prospective Events Management Company is expected to meet the following minimum qualifications and competencies:

- ✓ Relevant experience and qualifications in the field of Administration and Events Management of such magnitude.
- ✓ A Showreel of work with examples of other relevant work previously commissioned.
- ✓ Proof of ability to manage and deliver a full exciting successful event within agreed schedules by reference to previous relevant work undertaken.

### V. TIME FRAME

It is anticipated that the event will be in 29<sup>th</sup> October 2022 but shall be informed by management from all participating countries. Event report must be delivered and completed within a week of the festival.

### VI. EVALUATION CRITERIA

When evaluating the EOI, the following criteria shall be used:

- **Technical capacity relevant to service – 40%**
  - i) Over 5 years' experience in the field of events management
  - ii) Relevant experience and qualifications in the field of Events Management of such magnitude.
- **Experience in conducting similar works; range and depth of experience with similar projects – 60%**



- i) At least 5 years' experience in showbiz or entertainment events of this magnitude – showreel / examples of work
- ii) Proven competence in marketing, designing similar campaigns based on previous work commissioned
- iii) Ability to manage and deliver a full exciting successful event within agreed schedules

**Only bidders who meet the minimum score of 70% shall be shortlisted for further evaluation.**

#### **VII. SHORTLISTED TENDERERS**

Tenderers who meet minimum requirements shall be shortlisted and invited to submit detailed proposals and pitch presentation. NERCHA may conduct an assessment to verify your presentation and assertions.

#### **VIII. VALIDITY OF EOI**

EOI will be valid for 60 days from the last day of submissions.

#### **IX. Withdrawal, Substitution, and Modification of Submissions**

A Service Provider may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney). The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must be:

- (a) prepared and submitted in sealed envelopes and shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION;” and
- (b) received by the Purchaser prior to the deadline prescribed for submission of EOI.
- (c) Submissions requested to be withdrawn shall be returned unopened to the Bidders.

No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the EOI.



### SECTION 3: TENDER MANDATORY DOCUMENTATION SUBMISSION CHECKLIST

Sr No.	Documentation	Comply (YES/NO)
1	Submission of fully completed and signed letter of Application in the format outlined in Section 4	
2	<b>Valid and eligibility documents:</b>	
	(a) Copy of a Valid Trading Licence **	
	(b) Original Valid Tax Compliance Certificate	
	(c) A copy of Company VAT Registration **	
	(d) Police Clearance Certificates for Active Company Director **	
	(e) Certified copies of National IDs of Company's Directors/lead consultant	
	(f) Submission of Bidder's Declaration Form(s) duly completed, signed and stamped (Annex 2)	
	(g) Submission of copy of Company or Firm's Certificate of Incorporation/Registration, <i>certified by commissioner for oaths/notary public.</i> **	
	(h) Submission of copy of the Form J as issued by the Registrar of Companies on the Registrar's letterhead giving the names and shareholding of the directors/partners/sole proprietor, <i>certified by commissioner for oaths/notary public.</i> **	
3	Submission of Bidder's Declaration Form(s) duly completed, signed and stamped (Annex 2)	
4	Duly filled in the registration details of the company (Annex 3)**	
5	Duly filled and completed Qualification and Experience Form (Annex 4)  <i>Attach relevant client's reference letters addressed to NERCHA – on the client's letterhead for similar contracts</i>	
6	Submission of copies of Curriculum Vitae with certified copies of certificates for Key personnel	



## SECTION 4: LETTER OF APPLICATION

*Tenderers must provide a signed Tender Form on their company letterhead in the following unedited format. If the tender is being presented by a joint venture or consortium all members must sign the declaration.*

Date.....

Tender No. EOI\_04\_2022

**To:** The NERCHA Tender Board  
NATIONAL EMERGENCY RESPONSE COUNCIL ON HIV & AIDS  
PLOT 738 OF FARM 2  
EMJIKA ROAD  
MBABANE  
ESWATINI

Dear Sirs,

1. Having read, examined and understood all of the pre-qualification information provided in the Expression of Interest Document, the receipt of which is hereby duly acknowledged, we, the undersigned, hereby apply to be shortlisted by yourselves as a potential consultant for EVENTS MANAGEMENT SERVICES
2. We agree to abide by this Tender for a **period of 60 days (please indicate validity of your tender)** from the date fixed for tender opening as per the Expression of Interest Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
3. This application, together with your written notification of being shortlisted thereof, shall not constitute a contract between us nor commit NERCHA to any actual tender or amount of contract.
4. We understand that you are not bound to accept any application you may receive.
5. We declare that the statements made, and the information provided in our Expression of Interest tender document are complete, true, and correct in every detail.

Yours sincerely,

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Name and Capacity of authorized person signing the Application

\_\_\_\_\_  
Signature of authorized person signing the Tender  
Stamp or Seal of Bidder





ANNEX 1

DECLARATION OF ELIGIBILITY

[All Tenderers must meet the following criteria, to be eligible to participate in public procurement. Tenderers 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 the declaration]

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

Dear Sirs

Re Tender Reference .....

In accordance with the eligibility requirements of the Invitation to 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 are not the subject of legal proceedings for any of the foregoing.
(c) We have fulfilled our obligations to pay taxes and social security contributions.
(d) We 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 a contract within a period of five years preceding the commencement of the procurement proceedings; and
(f) I/We declare that we are eligible to participate in the above-mentioned public procurement tender as per section 40 of the Public Procurement Act 2011.
(g) We further declare that we are not Politicians and or Public Officers as described by the Public Procurement Act 2011
(h) That we do not have a conflict of interest in relation to the procurement requirement as defined in the Instructions to Tenderers.
(i) I/We are aware that, where it shall be found that any or all of the below mentioned directors of our Company have provided misleading information in preparing this tender document, the tender will be cancelled, and contracts awarded shall be terminated immediately.
(j) We understand that this procurement is supported through The Global Fund grant. I/We represents

Name \_\_\_\_\_ (In the capacity of) \_\_\_\_\_

Duly authorized to sign Tender \_\_\_\_\_ Date \_\_\_\_\_



**ANNEX 2**

**TENDERER INFORMATION**

As registration for the prequalification exercise, bidders are to fill in their details appropriately which will be in the format of the Confidential Business Questionnaire below:

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applies to your type of business and Part 3.

**You are advised that it is a serious offence to give false information on this form.**

	<p><b>Part 1 General</b></p> <p>Business Name.....</p> <p>Contact: .....</p> <p>County Business is located..... Town Business is located.....</p> <p>Name of Building &amp; Floor .....</p> <p>Plot No: .....Street/Road .....</p> <p>Postal address: ..... Tel No. .... Email .....</p> <p>Other towns with business presence .....</p> <p>Nature of Business: .....</p> <p>Registration Certificate No: (on the certificate of registration issued by Registrar of Companies) .....</p>																													
	<p><b>Part 2 (a) – Sole Proprietor</b></p> <p>Your name in full..... Age.....</p> <p>Nationality.....Country of Origin.....</p> <p>Citizenship details</p> <p>.....</p>																													
	<p><b>Part 2 (b) – Partnership</b></p> <p>Given details of partners as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....				
	Name	Nationality	Citizenship Details	Shares																										
1.	.....	.....	.....	.....																										
2.	.....	.....	.....	.....																										
3.	.....	.....	.....	.....																										
4.	.....	.....	.....	.....																										
	<p><b>Part 2 (c) – Registered Company</b></p> <p>Private or Public .....</p> <p>State the nominal and issued capital of company</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Nominal SZL</th> <th style="width: 40%;">Issued SZL</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> </tr> </tbody> </table> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Nominal SZL	Issued SZL	.....	.....		Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....
Nominal SZL	Issued SZL																													
.....	.....																													
	Name	Nationality	Citizenship Details	Shares																										
1.	.....	.....	.....	.....																										
2.	.....	.....	.....	.....																										
3.	.....	.....	.....	.....																										
4.	.....	.....	.....	.....																										



	5. Etc.
	<p><b>Part 3 (a) Financial Information</b></p> <p>State your turnover in the last two years? Also provide <i>Copies of Balance Sheet &amp; Profit &amp; Loss Account of your most recent 2 year(s) audited accounts – certified by the auditor:</i></p> <p>SZL..... for year ended ---/---/-----</p> <p>SZL..... for year ended ---/---/-----</p> <p><b>Part 3 (b) Statutory and other obligations</b></p> <p>Has your organization met all its statutory and other obligations to pay its obligations and staff during the past year (YES/NO) -----</p> <p>If NO, please give details</p> <p>.....</p> <p>.....</p>
	<p><b>Part 3 (c) Past Performance</b></p> <p>List any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority within the last three years (YES/NO) -----</p> <p>If yes, give details:</p> <p>.....</p> <p>.....</p>
	<p><b>Part 3 (d) Banking information</b></p> <p>State the name(s) and branch of your bankers for reference. <i>Also Provide a bank reference letter on the bank's letterhead giving the bidder's credit worthiness:</i></p> <p>Name of Bank and branch: .....</p> <p>Account Name: .....</p> <p>Bank Account number(s): .....</p> <p>Contact Person Name and contacts: .....</p>

Signed: ..... Date: .....

STAMPED



## ANNEX 4

### QUALIFICATION AND EXPERIENCE

#### A. Consultant's Experience

*[Use the format below to provide information on three assignments for the consultant was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out services similar to the ones requested under this assignment]*

We may contact these references but cannot commit to contacting all references received.

#### Assignment 1:

Assignment name:	Approx. value of the contract [ <b>&gt;&gt;&gt;Amount in Lilangeni (SZL) in figures and in words&gt;&gt;&gt;</b> ]:
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N <sup>o</sup> of staff-days/months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract [ <b>&gt;&gt;&gt;Amount in Lilangeni (SZL) in figures and in words&gt;&gt;&gt;</b> ]:
Start date [ <b>&gt;&gt;&gt; month/year&gt;&gt;&gt;</b> ]: Completion date [ <b>&gt;&gt;&gt; month/year&gt;&gt;&gt;</b> ]:	N <sup>o</sup> of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director, Project Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by you within the assignment:	
Contact person and contact details:	



## Assignment 2:

Assignment name:	Approx. value of the contract [>>>>Amount in Lilangeni (SZL) in figures and in words>>>]:
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N <sup>o</sup> of staff-days/months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract [>>>>Amount in Lilangeni (SZL) in figures and in words>>>]:
Start date [>>>> month/year>>>]: Completion date [>>>> month/year>>>]:	N <sup>o</sup> of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director, Project Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by you within the assignment:	
Contact person and contact details:	



**Assignment 3:**

Assignment name:	Approx. value of the contract [>>>>Amount in Lilangeni (SZL) in figures and in words>>>]:
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N <sup>o</sup> of staff-days/months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract [>>>>Amount in Lilangeni (SZL) in figures and in words>>>]:
Start date [>>>> month/year>>>]: Completion date [>>>> month/year>>>]:	N <sup>o</sup> of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director, Project Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by you within the assignment:	
Contact person and contact details:	

Signed: ..... Date: .....

**STAMPED**

