

**REF - YERF RFT: 0001-2023/2024 PROVISION OF BUSINESS COACHING,  
MENTORSHIP AND TRAINING SERVICES**



**YOUTH ENTERPRISE REVOLVING FUND (YERF)  
REQUEST FOR TENDER (RFT)**

**MAY 2023**

**TENDER FOR THE PROVISION OF BUSINESS COACHING, MENTORSHIP & TRAINING  
SERVICES**

**REFERENCE: YERF RFT: 0001/2023/2024**

**PROVISION OF BUSINESS COACHING, MENTORSHIP AND TRAINING SERVICES**

<b>PURPOSE</b>	<b>TO PROCURE BUSINESS COACHING, MENTORSHIP AND TRAINING SERVICES FOR YOUTH FUND CLIENTS</b>
<b>SUBMISSION DATE</b>	<b>23 MAY 2023</b>

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## 1. BACKGROUND

The Youth Enterprise Revolving Fund (YERF) is a Category A Parastatal that was established by the Government of the Kingdom of Eswatini in 2009 in response to the vision of His Majesty King Mswati III. The company was established through legal notice No.179 of 2009. It is further regulated under the Public Enterprises (Control & Monitoring) Act of 1989. The Parastatal is under the Ministry of Sports Culture & Youth Affairs. The main purpose of the Fund is to promote youth employment and alleviate poverty among young people between the ages of 18 to 35 years old. The Fund aims to contribute to a solution to the challenge of high youth unemployment and high poverty rate.

**1.1. Vision:** To be the leading and Innovative Economically Empowering Financial Institution for the Youth of Eswatini.

**1.2. Mission:** To Provide Development Finance and Support to Eswatini's Youth, thus fostering their inclusive Economic Participation Through Innovative, Accessible, Sustainable Entrepreneurship Development.

### 1.3. The mandate of the Youth Fund

- 1.3.2. To assist Swazi youth to develop themselves economically and empower the youth to engage in economic and commercial enterprises.
- 1.3.3. Empowering the youth to be self-sustainable.
- 1.3.4. Facilitating the provision of skills development for loan recipients.
- 1.3.5. Providing capacity development and mentorship to youth owned enterprises.
- 1.3.6. Providing seed capital to the youth without the need for collateral.
- 1.3.7. Financing the growth of existing youth enterprises.
- 1.3.8. Improving linkages for youth enterprises with relevant stakeholders.

### 1.4. Youth Fund Products

- 1.4.1. Standard Loans
- 1.4.2. Order Finance
- 1.4.3. MTN Yerf Khula Natsi

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### 1.4.4. Loan Increase Product

## 1.5. Governance

**1.5.1.** The Fund Management comprises of a multi-sectoral management advisory board at the governance level and the Fund Manager at the executive level. The advisory board reports directly to the Minister of Sports Culture and Youth Affairs as the shareholder representative.

## 1.6. Location

**1.6.1.** The offices of the Fund are located in Mbabane in the Hhohho Region at Lilunga House Fourth floor, Somhlolo Road.

### 1.6.2. Rationale and Purpose

**1.6.2.1.** The service sought is for Youth that are either running a business or are in a process of establishing a business. The assumptions made include that the youth lack technical skills and adequate business acumen to plan, prepare reports, produce, negotiate with markets, repay their loans, manage contracts and debt, and comply with business laws and regulations of Eswatini and International Markets.

**1.6.2.2.** The loan applicants whose loan requests have been approved and have undergone business training shall need support to reduce the risk of failure to repay the loans with costs. The estimated number of approved businesses shall be around 250 in different sectors of the economy. While the Youth may not have practical experience in the production, they have an idea of what is required. The Service Provider shall be expected to strengthen the issues of quality, production planning, market linkages and improvement on loan repayment and production according to market specification. Emphasis is also on the research and/or information about the direction of the sector, the management of complex businesses for growth, financial decision making which includes cashflow management and reporting.

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**1.6.2.3.** YERF provides funding to Youth that are 18 – 35years of age. Table 1 and 2 below illustrates the different YERF sectors of focus and regional focus.

**Table 1: Sectors of Focus**

Sectors of Focus
Manufacturing
Service
Agriculture
ICT
Retail
Construction

**Table 2: Regional Focus**

Mbabane
Manzini
Lubombo
Shiselweni

## 2. SCOPE/ SPECIFICATIONS OF THE TENDER

Youth Enterprise Revolving Fund (YERF) invites tenders from suitably qualified companies with proven business training, coaching and mentorship experience to train and develop funded youth businesses and meet the following objectives.

- To provide business capacity building services to Youth entrepreneurs for a 3year period (first 12 months probation is period)
- To develop a comprehensive training, coaching and mentorship program with a monitoring framework and implement it.
- To provide guidance for the implementation of Youth projects according to their plans
- To provide mentorship and coaching services to funded Youth entrepreneurs on an ongoing and structured basis.
- To manage, supervise and monitor the loan disbursement process and, authorize all disbursements looking at the current situation of the businesses.
- To facilitate business linkages with markets, suppliers, technical assistance and any other relevant business stakeholders for growth and sustainability of the funded businesses.

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- To supervise and monitor Youth businesses on compliance, safety and quality standards, record keeping, financial reporting for the generation of periodic reporting on among other accounting reports.
- To build a culture among the Youth to adopt good business management practices.
- To build the capacity of Youth entrepreneurs to take sound business decisions and improve their business acumen.
- The trainer/coach and mentor must profess and warrant that it has in its employment and shall continue to have its employment throughout the term of the contract, professional personnel that bears highly professional and industry expertise and experience, highly suited to offer training and coaching services.
- Must ensure that coached, trained and mentored business comply with relevant and applicable laws and regulations.
- A key performance indicator would be to achieve an over 90% business loan repayment, encourage the Youth to have an increased asset base and ofcourse contribute to employment creation.

### 2.1. The Service Provider's Obligations

The Service Provider should provide a custom designed professional business development service for YERFs financed enterprises in line with international best practices to assist beneficiaries of the FUND to establish and develop sustainable businesses. The specific duties and responsibilities of The Service Provider are as follows:

- Assess business operational needs and identify entrepreneurial competency improvement areas and opportunities.
- Develop a comprehensive entrepreneurial and personal 12-month capacity building program which shall be reviewed monthly and reported on monthly.
- Develop a comprehensive business turn-around strategy.
- Using a variety of learning techniques conduct formal training to assigned enterprises on relevant capacity building topics annually over the duration of the contract.
- Assist and facilitate the development of Capacity Development Plans for entrepreneurs, profiling of funded businesses and preparation of individual/business

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action plans with specific outcomes and timelines, for results-oriented service delivery.

- Compile reports of trainings conducted (including attendance register) and the outcomes achieved and recommend additional training needed.
- The Service Provider's Business coaches should familiarize themselves with and align the assigned enterprises' business plans to the obtaining business situation.
- Conduct a needs and situation analysis and assess the performance of assigned enterprises at baseline as against their full potential with a view to identify areas that need to be optimized.
- Assess capabilities of business owners and management of assigned enterprises.
- Profile contracted enterprises in accordance with their needs, stage in business, size of business and geographic location.
- Develop a work/visit plan with designated focal persons and share such plan with the responsible focal person in Youth Fund
- Provide structured coaching sessions to assigned enterprises by way of visiting to monitor the implementation of the business plan and capacity development plans.
- Evaluate the impact of the coaching development programme through self-assessment of enrolled participants and other tools.
- Assist assigned enterprises to maintain a proper set of books of financial records and prepare quarterly management accounts for gauging the performance of their businesses from time to time.
- Ensure that assigned businesses follow proper business banking practices.
- Ensure that business coaches maintain a proper record of the coaching delivered to contracted enterprises through the filling of coaching forms.
- Keep track and evaluate the performance of business coaches.
- Compile monthly coaching reports for each of the assigned enterprises.
- Assist in monitoring the activities and performance of assigned businesses.
- Identify industry or sector specific business opportunities and share relevant database and information with potential Fund borrowers.
- Identify market channels with a potential and link financed businesses with markets, suppliers, and other service providers.

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- Introduce potential youth beneficiaries to the value chain approaches to enhance their capacity to service the formal market more consistently and reliably.
- Facilitate the development of financial management plan to better manage cashflows.
- Refer participating enterprises who still need further assistance to reputable service providers and link such enterprises to more established entrepreneurs in the same line of business for peer-to-peer mentorship.
- Attend monthly, quarterly meetings with YERF, which may be with Stakeholders (Intermediary, Business Development Service Providers, Ministry of Spots Culture and Youth Affairs)
- Nominate a project focal person and advise the Youth Fund of such person's profile which includes contact details, qualifications and references.
- Provide consolidated monthly, quarterly, and close out reports detailing programme statistics and other pertinent issues. The monthly report shall be due on or before the 10th day of the following month. The quarterly report shall be due on or before the 20th day of the first month of the next quarter.
- Identify supported enterprises operating have achieved their break-even point and are operating as self-sustainable business entities.
- Alert the Youth Fund and the Intermediary organization upon of any cases that may require urgent and special attention. Notifications of any special cases should be done on time in writing.
- Conduct business training at location suitable and conducive for the mentioned target group.

### 2.2. Source of Funds

Youth Enterprise Revolving Fund (YERF) intends to apply its funds towards the cost of the Services to cover eligible payments under the Contract for the Services. Payments by the YERF will be made quarterly and will be made only at the request of the authorized Project Manager and will be subject in all respects to the terms and conditions of the Contract.

### 2.3. Corrupt or Fraudulent Practices

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The Public Procurement Act requires that the Youth Enterprise Revolving Fund (YERF) (including beneficiaries of the funds), as well as Tenderers, suppliers, and contractors and their subcontractors under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Fund:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
- (b) “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party.
- (c) “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.
- (d) “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.
- (e) “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.

### 3. TENDER INVITATION AND SUBMISSION

3.1. The purpose of this document is:

- (a) To provide prospective Service Providers with sufficient information to understand the business operations of YERF and to respond to the specific tender requirements.
- (b) To ensure that a consistent level of information is obtained from each prospective Service Provider; and
- (c) To provide a structured framework for the subsequent evaluation of the proposed solutions.

3.2. This document is an official Request for Tender (RFT) for the services as specified for Youth Enterprise Revolving Fund. Service Providers are required to respond to

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this RFT demonstrating that their offers are a probable fit to YERF's overall requirements.

3.3. Tender documents must be submitted in a sealed packages as follows:

- (a) One (1) original, clearly marked "ORIGINAL".
- (b) Three (3) copies clearly marked "COPY".

3.4. Submissions: clearly marked "Tender Number and Full Name" must be submitted into the Tender Box situated at LILUNGA HOUSE 4<sup>th</sup> FLOOR, SOMHLOLO ROAD, MBABANE addressed as follows:

**Tender Number and Name**

**The Secretary to the Tender Board Youth Enterprise Revolving Fund**

**P.O. Box 6557 Mbabane**

**Eswatini**

3.5. Tenderers are required to complete a tender submission register at the reception where the tender box is located before depositing their tenders into the tender box.

3.6. The technical and financial tender must be submitted in **two separate envelopes** clearly marked with tender reference number.

3.7. All tender documents must be submitted before or on the closing date and time as indicated in the RFT document. Late, faxed or e-mailed tenders will not be accepted. Youth Enterprise Revolving Fund (YERF) reserves the right to change the closing date and any other dates that may appear in this RFT. Such changes will be communicated as soon as they are made.

**3.8. Tenders will be valid for 30 calendar days from closing date of accepting tender documents.**

3.9. In the event of any problems with the delivery of the tenders, vendors should please contact the Secretary to Tender Board on the following number: +268-2404 1433. If the envelopes are not sealed and marked as required, YERF will assume no responsibility for the tenders' misplacement or premature opening.

3.10. All enquiries relating to this RFT should be submitted in writing or e-mailed to [mandlankambule@yef.co.sz](mailto:mandlankambule@yef.co.sz) no later than **12 May 2023**. All questions and answers thereto will be communicated in writing to all participants. No direct communication or contact with any other party at YERF is permissible. Any such

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breach may disqualify the company. If any enquiries are sent by fax or original copies, these should be followed by email correspondence within 24 hours.

**3.11. Tenders must be in ENGLISH language.**

**YOUTH ENTERPRISE REVOLVING FUND (YERF)**



**YOUTH ENTERPRISE REVOLVING FUND (YERF)**

**TENDER ADVERTISEMENT: REQUEST FOR TENDER FOR THE PROVISION  
OF BUSINESS COACHING, MENTORSHIP AND TRAINING SERVICES**

The Youth Enterprise Revolving Fund (YERF) intends to appoint suitably qualified service providers for the provision of business coaching, mentorship and training services.

1. More details on the requirements are provided in the Request to tender (RTT) documents, which may be purchased Youth Enterprise Revolving Fund (YERF) LILUNGA HOUSE 4<sup>th</sup> FLOOR, SOMHLOLO ROAD MBABANE, for a non-refundable fee of E500 per set, from **26 April 2023 to 23 May 2023** and soft copies can be downloaded from ESPPRA website; [www.sppra.co.sz](http://www.sppra.co.sz) and YERF website; [www.yef.co.sz](http://www.yef.co.sz)

2. There will be no pre-bid meeting or site visit conducted

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**3. During tender opening each tenderer can bring a maximum of one representative to ensure adherence to COVID-19 Regulations. Tenders must be delivered not later than 12 noon, Thursday 18<sup>th</sup> May 2023 and at 12:15pm the tender documents will be opened in in YERF office in the presence of all tenderers. Youth Enterprise Revolving Fund (YERF) reserves the right to accept or reject any tender without giving reasons thereof and does not bind itself to accept the lowest or any tender.**

### **4. TENDER OPENING AND EVALUATION**

#### **4.1. Tender Opening**

4.1.1 YERF will open the Tenders in the presence of the Tenderers' representatives who choose to attend.

4.1.2. The Tenderers' names, the Tender prices, the total amount of each Tender and of any alternative Tender (if alternatives have been requested or permitted), any discounts, Tender modifications and withdrawals, the presence or absence of Tender Security, and such other details may consider appropriate, will be announced YERF at the opening. No Tender shall be rejected at Tender opening except for the late Tenders. Late and withdrawn Tenders will be returned unopened to the Tenderers.

#### **4.2. Process to Be Confidential**

4.2.1 Information relating to the examination, clarification, evaluation, and comparison of Tenders and recommendations for the award of a contract shall not be disclosed to Tenderers or any other persons not officially concerned with such process until the award to the successful Tenderer is notified of the award. Any effort by a Tenderer to influence YERF's processing of Tenders or award decisions may result in the rejection of his Tender.

4.2.2 If, after notification of award, a Tenderer wishes to ascertain the grounds on which its Tender was not selected, it should address its request to the YERF, who will provide written explanation. Any request for explanation from one Tenderer should relate only to its own Tender; information about the Tender of competitors will not be addressed.

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**4.3. Currency for Tender Evaluation**

4.3.1. Quoted prices must be stated in Emalangenzi and should remain fixed for the duration of the contract.

**5. TENDER EVALUATION CRITERIA**

5.1. The bids shall be evaluated as follows:

- a. Preliminary Assessment: This is an assessment of compliance with the preliminary checklist and will be determined on a yes or no basis as below.

<b>REQUIREMENT</b>	<b>Available / not available (Please tick <input type="checkbox"/> or cross X as appropriate)</b>
a. Company Profile	
b. Certified Valid Trading License	
c. Original Valid Tax Compliance Certificate	
d. Certified Valid Labour Compliance Certificate	
e. Certified copies of Form J and Form C	
f. Police clearance for all company directors	
g. Names and contacts of at least 5 reference customers	
h. CVs of key personnel in the training team	
i. Financial Proposal presented in a separate envelope, sealed and addressed accordingly	
j. Technical Proposal presented in a separate envelope, sealed and addressed accordingly.	
k. Name of contact person of the Tender	
l. Proof of payment of Tender document	

**NB: Please submit checklist attached on the first page of tender documents. The documents must follow the sequence on the checklist.**

**Signature.....**

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**b. Technical Evaluation:**

<b>Evaluation Criteria</b>	<b>Criteria weighting Factors</b>	<b>Maximum Points</b>
Adequacy and quality of proposed methodology/ program, work plan monitoring framework in responding to TORs	<ul style="list-style-type: none"> <li>• Understanding of project and scope of work.</li> </ul>	<b>30</b>
	<ul style="list-style-type: none"> <li>• Programme clearly outlined.</li> </ul>	<b>15</b>
	<ul style="list-style-type: none"> <li>• Organization/ Team and Staffing (confirmation (in writing) of team members or sub – contracted members to be part of the supplier’s organisation’s huma resource.</li> </ul>	<b>5</b>
Relevant Experience of Service Provider	<ul style="list-style-type: none"> <li>• Experience with similar engagements                             <ul style="list-style-type: none"> <li>i) (Team Leader must possess minimum master’s in business management/ Administration or, related discipline)</li> <li>ii) Minimum 5 years experience in similar</li> </ul> </li> </ul>	<b>20</b>

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	<p>projects</p> <p>iii) Minimum 5 letter written client references with contact details and contact person. Purchase orders must be provided.</p>	<b>15</b>
	<ul style="list-style-type: none"> <li>• Availability of resources as evident in submitted financials or proof of source of financial resources to finance project i.e. bank letter, etc.</li> <li>• Company offices - Physical address.</li> </ul>	<b>10</b>  <b>5</b>
	<b><u>TOTAL</u></b>	<b><u>100</u></b>

NB: A tender with a score less than 75% (minimum technical qualifying mark) of the points allocated above shall be disqualified and eliminated from further evaluation.

**c. Evaluation of Financial Proposals**

The Financial Proposals must be inclusive of:

- i. Fees for the conducting exercise
- ii. Fees for the Consultants
- iii. Disbursements
- iv. Any other relevant charges
- v. All related taxes

The financial proposals will be evaluated using the Price/Quality Methodology whereby:

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The lowest evaluated Financial Proposal (FP) will be given the maximum financial score (Fs) of 100 points. The financial scores of all other proposals will be computed as follows:  
$$Fs = 100 \text{ multiplied by lowest cost proposal (amount) divided by the amount of the proposal being evaluated.}$$
The final score will be: 75% Technical Score and 25% Financial Score

### 6. USE OF CONTRACT DOCUMENTS AND INFORMATION: INSPECTION

6.1. The Service Provider shall not, without the Fund's prior written consent, disclose the contract or any provision thereof, or any specification, plan, drawing, pattern, strategy, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

6.2. The supplier shall not, without the Fund's prior written consent, make use of any document or information except for purposes of performing the contract.

### 7. PATENTS RIGHTS

7.1. The supplier shall indemnify the Fund against all third-party claims of infringement of patent, trademark, or industrial design rights arising service offered or any part thereof by the Fund.

### 8. PERFORMANCE SECURITY

8.1. The successful bidder may be requested to furnish the Fund a performance security of a percentage to be determined by the Fund or specified in the conditions of the Contract. This performance security will be deducted quarterly on payment due to the supplier.

8.1. The proceeds of the performance security shall be payable to the Fund as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract. The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the Fund and shall be in one of the following forms:

8.2. The performance security will be discharged by the Fund and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's **performance**

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**obligations** under the contract, including any warranty obligations, unless otherwise specified.

### 9. DELIVERY

9.1. Delivery of the services shall be made by the supplier in accordance with the documents and terms specified in the contract.

9.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery or performance of services, the supplier shall promptly notify the Fund in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the Fund shall evaluate the situation and may at its discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

### 10. PAYMENT

10.1. The method and conditions of payment to be made to the supplier under this contract shall be specified.

10.2. The supplier shall furnish the Fund with an invoice accompanied by a copy of the Job card and upon fulfilment of other obligations stipulated in the contract.

10.3. Payments shall be made by the Fund not later than thirty (30) days after submission of an invoice or claim by the supplier, unless otherwise specifically agreed.

10.4. Payment will be made in Emalangeni or South African Rands.

### 11. PENALTIES

11.1 If the supplier fails to deliver any or to perform the services within the period(s) specified in the contract, the Fund shall, without prejudice to its other remedies under the contract, deduct **from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services** using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The Fund may also consider termination of the contract.

### 12. APPLICABLE LAW

12.1. Upon award of this tender, the contract shall be interpreted in accordance with the laws of the Kingdom of Eswatini.

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### 13.1. TAXES AND DUTIES

13.1. (Please visit [www.sra.org.sz](http://www.sra.org.sz) for further details) A foreign supplier shall be entirely responsible for all taxes, including withholding tax (15%) and any other such levies imposed in Eswatini. Please refer to the following extract from the Eswatini Tax legislation.

### 14. INTENTION TO AWARD CONTRACT

14.1. The awarding of contract shall be recommended to the best evaluated tenderer, as determined by the evaluation methodology and criteria specified in the invitation document. The contract award decision shall be taken by the appropriate approval's authority, but the award decision does not constitute a contract. Following the contract award decision, YERF will prepare a notice indicating the name of the best evaluated tenderer, the value of the proposed contract and any evaluation scores. The notice will be sent to all tenderers who submitted tenders by letter and, where appropriate, by fax or email; and will be Published on the Eswatini Public Procurement Regulatory Agency website. YERF will allow a period of at least ten working days to elapse from the date of dispatch and publication of the notice before a contract is awarded. YERF will promptly notify, in writing, other suppliers on the shortlist that they were unsuccessful.

### 15. TERMINATION

15.1. The Fund, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part

- a) If the supplier fails to deliver any or all of the services within the period specified in the contract, or within any extension thereof granted by the Fund
- b) If the supplier fails to perform any other obligations under the contract.

### 16. FORCE MAJEURE

16.1. For purposes of this clause, force majeure means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include but are not restricted to wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

16.2. If a force majeure situation arises, the supplier shall promptly notify the Fund, in writing of such condition and the cause thereof. Unless otherwise directed by the Fund

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in writing, the supplier shall continue to perform its obligation under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**17. TENDERER'S DESIGNATED LIASON**

17.1.Tenderers must indicate below a single designated contact person, through whom all communications between YERF and the company will take place:

Contact Name:

\_\_\_\_\_

Designation:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Telephone:

\_\_\_\_\_

Fax:

\_\_\_\_\_

Email:

\_\_\_\_\_

**18. DECLARATION OF ELIGIBILITY FORM**

18.1.The bidder must provide a signed declaration in the following format in company letterheads:

[Name of Bidder, Address, and Date]

To: The Fund Manager/ Chief Executive Officer

Youth Enterprise Revolving Fund

PO Box 6557

Mbabane

Eswatini

Dear Sir,

RE: Tender No: 0001 of 2023/2024 PROVISION OF BUSINESS COACHING,  
MENTORSHIP TRAINING SERVICES

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MENTORSHIP AND TRAINING SERVICES**

We, hereby declare that:

- (a) We, have a legal capacity to enter into the contract.
- (b) We, are not insolvent, in receivership, suspended, bankrupt or being wound up and not subject of any legal proceedings;
- (c) We, have not been convicted of any criminal offence related to professional conduct or making of false statement or misrepresentations of qualifications to enter into a contract within a period of five (5) years preceding the commencement of the procurement proceedings; and
- (d) We, do not have a conflict of interest in relation to the procurement requirement of the procurement proceedings
- (e) We, have fulfilled our obligations to pay taxes and social security contributions; and adhere to basic labour legislation.
- (f) We, are not subject to suspension from participating in public procurement; and none of our directors or officers have been involved in a tenderer or supplier currently subject to suspension.

Authorized (Full Name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**19. TECHNICAL BID SUBMISSION FORM**

19.1. The bidder must provide a signed declaration in the following format in company letterheads:

[Name of Bidder, Address, and Date]

To: The Fund Manager/ Chief Executive Officer

Youth Enterprise Revolving Fund

PO Box 6557

Mbabane H100

Eswatini

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**REF - YERF RFT: 0001-2023/2024 PROVISION OF BUSINESS COACHING,  
MENTORSHIP AND TRAINING SERVICES**

Dear Sir,

RE: Tender No: 0001 of 2023/2024 PROVISION OF BUSINESS COACHING,  
MENTORSHIP AND TRAINING SERVICES

I, the undersigned declare that:

(a) I, the undersigned, offer to provide the above services in accordance with your Request for Tender and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Tender sealed under a separate envelope.

(b) We, hereby declare that all the information and statements made in this Tender are true and accept that any misinterpretation contained in it may lead to disqualification.

(c) If negotiations are held during the period of validity of the Tender as indicated in Section I, we undertake to negotiate on the basis of the proposal. Our Tender is binding upon us and subject to the modifications resulting from contract negotiations.

(d) We, undertake, if our tender is accepted, to initiate and complete the provision of the services in accordance to your requirements.

(e) We, understand that Youth Enterprise Revolving Fund is not bound to accept the lowest or any proposal.

Yours Sincerely,

Authorized Signature : \_\_\_\_\_

Full Name : \_\_\_\_\_

Title of Signatory : \_\_\_\_\_

**20. FINANCIAL TENDER SUBMISSION FORM**

20.1.[The Financial Tender Submission Form should be included in the financial proposal.]

The bidder must provide a signed declaration in the following format in company letterheads:

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**REF - YERF RFT: 0001-2023/2024 PROVISION OF BUSINESS COACHING,  
MENTORSHIP AND TRAINING SERVICES**

[Name of Bidder, Address, and Date]

To: The Fund Manager/ Chief Executive Officer

Youth Enterprise Revolving Fund

PO Box 6557

Mbabane H100

Eswatini

Dear Sir,

RE: Tender No: 0001 of 2023/2024 PROVISION OF BUSINESS COACHING,  
MENTORSHIP AND TRAINING SERVICES

I, the undersigned declare that:

(a) I, offer to provide the above services in conformity with the Request for Tender and to technical and financial tenders.

(b) A detailed financial tender is attached.

(c) The tender will be valid for a period of \_\_\_\_\_ (numerical) / \_\_\_\_\_ (words) calendar days from the date fixed for the tender submission deadline in accordance with Tender, and it shall remain binding upon myself, subject to any modifications resulting from negotiations, and may be accepted at any time before the expiration of that period.

(d) I, understand that you are not bound to accept any tender that you receive;

Yours Sincerely,

Authorized Signature : \_\_\_\_\_

Full Name : \_\_\_\_\_

Title of Signatory : \_\_\_\_\_

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**FORM FIN-2: Summary of Proposal or Activity Cost**

*[Note to Service Providers: Service provider(s) may reproduce this form in landscape format with additional columns, rows or fields]*

*[Commissions and gratuities, if any, paid or to be paid to agents by Service Providers and related to the assignment should be listed]*

Cost Item	Cost (SZL)
Fees (provide detailed rates and descriptions)	
Reimbursable costs <sup>1</sup> (provide detailed rates and descriptions)	
% fee increases in subsequent years, describe basis for increase (if applicable)	
Local taxes (provide detailed rates and descriptions)	
<b>Total</b>	

*[The above table may be expanded to include more categories and types of relevant data and information as appropriate]*

**Footnote: Payments will be made in the currency expressed above**

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