



The Kingdom of Eswatini

Abridged Request for Proposal

for

Procurement of Services

Procurement Method:	Open tender
Subject of Procurement:	Provision of Décor Services and Gift Hampers
Procurement Reference Number:	PSPF/RFP/34/2025
Participation <i>[National]</i>:	31 October 2025

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Section I: Invitation For Proposals

28 October 2025

Provision of Décor Services and Gift Hampers (PSPF/RFP/34/2025)

1. The Public Services Pensions Fund invites your proposal for provision of décor and gifts for its annual board dinner schedule for 5 December 2025
2. Bidding will be conducted in accordance with the Government of Eswatini's Public Procurement Act and Regulations 2020.
3. This letter of invitation has been addressed to all competent services providers in Eswatini
4. Completed proposal which shall include both the Technical and Financial should be submitted at the Tender Box at PSPF Mbabane, Ingcamu Building or through email to procurement@pspf.co.sz by **1200hrs Friday, 31 October 2025**. Tender opening shall follow at 1205hrs at 1st Floor of Ingcamu Building
5. The scores shall be Quality and Cost Based. Only tenders scoring above 70% in the technical will be eligible for financial evaluation. The weight of the technical to the financial shall be 7:3

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

	Activity	Date
(a)	Publish Tender notice	October 2025
(b)	Pre-Tender meeting where applicable	<i>Not Applicable in this tender</i>
(c)	Tender closing date	12:00 hrs, 31 October 2025
(d)	Evaluation process	3 – 7 October 2025
(e)	Notification and Publication of Notice of Intention to award	10 November 2025

Sincerely

PSPF Procurement Unit

Contents

Section I: Invitation For Proposals 3

1. Introduction and Background 5

2. Scope of Work..... 5

Lot 1: Decor Services for the 2025 Board End of Year Dinner 5

Lot 2: 2025 PSPF Board of Trustees End of Year Dinner Gifts 8

3. General Submission Instructions 10

4. Terms and Conditions 10

TENDER FORMS 11

1. Tender Submission Sheet..... 11

Title: Provision of Decor Services and End of Year Dinner Gifts for the 2025 PSPF Board of Trustees
End of Year Dinner

Closing Date: 12:00 PM on October 31, 2025

Tender Opening: 12:05 PM on October 31, 2025, at the 1st Floor Boardroom, Ingcamu Building, PSPF HQ, Mbabane

Email: procurement@pspf.co.sz | Tel: +268 2411 9000

1. Introduction and Background

The Public Service Pensions Fund (PSPF) is a statutory body established to manage and administer pensions for public service employees in Eswatini. As part of its mandate to foster stakeholder engagement and celebrate achievements, PSPF will host the **2025 Board of Trustees End of Year Dinner** at the Hilton Garden Inn in Mbabane on a date to be confirmed (expected to be 5 December 2025). The event will accommodate approximately 100 guests and aims to create a refined, corporate yet celebratory ambiance.

To ensure the event's success, PSPF invites experienced service providers to submit proposals for the following lots:

- **Lot 1: Decor Services** – Supply, setup, and dismantling of elegant decor reflecting a light blue and silver theme.
- **Lot 2: End of Year Dinner Gifts** – Supply and delivery of premium corporate gifts for approximately 120 invited guests.

Proposals may be submitted for one or both lots. Only one option per lot will be selected following evaluation. This RFP is issued in accordance with Public Procurement Regulations, 2020 and PSPF's procurement policies, emphasizing value for money, quality, and compliance.

Detailed specifications are provided below. Proposals must include itemized pricing and align with the outlined requirements.

2. Scope of Work

Lot 1: Decor Services for the 2025 Board End of Year Dinner

PSPF seeks a professional service provider to supply, set up, and dismantle elegant decor for the event, reflecting a light blue and silver theme with a refined, corporate yet celebratory ambiance. The provider will coordinate with Hilton Garden Inn to align with venue standards and restrictions.

1.1 Scope of Procurement

The decor service provider will deliver, set up, and dismantle after the event. Required elements include:

Tables and Seating:

- Round tables (seating 8–10 guests per table).
- Elegant chairs (silver Chiavari or equivalent) with seat cushions.
- Table linens (light blue tablecloths with coordinated overlays where suitable).
- Chair covers or sashes (optional, depending on final styling).

Table Settings:

- Silver underplates/chargers.
- Quality cutlery (full dinner set: knives, forks, spoons, dessert utensils).
- Glassware (wine glasses, water goblets, champagne flutes).
- Napkins (light blue, folded elegantly).
- Napkin rings (silver or themed).

Centrepieces:

- Floral arrangements featuring light blue and white flowers (e.g., hydrangeas, roses, peonies or similar).
- Arranged in elegant vases (silver or glass).
- Height and scale to suit visibility across tables.
- Tea light candles or small decorative lighting elements at each table.

Ambient Lighting:

- Soft, warm ambient lighting to enhance atmosphere.
- Uplighting in blue/silver tones to complement the theme.
- Candles or LED alternatives on tables for elegance.

Stage/Backdrop:

- Performance stage set-up with adequate space for entertainers/speakers.
- Stage skirting and platform decor in line with the event theme.
- Backdrop or draping in light blue/silver with floral or lighting accents.
- Podium.

Photo Booth:

- Themed photo booth with props that align with the light blue and silver theme.
- Branded backdrop (with PSPF and event branding).
- Instant print or digital sharing options (suppliers to propose).

Additional Decor:

- Coordination with Hilton Garden Inn to align with venue standards and restrictions.

1.2 Delivery Requirements

- Decor set-up must be completed at least 2 hours before the start of the event.
- Dismantling to be done after the event on the same night or next morning in agreement with the venue. Proposals must demonstrate full compliance with these delivery requirements; non-compliance will result in disqualification.

1.3 Submission Requirements

Interested suppliers should provide:

- A detailed proposal with itemized costings (tables, chairs, linens, centrepieces, stage, photo booth, lighting, etc.).
- Sample pictures or portfolio of previous work, particularly in corporate or formal dinner settings.
- Concept/mock-up reflecting the light blue and silver theme.
- Company profile and references.

1.4 Evaluation Criteria

Evaluation will be conducted using a Quality and Cost Based Selection (QCBS) method. Proposals will first be evaluated on technical criteria (70% weight). Only proposals scoring 70% or above on technical evaluation will proceed to financial evaluation (30% weight). The combined score will determine the successful bidder.

Technical Evaluation Criteria (100% of technical score; minimum 70% threshold):

Criterion	Description	Weight (%)
Compliance with specifications and theme	Alignment with required elements, theme, and delivery requirements	40
Creativity and quality of decor concept	Innovation, elegance, and suitability for corporate celebratory ambiance, supported by concept/mock-up and portfolio	35
Past performance and portfolio	Evidence of previous successful corporate/formal events, references	25

Financial Evaluation (30% of overall score): Financial proposals will be evaluated based on competitiveness, with scores normalized relative to the lowest bid: Financial Score = (Lowest Bid / Bidder's Bid) × 100.

Overall Score: Overall Score = (Technical Score × 0.7) + (Financial Score × 0.3).

Lot 2: 2025 PSPF Board of Trustees End of Year Dinner Gifts

PSPF invites suppliers to submit quotations for the supply and delivery of premium corporate gifts. Only one of the following approved options will be selected at evaluation stage. Gifts will be distributed to approximately 120 invited guests.

2.1 Technical Specifications

Suppliers are invited to propose for the following options (N.B.: Only one option will subsequently be chosen at evaluation):

Option i: Alex Varga Palazzo Faux Fur Fleece Blanket Hamper a. The blanket should be packaged as part of a luxury hamper, with additional complementary contents proposed by the supplier (e.g., premium

teas, chocolates, coffee, wine, or other suitable items). b. The hamper must be presented in an elegant, premium packaging design similar to the sample provided (reference: attached image in procurement requisition; suppliers to propose equivalent).

Option ii: Urban Terrain Canyon 12L Hardshell Cooler Box + Aslina 2022 Wine Gift Set a. A combined set featuring: i. Urban Terrain Canyon 12L Hardshell Cooler Box. ii. A bottle of Aslina 2022 wine. b. Packaging must be elegant and suitable for high-profile corporate gifting.

2.2 Delivery Requirements

- Delivery must be made to PSPF Offices in Mbabane.
- Delivery timeline to be confirmed in line with the End of Year Dinner event date. Proposals must demonstrate full compliance with these delivery requirements; non-compliance will result in disqualification.

2.3 Submission Requirements

Proposals must include:

- Detailed quotation with itemized costings for the selected option.
- Description of proposed complementary contents (for Option i) or packaging (for both options).
- Sample images or portfolio of similar high-profile gifting.
- Company profile and references.

2.4 Evaluation Criteria

Criterion	Description	Weight (%)
Compliance with specifications	Alignment with selected option, packaging, and delivery requirements	40
Creativity and quality of hamper/gift set presentation	Innovation and elegance in proposed contents/packaging, supported by samples/portfolio	35
Supplier reliability and past performance	Evidence of previous high-profile gifting, references	25

Evaluation will be conducted using a Quality and Cost Based Selection (QCBS) method. Proposals will first be evaluated on technical criteria (70% weight). Only proposals scoring 70% or above on technical

evaluation will proceed to financial evaluation (30% weight). The combined score will determine the successful bidder.

Technical Evaluation Criteria (100% of technical score; minimum 70% threshold):

Financial Evaluation (30% of overall score): Financial proposals will be evaluated based on competitiveness, with scores normalized relative to the lowest bid: Financial Score = (Lowest Bid / Bidder's Bid) × 100.

Overall Score: Overall Score = (Technical Score × 0.7) + (Financial Score × 0.3).

3. General Submission Instructions

- **Format:** Proposals must be submitted in sealed envelopes deposited in the tender box at the Reception, PSPF HQ, Ingcamu Building, Mbabane, or via email as an encrypted PDF to procurement@pspf.co.sz with the subject line "RFP PSPF/RFP/34/2025 – [Lot 1/Lot 2/Both]".
- **Deadline:** October 31, 2025, 12:00 PM. Late submissions will not be accepted.
- **Validity:** Proposals must remain valid for 60 days from submission deadline.
- **Confidentiality:** All information provided is confidential and for evaluation purposes only.
- **Questions:** Direct all clarifications to procurement@pspf.co.sz by October 30, 2025.
- **No Obligation:** PSPF reserves the right to reject any or all proposals without reason.
- **Tender Opening:** Submitted tenders will be opened publicly at 12:05 PM on October 31, 2025, in the 1st Floor Boardroom, Ingcamu Building, PSPF HQ, Mbabane. Interested parties are welcome to attend.

4. Terms and Conditions

- Successful bidders will enter into a formal contract with PSPF.
- Payment terms: 10 days upon satisfactory delivery and invoice.
- All costs must be quoted in Emalangeni (E), inclusive of VAT and delivery. No hidden cost.
- Bidders must be registered with relevant Eswatini authorities and provide proof of tax compliance.

- Bidders must meet the eligibility requirements as stated in Section 40 of the Public Procurement Act.
- Before the award of contract, the Fund may verify the eligibility of the bidder.

TENDER FORMS

*ALL THE FORMS BELOW SHOULD BE FILLED IN AND SUBMITTED WITH YOUR PROPOSAL
AFTER FILLING IN NOTHING IN RED, ITALICS AND IN BRACKETS SHOULD REMAIN*

1. Tender Submission Sheet

Date: *[insert date (as day, month and year) of Tender submission]*

Procurement Reference No: *[insert Procurement Reference number]*

To: Public service Pensions Fund (PSPF) We,
the undersigned, declare that:

- (a) We have examined and have no reservations to the Tendering Document, including Addenda No.
- (b) We offer to supply in conformity with the Tendering Document and in accordance with the delivery schedule specified in the Statement of Requirements the following Goods and Related Services
[insert a brief description of the Goods and Related Services. Amend wording and attach relevant details if an alternative delivery schedule is proposed];
- (c) The total price of our Tender, excluding any discounts offered in item (d) below, is:

Lot1:

Lot 2:

*[insert the total Tender price in words and figures, indicating the various amounts
and the respective currencies];*

- (d) The discounts offered and the methodologies for their application are:

Unconditional discounts. If our Tender is accepted, the following discounts shall apply. *[Specify in detail each discount offered (e.g. amount/percentage) and the specific item of the Statement of Requirements to which it applies.]*

Methodology of application of the unconditional discounts. The discounts shall be applied using the following method: *[Specify precisely the method that shall be used to apply the discounts];*

Conditional discounts. If our Tenders for more than one lot are accepted, the following discounts shall apply. *[Specify precisely each discount offered (e.g. amount/percentage) and the conditions of the discount.]*

Methodology of application of the conditional discounts. The discounts shall be applied using the following method: *[Specify in detail the method that shall be used to apply the discounts];*

- (e) Our Tender shall be valid for **60 days** and it shall remain binding upon us and may be accepted at any time before that date;
- (f) We, including any subcontractors or providers for any part of the contract resulting from this procurement process, are eligible to participate in public procurement.
- (g) We, including any subcontractors or Providers for any part of the contract, have nationals from the following eligible countries *[insert the nationality of the Tenderer, including that of all parties that comprise the Tenderer, if the Tenderer is a Joint Venture consortium or association, and the nationality of each subcontractor];*
- (h) We undertake to abide by the Code of Ethical Conduct for Tenderers and Providers during the procurement process and the execution of any resulting contract;
- (i) We are not participating, as Tenderers, in more than one Tender in this Tendering process, other than alternative Tenders in accordance with the Tendering Document;
- (j) We do not have any conflict of interest and have not participated in the preparation of the original Statement of Requirements for the Procuring entity;
- (k) We, our affiliates or subsidiaries, including any subcontractors or Providers for any part of the contract, have not been debarred by the Eswatini Public Procurement Regulatory Agency from participating in public procurement;
- (l) The following commissions, gratuities, or fees have been paid or are to be paid with respect to the 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	Reason	Amount & Currency

- (o) We understand that you are not bound to accept the lowest Tender or any other Tender that you may receive.

Signed: *[signature of person whose name and capacity are shown below]*

Name: *[insert complete name of person signing the Tender]*

In the capacity of *[insert legal capacity of person signing the Tender]*

Duly authorised to sign the Tender for and on behalf of: *[insert complete name of Tenderer]*

Dated on _____ day of _____, _____ *[insert date of signing]*

2. Declaration of Eligibility

[The Tenderer 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 declaration.]

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

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 into 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 paragraphs (a) – (e) above.
- (g) We further declare that we are not Politicians and or Public Officers.
- (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.

Name _____ *In the capacity of* _____

Authorised Representative Signature _____ *Date* _____

Code of Ethical Conduct in Business for Tenderers and Providers

1. Ethical Principles

Tenderers and providers shall at all times-

- (a) maintain integrity and independence in their professional judgement and conduct;
- (b) comply with both the letter and the spirit of-
 - i. the laws of Eswatini; and
 - ii. any contract awarded.
- (c) avoid associations with businesses and organisations which are in conflict with this code.

2. Standards

Tenderers and providers shall-

- (a) strive to provide works, services and Goods of high quality and accept full responsibility for all works, services or Goods provided;
- (b) comply with the professional standards of their industry or of any professional body of which they are members.

3. Conflict of Interest

Tenderers and providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with any procuring entity. Tenderers and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

4. Confidentiality and Accuracy of Information

- (1) Information given by Tenderers and providers in the course of procurement processes, or the performance of contracts shall be true, fair and not designed to mislead.
- (2) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

5. Gifts and Hospitality

Tenderers and providers shall not offer gifts or hospitality directly or indirectly, to staff of a procuring entity that might be viewed by others as having an influence on a government procurement decision.

6. Inducements

- (1) Tenderers and providers shall not offer or give anything of value to influence the action of a public official in the procurement process or in contract execution.
- (2) Tenderers and providers shall not ask a public official to do anything which is inconsistent with the Act, Regulations, Guidelines or the Code of Ethical Conduct in Business.

7. Fraudulent Practices

Tenderers and providers shall not-

- (a) collude with other businesses and organisations with the intention of depriving a procuring entity of the benefits of free and open competition;
- (b) enter into business arrangements that might prevent the effective operation of fair competition;
- (c) engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;
- (d) misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring entity; or utter false documents;
- (e) unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the PE; and
- (f) withholding information from the PE during contract execution to the detriment of the PE.

I agree to comply with the above code of ethical conduct in business.

AUTHORISED SIGNATORY

NAME OF TENDERER

