



CALL FOR EXPRESSION OF INTEREST

VENDOR LISTING

EOI-03-2022

The Swaziland Action against Abuse (SWAGAA) is a registered local non-governmental organization in Eswatini that provides a broad range of services focused on addressing Gender-based Violence in the form of abuse, sexual, physical, financial abuse and neglect. SWAGAA provides services to both women and men.

SWAGAA invites proposal from companies/individuals to provide services in the below mentioned categories:

Sr.	Categories	Description
1	International & Domestic Ticketing, Travel & transportation	Travel Agent Fees , Visa Services , Airfare International, Airfare Domestic
2	Equipment & Vehicle Hire	PA System, Car Hire & Vehicle Tracking System , LED Truck (Outreach activities)
3	Hotel Services for Non/Residential programmes & Residential programmes	Hotel Room, Meeting Venues: Hotel Conference Room, Equipment Rentals, Refreshments
4	Stationery/Office Supplies	Flip charts, library books, Office Supplies, Printer Paper, Cartridges & Toners (HP, Canon)
5	Office/IT Equipment	Computers (Laptop, Desktop, Tablets), Printers & Copiers Servers, Computer Accessories, Cameras, Projector, Office Appliances, Office Equipment, Air Conditioners, Water Dispensers etc.
6	Furniture & Fixtures	Desks, Chairs, Cubicles, Cupboards, Office Furniture & Fittings
7	Repair & Maintenance of office equipment, services	Building Maintenance, Repair & Maintenance of Items listed in pt. 5 above, plumbing and electrical services



8	Designing, Printing & Publication	Banners/Flex, Printing Media, Promotional Items, Graphic Design, Booklets
9	Promotional materials	Gazebo, Camp chairs, Brochures, Cap/t-shirt, bags, jackets, notebook, diaries, keyrings, mug, pen etc.
10	Consultancy (Interpreters, Legal, Audit, IT, Translation)	Baseline and End line surveys, Project evaluation, Documentary, Audit Firms, Workshop Facilitators, Legal Services, Comic Animation, Website, Social Media Management.
11	Advertisement Agency	Newspaper Advertisement Radio Advertisement TV Advertisements Online advertisements
12	Insurance services	Nonlife insurance: Staff medical insurance, Group personal accidental insurance, travel insurance, asset insurance and vehicle insurance
13	Guard services	24 hours guarding services 7 days a week
14	Vehicle repairs, maintenance, servicing with spare parts, tyres and tubes	Car wash, Vehicle Repairs & Maintenance (Toyota Fortuner, LDV GD6, Hilux, vitz, Quantum, Nissan NP300, Xtrail, Ford ranger), Vehicle Tyres and Spare Parts, Fuel
15	Humanitarian Relief related items supply	Hygiene Kit, Dignity Kit, Food Security Hampers,
16	Hardware and construction suppliers	Cement, Iron Rod, Galvanized Iron Sheet, Construction supplies like sand, stones etc.
17	Personal Protective Equipment Material	First aid kit box & accessories, Face Masks, Hand Sanitizers, Fumigation sprays, alcohol wipes, spray bottles, hand washing liquid etc.



18	Catering Services (All Regions)	Refreshments, Light Snack Packs
19	Cleaning Material	Office Cleaning supplies

Interested companies/individuals can obtain the Vendor registration document [here](#) and **EOI Submission** details herewith.

Eligible vendors who provide complete information may be invited to participate in future procurement processes. Therefore, all interested vendors are requested to respond to this EOI by submitting the required documents not later than 16 March 2022 to recruitment.swagaa@gmail.com

Note:

1. Interested vendors must send duly filled & signed vendor registration form along with certified copies of Trading license, VAT/ID certificate, Form J, Form C, certificate of incorporation, tax clearance certificate, and company/personal profile.
2. The email subject must clearly state the Sr. No. and the category applied for clearly mentioned from the abovementioned list.
3. SWAGAA reserves the right to accept or reject any applications in whole or in part and alter the provisions of this EOI as deemed necessary without assigning reasons whatsoever.