

APPLICATION FOR EXPRESSION OF INTEREST (EOI) FOR THE OUTSOURCING OF THE UNIVERSITY OF SWAZILAND BOOKSHOP

INTRODUCTION

After careful consideration, the University of Swaziland has taken a decision to outsource its current bookshop function and accordingly invites eligible and competent companies with a proven track record in providing bookshop services for institution of higher learning to express their interest to this invitation.

The University of Swaziland has a total enrolment of approximately 6 000 students, the majority which are sponsored by the Government of Swaziland. Each government sponsored student is granted a book allowance annually for the duration of the student's programme of study.

The main bookshop is located at Kwaluseni campus and the other bookshops are located at the Faculty of Agriculture (Luyengo Campus) and the Faculty of Health Sciences (Mbabane Campus).

VENDOR SELECTION

The selection of a vendor to provide bookshop services in the three campuses will be undertaken through a rigorous and transparent process, as follows:

1. Stage 1 Expression of Interest (EOI) will be sought from eligible bookshop vendors;
2. The assessment of vendors will be done by various levels including the Student Representative Council, the Bookshop Committee, the University General Services Committee, and the University Building and Tenders Committee. From the assessment, 3 – 4 vendors will be shortlisted;
3. The shortlisted vendors will be invited to proceed to Stage 2, which is the Submission of Proposals in providing bookshop services;
4. The selected vendor will be offered appointment as Bookshop Service Provider for the University of Swaziland, subject to negotiation of agreed terms of engagement.

STAGE1: EOI Submission

Stage 1 Expression of Interest should outline the basic credentials and experience of the vendor, and should **not** attempt to present concepts or solutions for the bookshop services. The EOI must:

- Provide details of the background, experience, and personnel of the vendor who would be involved in this venture;
- Give details and relevant illustration of similar ventures which have been run successfully in other universities;

GENERAL NOTES

- The University makes no guarantees about this EOI and takes no responsibility for the accuracy and completeness of this request for the EOI and disclaims any liability for any interested party's use of the information;
- The University may change or replace information contained in this request for the EOI at any time, without giving any prior notice or providing any reason;
- Submitting an EOI does not constitute a bid. No vendor will be bound by anything contained in their EOI submission.

REQUIRED INFORMATION SUMMARY FOR THE EOI

CONTACT INFORMATION	
Name of Person Submitting EOI	
Company Name	
Position in the Company	
Contact Details:	Physical Address
	Postal Address
	Telephone Number

Fax Number	
Cell Phone	
E-mail Address	
Website page (if any)	
COMPANY'S PROFILE AND EXPERIENCE IN THE BOOKSHOP INDUSTRY	
Names and Locations of Current Bookshop Locations (references from customers)	
Number of Years in Operation	
Annual Turnover per year for the last five years	
Professional indemnity cover limit (provide proof)	
Details of vendor's Insurance Company	
Date and Country of Registration	
Valid Tax Registration and Tax Clearance Certificate from country where you are operating (to be submitted)	
Details Company Registration and Shareholding	
Membership/Affiliations	
International Branches (if any)	
Names addresses of Publishers dealing with the vendor (references required)	
Geographical Coverage in Southern Africa and/or Internationally	
Other Companies having links with the vendor	

INTEREST IN BOOKSHOP SERVICES AT THE UNIVERSITY OF SWAZILAND	
Are you interested as an <u>Investor</u> or as an <u>Operator</u> or both?	
What (estimate) level of <u>Capital Investment</u> would you be prepared to consider?	
What specific conditions would <u>encourage</u> you to bid for the Bookshop services?	
What specific conditions would <u>discourage</u> you from bidding for the Bookshop services?	

INSTRUCTIONS TO VENDORS

1. Read this document carefully before completing, signing, and submitting this form.
2. Make sure all pages of this form are initialed except the signature page.
3. Make sure you complete **all** sections. The University may at its sole discretion reject any incomplete application.
4. Make sure all information is accurate – forms with incorrect information **will not be considered**.
5. Use **BLOCK LETTERS** to fill in the form.
6. Application forms received after the Closing date of **26th February 2010 at 3:30 p.m.** **will not be considered**.
7. Applications may be couriered or hand delivered and appropriately labeled to the following office:

“EXPRESSION OF INTEREST: BOOKSHOP SERVICES AT UNISWA”

SECRETARY BUILDING AND TENDERS COMMITTEE

**UNIVERSITY OF SWAZILAND
ADMINISTRATION BUILDING
OFFICE 008
KWALUSENI CAMPUS
SWAZILAND**

8. A shortlist of 3 -4 vendors will be as a result of the information supplied. Additional information may be requested by the University where it is deemed necessary.
9. Reasons for the University's decision will not be discussed or made public.
10. Queries to this invitation should be addressed to the Secretary, Building and Tenders Committee in writing, on fax number +268-5185276 or emailed to; physplan@uniswacc.uniswa.sz, at least 10 working days prior to the submission deadline.
11. Each vendor must submit two copies of this Expression of Interest document.

DECLARATION OF INFORMATION SUPPLIED

- The information furnished is true and correct.
- If the information supplied is found to be incorrect, the University of Swaziland may, in addition to any other remedy it may have:
 - Recover all costs, losses or damages it has incurred or suffered as a result of the vendor's conduct;
 - Remove the vendor from future tender lists and claim any damages, which the University has suffered as a result of having to make less favorable arrangements due to such removal.

SIGNATURE AND NAME OF RESPONDENT

NAME.....

WITNESSES:

NAME

SIGNATURE

CAPACITY

NAME

SIGNATURE

CAPACITY

COMPANY DATE
STAMP