



**Tambankulu**  
ESTATES

## **REQUEST FOR TENDER PROPOSALS**

### **LEASE OF TAMBANKULU CLUB AND GUEST HOUSE**

**RFP No: TAMB 002/2025**



<b>REQUEST FOR TENDER (RFP) NUMBER: TAMB 002/2025</b>	
Issue date:	7 <sup>th</sup> March 2025
Closing Date and time:	11 <sup>th</sup> April 2025 – 16h00
Tender to be submitted to:	By email: <a href="mailto:tenders@tamb.co.sz">tenders@tamb.co.sz</a> (Max file size 20mb)
Contact Person: For enquiries/clarifications	Name: Johan Robberts Email: <a href="mailto:Johan.robberts@tamb.co.sz">Johan.robberts@tamb.co.sz</a> <a href="mailto:Patricia.Magutshwa@tamb.co.sz">Patricia.Magutshwa@tamb.co.sz</a> Tel: +268 2373 7112/3/4  <b>N.B. All requests for clarifications must be in writing</b>
RFP Submission:	Service providers are requested to submit tenders for the lease of Club and Guest House facilities at Tambankulu Estates. The contracting model is on a fixed renewable lease agreement. Tenders should be submitted in pdf format by email to the above email address before the stipulated closing date and time.

## INTRODUCTION & GENERAL INFORMATION

### 1. BACKGROUND

Tambankulu Estates is predominantly a sugarcane growing company, situated in the northeast of Eswatini comprising of 3 837 hectares of fully irrigated farms (under cane) of which approximately 97 percent is harvested annually. The estate consistently achieves excellent sucrose yields under optimum growing conditions in the region and delivers its cane to the near-by Simunye and Mhlume sugar mills.

### 2. BRIEF DESCRIPTION

Nestling amongst the Tambankulu Estates sugar cane fields in eSwatini, lies the unique and tranquil Tambankulu Club and Guesthouse. It is a small paradise for nature lovers and birdwatching enthusiasts. Within walking distance, you will find the Sugar Cane Museum, tennis court, restaurant, and two conference facilities where in the larger one, we cater for 24 people in boardroom style or 40 people in cinema style conferences. The smaller one caters for 12 people in boardroom style or 24 people in cinema style conferences.

The Guesthouse comprises of a total 12 Rooms, swimming pool and beautiful backyard garden which is an ideal spot for a romantic wedding reception. The Club swimming pool is a favourite for the youth / children. The Club / Guesthouse is only 11km from Mbuluzi Game Reserve where visitors can enjoy more tranquillity, picnics, and walking trails, as they view game.

### 3. SCOPE OF TENDER

This Request for a Proposal ("RFP") outlines the requirements of Tambankulu Estates and the process to be followed by the prospective tenderers in submitting a response to the **RFP for: THE LEASE OF CLUB AND GUEST HOUSE FACILITIES AT TAMBANKULU ESTATES**

Tambankulu Estates seeks to engage a reputable company which is registered with the Registrar of Companies in Eswatini to lease our Club and Guest House facility located at Tambankulu Estates for a renewable lease duration of 3 years.

The company should have the following as well as currently operating a similar operation.

- a) Relevant competence, financial capacity, and capability
- b) Legal existence and compliance with the country's laws
- c) High performance principles and meeting of customer requirements

#### 4. PROPOSALS PROCESS

The following is the anticipated process for this tender:

Item	Date
Issue of RFP	7 <sup>th</sup> March 2025
Compulsory site meeting	18 <sup>th</sup> March 2025 10h00
Submission of tender (closing)	11 <sup>th</sup> April 2025 16h00
Announcement of Preferred provider(s)	To be announced

#### 5. EXPECTED OUTPUTS

##### **Rentals:**

Tenderers are expected to pay 5% (five percent) of turnover quarterly that will serve as “rental value”.

“This Rental value” is excluding electricity usage which is billed separately based on consumption. The average Electricity cost per month is around E 16 000 depending on the usage.

Successful bidder shall be required to pay a value towards the estimated “Turnover” at the end of each quarter that will then be averaged out over the financial year period and be settled after each year end.

##### Maintenance.

General maintenance and repairs of the structure including the swimming Pools and Tennis court repairs and cost of alterations and or improvements will be for the renter’s account without compensation as stipulated in the lease agreement.

The average general maintenance and repair **material costs only** per year is estimated at E 170 000

The cost of M&R on items of asset nature like. (Air conditioners, Geysers, and equipment belonging to Tambankulu.) will be for Tambankulu account.

##### Lawn upkeep and gardens:

Tambankulu will be responsible for lawn mowing only. Garden maintenance shall be for the renter (successful bidder). Estimated cost of the three gardeners to be employed.

##### Existing furniture and fittings:

Successful bidder shall be given first preference to purchase existing furniture and equipment or rent it from Tambankulu.

##### Staff Housing

Staff houses will be rented on a separate lease basis as required by the successful bidder.

Single Rooms E 830 / Month

Bedsitter E 1280 / Month

Married Quarter E 1 805 /Month

**6. DESCRIPTION OF PROPERTY UNDER LEASE**

The rental property (Club and guest house facilities) comprises of the following:

- a) The Club: Main hall; dining room; kitchen; scullery; storeroom; laundry; conference room; snooker room; bar; reception; toilets.
- b) 2 swimming Pools and 1 pool house conference
- c) The Guest house 12 Rooms

**7. DOCUMENTS TO BE SUBMITTED**

The tenderers should submit the following company documents with their proposals:

- a) Company registration documents: certificate of incorporation, Form C&J
- b) Valid Trading license
- c) Company profile:
- d) VAT certificate (must be VAT registered)
- e) ENPF certificate
- f) Tax compliance certificate / tax clearance
- g) Labour compliance certificate
- h) Bank letter with stamp confirming your details.
- i) Copy of Directors ID's
- j) Audited Financial statements for the last two financial years.
- k) Detailed business proposal

**8. CONFLICT OF INTEREST**

Each Tenderer must indicate any conflict of interest, i.e., any relationship (business or family) that the owners or employees of their company have with the directors or employees of Tambankulu Estates and its subsidiaries. That is, are you aware of any conflicts of interest?

No	
Yes	

(If YES, please identify in the table below)

Owner or Employee of your company	Owner or employee of Tambankulu Estates & its subsidiaries	Nature of relationship (e.g., business partner, family, shareholder, etc.)

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**9. COMPANY DETAILS (HEAD OFFICE)**

Company Name	
Registered Co. Number	
VAT Number	
Affiliated Companies	
Street Address	
Country	
Postal Address	
Email address	
Telephone No	
Cell number	
Web Site Address	
CEO Name & Surname	

**10. FINANCIAL INFORMATION**

For Tambankulu Estates to gain insight into the financial stability of the bidding company the following data must be submitted for your local (Eswatini) operation.

	<b>2024</b>	<b>2023</b>
Total Revenue		
Profit/(loss) before taxation		
Total assets		
Total liabilities		
Number of Full Time Employees*		
Other (please specify)		

\* **Please exclude all temporary labour.**

**11. REFERENCES**

Please provide 3 top trade references in descending order of revenue (**Please attach reference letters**).

No.	Customer	Contact Person	Contact No.	Revenue (previous year)
1				
2				
3				

**12. CAPABILITIES AND CAPACITY**

It is imperative that Tambankulu Estates engages a service provider that will meet its customer expectations and demands

Please complete the question below:

❖ What capabilities set you apart from your competitors?

**13. OPERATOR REQUIREMENTS/EXPECTATIONS**

The successful contractor should be able to offer the following (not limiting):

- 13.1 Provide a catering service for internal meetings and ad-hoc functions on request. However, this will not prohibit service receivers (TE) from making use of external service providers for catering services relating to internal meetings and ad-hoc functions, although such practice shall not be promoted.
- 13.2 Ensure that the quality of food prepared adheres to acceptable food industry standards and is prepared in a clean and hygienic manner in accordance with all health and safety regulations;
- 13.3 Ensure food grade cleaning materials are supplied and used.
- 13.4 Provide adequate catering equipment, cutlery and crockery as required;

Kindly provide detail on how you would ensure that you meet the above expectations.

**14.SAFETY, HEALTH, ENVIRONMENT AND QUALITY (SHEQ) COMPLIANCE REQUIREMENTS FOR SERVICE CONTRACTORS**

- a) Please outline how you will ensure that all materials and processes followed in providing a service are in compliance with all applicable laws and comply with Tambankulu Estates prescribed SHEQ standards. Please note other SHE standards will be availed to relevant service providers/suppliers e.g., Contractor Management Standard, Supplier/Contractor SHE performance measurement criteria, Safety Rules etc.

- b) Do you have any third-party certification to SHEQ/Food Safety systems e.g., ISO 14001, ISO 9001, FSSC 22000/ISO 2200, NOSA, OHSAS 18001 (to be changed to ISO 45001) or a NOSA supplier/contractor vetting system compliance certificate? Please state current certification, validity, and certification authority.

- c) As part of the Tambankulu Estates Sustainability, Safety, Health & Environmental commitments, Tambankulu Estates requires its Service Contractors to provide some detail on their own Sustainability, Safety, Health & Environment Policies/Procedures:

- ❖ Do you have an active Social & Ethics Committee providing sustainability leadership? Please select the most appropriate response.

YES

- NO
- NOT APPLICABLE

❖ Do you have an existing Code of Ethics / Conduct?

- YES
- NO
- NOT APPLICABLE

❖ Are you willing to sign our Supplier Code of Conduct? failure of which you understand that you may not be eligible to do business with TE?

- YES
- NO
- NOT APPLICABLE

❖ Do you have compliance policies / procedures in place in the areas below?  
(Please tick where policies & procedures exist.)

- Legal compliance
- Employment practices
- Human Rights
- Environment
- Anti-Bribery & Corruption
- Transformation
- Protection of Personal Information
- Consumer Protection

d) As part of overall SHEQ compliance requirements and legal mandatory/agreements signed (where applicable) between Tambankulu Estates and supplier/contractor, the supplier/contractor shall be responsible for understanding, identifying, and complying with Tambankulu Estates internal SHEQ standards, relevant Key Performance Indicators (KPIs) and applicable legal requirements based on the nature and scope of work to be done and/or product to be delivered. The contractor/supplier will therefore ensure that:

- ❖ The service provided shall be carried out in conformity with all the necessary specifications and requirements prescribed by Tambankulu Estates in respect of SHEQ standards.
- ❖ In addition, the supplier/contractor shall comply with the Eswatini Legislation,
- ❖ Occupational Safety and Health Act of 2001,
- ❖ Factories, Machinery, and construction Works Act 17 of 1972,
- ❖ Eswatini Environmental Act of 2002, (Act No. 5 of 2002
- ❖ Waste Management Act of 2000



- ❖ Works' man compensation Act of 1983 (Act No.7) and any relevant Legislation.

## **15. CORPORATE AGREEMENT DECLARATION**

- a) This RFP does not constitute an offer to be contracted or the solicitation of an offer to contract. Neither this RFP nor the information contained in it, nor any other information or representation supplied or made in connection with any negotiations for this RFP shall constitute a contract between the parties, unless reduced to writing in the form of an agreement and signed by Tambankulu Estates and the successful Contractor/s in terms of this RFP.
- b) The issuing of this RFP to interested Contractors should not be taken as any form of commitment on the part of Tambankulu Estates to proceed with any appointment or to conclude any agreement, and Tambankulu Estates reserves the right to terminate this RFP or vary the procedure contained herein at any time without advance notification and without liability for any losses, expenses or costs incurred by the interested parties. Binding offers will be evaluated and awarded by Tambankulu Estates in its sole and absolute discretion.
- c) All tenders must be submitted in the prescribed form, within the prescribed time and must include all documents and information requested in the RFP and all authorising resolutions which may be required to be passed by the Contractor, failing which, Tambankulu Estates reserves the right to disregard such tender. Unsuccessful tenderers will be notified in writing of such fact by Tambankulu Estates.
- d) Tambankulu Estates shall not enter any negotiations with unsuccessful tenderers after they have been informed that their bid was unsuccessful. The decision of Tambankulu Estates shall be final. Tambankulu Estates shall not be obliged to provide unsuccessful Service Contractors with any reasons as to why their bids were disqualified, rejected, or not accepted. However, Tambankulu Estates will endeavour to engage.
- e) Tambankulu Estates reserves the right not to accept any offers and to cease the tender process under the RFP at any time. Furthermore, if final agreement is not reached for any reason whatsoever on the terms and conditions of the agreement to be concluded between the parties, Tambankulu Estates reserves the right to revert to negotiations with one or more of the Tenders or any other offers. Tambankulu Estates furthermore expressly reserves the right to negotiate with any one or more of the Tenders before concluding a Contract. Furthermore, Tambankulu Estates may reject any RFP that does not conform to the RFP requirements.