

# Request for Proposals



RFP No: FNBE\_004/2023

RFP Name: Art and Artefacts Provision for FNB Eswatini Head Office at Ezulwini



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## SCHEDULE A

### TENDERER'S ACKNOWLEDGEMENT/PRELIMINARY NON-DISCLOSURE AGREEMENT

To: FNB Eswatini  
Attention: Manqoba Dlamini  
E-Mail: Manqoba.Dlamini@fnb.co.sz

From Company:	
Date:	
Tel:	
Mobile:	
E-mail:	

REQUEST FOR PROPOSAL NUMBER: FNBE\_003/2023

REQUEST FOR PROPOSAL NAME: EZULWINI\_HEAD\_OFFICE\_LANDSCAPING\_SERVICE\_2023

TENDERER'S ACKNOWLEDGEMENT: Please mark as appropriate:

We acknowledge receipt and acceptance of the RFP and intend to submit a tender as required:

We acknowledge receipt of the RFP but decline to tender for the following reasons:

We undertake to return to FNB Eswatini all attachments, information, documents, drawings, samples, material, etc. related thereto as provided by FNB Eswatini and any copies made thereof.

#### PRELIMINARY NON-DISCLOSURE AGREEMENT

1. We agree that all information, documents, drawings, samples, material, etc. contained in or related to this RFP as provided by FNB Eswatini is proprietary information and shall be treated as confidential.
2. We undertake that all such information, documents, drawings, samples, material, as described above, shall not be divulged to any other party (such prohibition applies to any further release of information regarding this RFP by FNB Eswatini) without the prior written permission from FNB Eswatini to do so.
3. We agree that this RFP and all information, documents, drawings, samples, material, etc. relating thereto and provided hereunder by FNB Eswatini are not to be used for any purpose other than for preparation of our Tender submission. This undertaking will also apply to any subsequent contract resulting from this RFP.

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

Designation: \_\_\_\_\_

Signed: \_\_\_\_\_



RFP: Art and Artefacts Provision for FNB Eswatini Head Office at Ezulwini

## SCHEDULE B: Scope of Work

The Tenderers are requested to complete their proposals following the outline indicated in this section:

### 1. Introduction

This Request for Proposal (“RFP”) outlines the requirements of FNB Eswatini Limited (hereinafter referred to as “FNB Eswatini”) and the process to be followed by prospective Tenderers in submitting a response to ART & ARTEFACTS PROVISION FOR FNB ESWATINI HEAD OFFICE AT EZULWINI.

### 2. Background

FNB Eswatini is seeking the services of experienced artists to provide contemporary art pieces that are aesthetically pleasing and complement the building’s visual language while connecting the Bank’s ‘new home’ in Ezulwini to both its Swati heritage and its future.

### 3. Tender Objective

As an investment into the local creative economy, FNB Eswatini takes out this open call to competent and reputable local artists, photographers, painters, crafters and/or sculptors to submit proposals as per the ‘scope of work’ detailed here and in line with the requirements and standards of FNB Eswatini.

### 4. Design Brief

As the epicentre of the Bank’s operations, the premium four-floor building will incorporate themed art that complements its modern design style and creative workspaces. Art installations are to be curated for the following areas:

- A Welcome Centre
- A Private Clients Suite
- Meeting and Training Facilities
- Dedicated Staff Office Space
- A Streaming Studio
- A Staff Restaurant

Contracted artists are to curate and install an original selection of work that complements the interior design palette, with the design intent thematically aligned to specific design themes on each floor. Artistic interpretations reflected in the concept proposed should be in alignment with these core design themes and focal areas:

- Swati & African Heritage
- Eswatini History
- Eswatini Wildlife
- Eswatini Life
- Eswatini Craft

### 5. Selection and Evaluation:

Interested artists are to submit an Art and Artefacts Proposal alongside an Artist Portfolio. Further concept development will be sought from shortlisted artists to allow for a detailed expression of artistic vision for the appreciation of the selecting panel.

This could include creating a mock-up of their artistic concept after a site visit aimed at aiding their visualisation.

Shortlisting and the final procurement decision will be made based on the portfolio of works and thematic





design interpretation. FNB reserves the right to award either fully or partially to any Contractor. Shortlisted artists may be required to provide a presentation to the adjudication panel.

#### 6. IP Ownership

Artists will retain ownership of their design concepts and its visual interpretation until selection after which, ownership of design concept and work produced by the contracted artist will be transferred to FNB Eswatini.

#### 7. Deliverables

The successful service provider will be expected to deliver the following:

- Original Design Concept

- Themed Art and Artefacts for the FNB Eswatini Head Office
- Installation of Curated Arts and Artefacts

#### 8. Information to be submitted

In response to this RFP, an Art and Artefacts Proposal is to be submitted with tentative pricing, alongside information required by subsequent sections which includes but is not limited to :

- RFQ/pricing (quantities to be as agreed upon)
- Any other information deemed necessary to meet the evaluation criteria

### SCHEDULE C: Evaluation Criteria

Tenderers will be evaluated against the following criteria:

1. Comprehensiveness and alignment in artist portfolio.
2. Creativity in meeting design brief.
3. Indicative costing of concepts based on design.
4. Company profile, experience and reputation (references should be provided with telephone contacts).
5. Competitive Pricing -considering afforded space and equipment.
6. Comprehensive and competitive plan/schedule/ time to deliver all tendered works.
7. Experience and technical expertise.
8. Ability and willingness to develop ideas.
9. Positive response towards this Tender.
10. FNB Banked Suppliers (Preferred).
11. Willingness to develop a long-term strategic relationship.

## SCHEDULE D: Instructions to Tenderers

Please read the following instructions carefully. Failure to comply with the requirements of these Instructions to Tenderers may cause the return or rejection of your Proposal.

### 1. The Purchaser

This Request for Proposal (“RFP”) is issued by FNB Eswatini

### 2. Rights of FNB Eswatini

FNB Eswatini, in its sole discretion reserves the right to:

- Accept or decline any proposal issued by a prospective Tenderer;
- Award the contract for: “ART AND ARTEFACTS PROVISION FOR FNB HEAD OFFICE AT EZULWINI” based on a proposal received with or without entering any further discussion.
- Shortlist prospective/ successful tenderers.
- Award the RFP in its entirety or part of.
- Extend without notice, the evaluation period.

### 3. Proposal Preparation

3.1. The submission of the RFP must be strictly in accordance with these instructions, including the information described in “SCHEDULE B - Scope of Work”.

3.2. Proposals must be prepared and submitted in strict accordance with the RFP documentation. In the event of the proposal being awarded, the successful Tenderer(s) will be required to enter a formal Contract. No valid contract shall exist between the parties unless the parties have entered into a valid written contract.

3.3. Preparation of the Proposals, including but not limited to attendance at any pre-proposal meetings, site visits and proposal clarification meetings or presentations, shall be at the sole expense of the Tenderer

### 4. Proposal Submission

4.1. Submitted Proposals must be complete in all respects and received on or before 19 July 2023 at 17:00, FNB Head Office, 2<sup>nd</sup> Floor Sales House Building.

4.2. All packages and envelopes relating to the submission of the proposals must be securely sealed and clearly marked according to the title of this RFP Document- ART AND ARTEFACTS PROVISION FOR FNB ESWATINI HEAD OFFICE AT EZULWINI.

4.3. The RFP name and number must be clearly marked on each item submitted. Responses must be concise. Proposals must be accompanied by a company profile and associated compliance documentation including:

- a. Confirmation of Banking details (FNB Banked Preferred)
- b. A valid tax clearance certificate
- c. Company registration documents
  - Certificate of incorporation
  - Form Jand/or current Company Shareholding structure
  - Directors IDs
  - Trading License
- d. Labour Compliance
- e. Safety Compliance
- f. Attach a list of references for similar work
- g. Technical Qualifications of Staff
- h. Company Profile





4.4. The first 4 required documents, a) b) c) are showstoppers and qualify tenderers for the 2nd stage of the Evaluation. Tenderers who fail to submit these documents will be disqualified.

4.5. Tenderers should note that a detailed quotation for each tendering work, as well as the summary contained in the pricing schedule must be submitted.

4.6. The proposals shall be submitted without review by, or the comparison of figures of, any other person or company submitting a proposal for the same work and shall in all respects be without collusion with other Tenderers.

4.7. Tenderers forming a joint venture with another Tenderer to submit a single consolidated proposal shall advise FNB Eswatini prior to the submission of the proposal and include in their proposal full details of the joint venture including a copy of the signed joint venture agreement. It is left to the discretion of FNB to accept such joint Venture. Where the FNB Eswatini has not been informed of such joint venture FNB Eswatini may at its sole discretion disqualify such submission.

#### 5. Late Receipt of Proposals

Proposals received after the proposal closing date and time may be disqualified, with or without notice to the Tenderer.

#### 6. Examination of RFP and Acknowledgement

6.1. FNB Eswatini may modify any part of the RFP at any time prior to the closing date of the RFP. Modifications to the RFP will be made in the form of addenda to the RFP and will be transmitted simultaneously to all Tenderers.

6.2. The Tenderer is responsible for the examination of the RFP and any addenda thereto including any special conditions or provisions which may affect the

performance of the services to be rendered in terms of the tender. Should the Tenderer find discrepancies or omissions in the RFP the Tenderer shall notify FNB Eswatini in writing immediately on discovery of any discrepancy or omission.

6.3. The Tenderer may independently study, enquire, research, obtain and furnish to FNB Eswatini as part of the proposal at their own risk and cost and allow for all contingencies irrespective of any information or other data supplied by FNB Eswatini. This includes all information and data that may in any manner, financially, technically, or otherwise, affect its proposal submission or the price it has submitted.

#### 7. Proposal Validity, Modification and Withdrawal of Proposals

7.1. Tenderer may modify or withdraw its proposal if notification of such withdrawal or modification is received by FNB Eswatini in writing prior to the closing date. Withdrawal or modifications will be acknowledged by FNB Eswatini by means of facsimile, e-mail or hand delivered letter to the respective Tenderer.

7.2. Once submitted, the proposal shall be fully binding upon the Tenderer and must be valid for a period of two (2) months from the date of submission of the proposal.

#### 8. Criteria to be Used in Evaluation of Proposals.

8.1. FNB Eswatini will evaluate all proposals submitted in accordance with the criteria indicated in "SCHEDULE C" of this RFP. In addition, FNB Eswatini will seek out proposals with a low Total Cost of Ownership (TCO) offering. Although price is not listed as an explicit criterion, FNB Eswatini will seek to maximise the value of its shareholders through keeping costs to a minimum.

8.2. FNB Eswatini in its sole discretion reserves its



right to apply weightings to the criteria listed in 83. FNB Eswatini will not divulge its final selection criteria to any prospective Tenderers nor will it be obliged to furnish any reasons for its selection(s).

## 9. Award of Contract

9.1. FNB Eswatini reserves the right to accept or reject any or all proposals, to waive any provision or deviate from the RFP process or any formality regarding proposals received and to accept or reject one or more of the items in the proposal if such items, at FNB Eswatini's sole discretion, is in the best interest of FNB Eswatini.

9.2. FNB Eswatini shall not be bound by the lowest price contained in any proposal, and it may accept all or any part of a proposal. It shall not be liable for any costs or expenses or damages whether direct or indirect, incurred by any Tenderer who submits a proposal, irrespective of the outcome of such proposal. If, however, any such proposal leads to the conclusion of a contract, then the rights and obligations of FNB Eswatini and the Tenderer shall be governed solely by the provisions of the mutually agreed and signed written agreement between the parties.

9.3 FNB Eswatini reserves the right to invite the Tenderers, prior to the date of award and/or allocation of its proposals, to discuss any matter relating to the proposal and/or to issue supplements or addenda to the tender.

9.4. FNB Eswatini does not have a provision for upfront payments. Instead, payment terms of 30 days after invoice and statement date shall be effected.

## 10. Questions and Explanations

10.1. All queries and communication in relation to this RFP shall be directed in writing to Manqoba Dlamini at e-mail: [Procurement@fnb.co.sz](mailto:Procurement@fnb.co.sz) Prior to the tender

closing date, all questions and clarifications arising from this RFP and FNB Eswatini's responses thereto will be transmitted or distributed to all Tenderers.

10.2. All Correspondence shall bear the reference: ARTWORK\_SERVICES\_2023

## 11. Amendments and Clarifications

11.1. FNB Eswatini reserves the right, after receipt of the proposals submissions, to invite the Tenderer(s) for clarification, presentation, or negotiation of its proposal. Any such clarifications, presentations or supplements shall be considered to form part of the tender submission. Any such discussion, issue of supplements or addenda or invitation to clarify or negotiate, should not be construed as an acceptance, award or allocation of the tender to that particular Tenderer.

11.2. No amendments to the provisions contained in this RFP will be binding on FNB Eswatini. Written Addenda will however be issued by FNB Eswatini when amendments and/or clarifications to the RFP are deemed necessary. The FNB Eswatini reserves the right to make whatever amendments or clarifications that in its view are reasonably necessary at any time.

11.3. FNB Eswatini shall provide a written notice of any addenda issued to all known recipients of the RFP. FNB Eswatini shall however, not be responsible for any prospective Tenderer's failure to receive any addenda. The prospective Tenderer shall be solely responsible for ascertaining, prior to submission of its proposal, that any addenda issued have been received.



