



YOUR SOLUTION

**DESIGN AND PROVISION OF SNAT
SACCO'S FILLING CABINETS
REQUEST FOR PROPOSALS 2026**

SNAT SACCO Invitation for Proposals

Request for Proposals (RFPs) for the design and provision of SNAT SACCO'S filling cabinets

1. We hereby invite proposals from vendors and vendors who possess the necessary qualifications.
2. Completed proposal documents should be emailed to **nontobeko.dlamini@snatco-ops.co.sz** no later than 12 noon on 27th February 2026, Eswatini time.

1. BACKGROUND

SNAT SACCO an exclusively teachers' Savings and Credit Co-operative in the Kingdom of Eswatini, formed and launched in 1986. SNAT SACCO is the leading savings and credit cooperative in the Kingdom both in membership and assets. The SACCO is affiliated to the Eswatini Association of Savings and Credit Co-operatives (ESASCCO), regulated by the Co-operatives Societies Act of 2003 and the Financial Services Regulatory Authority Act of 2010. SNAT SACCO led by a Board of Directors that comprise the Executive, Supervisory, Credit and Education Committees, has a management team that is led by the Chief Executive Officer, with about 45 employees.

1.1 Document Storage: The Data Protection Act of 2022 requires that all data controllers and processors in the Kingdom of Eswatini must keep and store personal data in safe and secure manner.

2. INTRODUCTION

To ensure compliance with the provisions of the Data Protection Act, the SACCO seeks to engage the services of an external vendor to work with our officers to redesign our filling room and further provide filling room furniture. The objective of the exercise is to improve the filling room, maximise space to ensure it accommodates data of over 12000 members.

3. PURPOSE OF THE WORK

The objective of the exercise is to improve the filling room, maximise space to ensure it accommodates personal files of over 12000 members.

4. SCOPE OF WORKS

The vendor will undertake the following tasks:

- a) Conduct a thorough review of the current filling room layout, storage systems, and document workflow processes.
- b) Design a layout that maximizes space utilization and document accessibility, improves traffic flow, and ensures optimal document accessibility.
- c) Recommend and design suitable filling cabinets, shelving, labelling, and or storage solutions.
- d) Incorporate essential risk mitigation elements, including fire-resistant storage, water leak detection, and controlled access protocols.
- e) Provide a detailed project plan, timeline, and cost estimate with implementation phases.
- f) In terms of Disaster preparedness, incorporate elements that mitigates risks from fire, water, and other potential disasters.
- g) Design a system that accommodates future growth in SNAT SACCOs membership and records.

5. METHODOLOGY

The vendor is expected to carry out the necessary services in accordance with the highest professional standards and international best practices. It is important to keep in mind the objective of the assignment, the desired outputs and legislative framework. The vendor will develop and submit outputs as outlined in these Terms of Reference.

6. DELIVERABLES

The vendor should deliver the following items to the SNAT SACCO:

- 5.1 A new layout of the filling room
- 5.2 Detailed financial proposal and implementation/activity plan
- 5.3 A new filling room with aesthetically pleasing yet functional furniture

7. VENDOR ELIGIBILITY

Interested vendors should submit the following:

- a. A cover letter expressing interest in the consultancy.
- b. A proposal outlining the methodology and approach.
- c. A detailed budget breakdown for the consultancy.
- d. A portfolio of previous relevant work and references.
- e. Certificate of Incorporation
- f. Memorandum and Articles of Association
- g. Certified copy of Form J
- h. Certified Copy of Form C
- i. Valid trading licence
- j. Lease agreement
- k. ID copies of directors and shareholders
- l. Valid Tax clearance certificate
- m. Registration from EDPA/ESCOMM

8. EVALUATION CRITERIA

Proposals will be evaluated based on:

- i. Relevant experience and qualifications.
- ii. Methodology and understanding of the task.
- iii. Cost-effectiveness of the proposal.
- iv. Feedback from references.

9. TIMELINES

The consultancy is expected to be completed within 8 weeks with the following milestones:

10. CONFIDENTIALITY CLAUSE

The vendor shall maintain the confidentiality of any confidential information shared by the SACCO, both during and after the contract has terminated. The vendor shall not disclose or use, directly or indirectly, any confidential information without the written

consent of the SACCO. Furthermore, the vendor shall make every effort to prevent any unauthorized disclosure of such information.

11. PRICING

The pricing for the assignment must be itemized to include all the activities to be carried out and any other associated costs that may be incurred.

12. SITE INSPECTION

Bidders are invited to a compulsory site inspection to be held on the 16th of February 2026 at SNAT SACCO building, at 10:00 a.m. Proposals from vendors who didn't attend the site inspection shall not be considered.

SUBMISSION DEADLINE AND CONTACT INFORMATION

All proposals must be submitted on or before the 27th February 2026 to: Nontobeko.dlamini@snatsacco.co.sz. Any questions or clarification relating to the content of this RFP during the proposal preparation should be addressed to the same email stated above.