



CONSULTANCY TO DEVELOP TRADE FAIR STAND FOR IDCE

TERMS OF REFERENCE

1. Background

The Industrial Development Company of Eswatini (IDCE) is a Development Finance Institution (DFI) with the following mandate:

- To promote and facilitate the economic development of the Kingdom of Eswatini.
- To identify opportunities for development of new and existing industrial commercial and agricultural business undertakings, to conduct all necessary research into the potential of all such undertakings, and to prepare, implement and execute plans for the establishment or improvement of such undertakings by whatever means appropriate, including but not limited to, direct financial investment in such undertakings, or active participation therein with persons, firms or companies whether locally or externally based.
- Increase the value of its shareholders' investments.

Established in 1987, IDCE has been fulfilling its mandate and helping businesses in Eswatini to grow through the following products:

1. Corporate Loans & Equity
2. SME Loans
3. Agricultural Loans
4. Asset Lease
5. Order Finance
6. Working Capital
7. Leasing of Industrial Buildings

2. Objectives of the project

IDCE seeks a vendor to supply a trade fair stand which will be utilised at the Eswatini International Trade Fair (EITF). The trade fair will run from the 30th of August to the 8th of September 2024. The required stand is 27m² in size. The vendor is required to install, maintain, and deconstruct the stand at the conclusion of the trade fair.

Prospective vendors may familiarise themselves with the IDCE brand by accessing the following platforms:

Facebook: [IDCE on Facebook](#)

LinkedIn: [IDCE on LinkedIn](#)

Website: www.idce.co.sz

3. Scope of Work

The vendor is required to deliver the following:

- a. Propose a design of a stand within the budget of **E220 000.00**.
- b. Install the approved stand, by the 28th of August 2024, in the space allocated to IDCE in Hall 1 at the Mavuso Trade Fair. The design of the stand shall incorporate the following:
 - i. The IDCE brand colours
 - ii. Inviting aesthetics enabling at least 3 staff members to attend to 3 visitors.
 - iii. A digital feel showing IDCE's move towards digitising its processes.
 - iv. A small storeroom with a door to keep materials used during the period and be used by staff during tea and lunch breaks.
 - v. Where possible, the use of reusable components for purposes of containing costs without compromising on quality.
- c. Maintain the stand for the duration of the trade fair ensuring that premium service is accorded to visitors.
- d. As part of the design, supply a television screen which will be used for the duration of the trade fair, showcasing IDCE products and services.

Clarity on the scope may be sought in writing from the Head of Marketing on bhekiwe.zwane@idce.co.sz

4. Existing Components of Previous Trade Fair Stand

IDCE has components of the last stand used at the trade fair available for incorporation into the development of the new stand. Whether these components will be utilised is at the discretion of the vendor. IDCE as a customer would naturally like to see some savings and believes that the use of the components will assist in that endeavour.

Kindly refer to **Annexure 1** for images of a non-exhaustive list of the available components. More of the components will be available for viewing at the IDCE storage room as indicated below.

Please also take note of **Annexure 2** which contains images of past IDCE trade fair stands so that the proposals are targeted at improving on previous standards.

5. Site Meeting

Vendors intending to submit a proposal are invited to a mandatory site meeting at the IDCE storage room in Matsapha (adjacent to the Fidelity Security offices just past the Fire Station) where the available components of the trade fair stand are kept. The meeting will be on Tuesday the 2nd of July 2024 at 11:00am.

Further directions to the site can be sourced from the Human Resources Officer at 76823343.

6. Compulsory Documents

The following documents shall accompany the proposal:

- a. Company Profile.
- b. References and images of previous similar work done.
- c. Certified copy of Form J (indicating Directors, Managers and Auditors of the Consultant company)
- d. Certified copy of Form C (indicating the shareholding of the Consultant company)
- e. Certified copy of Trading License
- f. Tax Clearance Certificate
- g. ENPF (Provident Fund) compliance certificate

Please note that registered sole traders are also welcome.

7. Submission of Proposals

- a. Proposals shall be sent to procurement@idce.co.sz
- b. Proposals shall be submitted by 1200hrs on the 19th of July 2024.

ANNEXURE 1





ANNEXURE 2



