

# Central Bank of Lesotho



## **TENDER TITTLE: SUPPLY AND DELIVERY OF EGORNOMIC EQUIPMENT AND FURNITURE**

**ISSUE DATE:  
22ND FEBRUARY 2024**

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## SECTION A

### INVITATION TO TENDER AND INSTRUCTIONS TO BIDDERS

The Central Bank of Lesotho invites tenders from registered services providers or suppliers for supply and delivery of ergonomic furniture and equipment as follows:

DESCRIPTION	QUANTITY
MANUAL HEIGHT ADJUSTABLE DESK	130
ADJUSTABLE FOLDABLE LAPTOP STAND DESK	350
FOOTREST	389
LOWER BACK/LUMBAR SUPPORT	389
ESCAPE CHAIR	4

#### MANDATORY TENDER REQUIREMENTS (FAILURE TO COMPLY FULLY WITH THESE REQUIREMENTS WILL RESULT IN DISQUALIFICATION.)

1. Tender documents can be downloaded from the website at [www.centralbank.org.ls](http://www.centralbank.org.ls).
2. Bidders are required to show validity period of bid and delivery period.
3. Electronic PDF email bid submissions stating “**Bid for ergonomic furniture and equipment**” on the email subject and should be emailed to [tenders@centralbank.org.ls](mailto:tenders@centralbank.org.ls).
4. The bid proposal shall be attached to the email as PDF attachments or folder or zipped folder only. Links are not allowed.
5. Bids should be received on or before Friday 08<sup>th</sup> March 2024. The cut off time for the receipt of the bids shall be 14:30hrs, the recipient time. Bids received after the stated time will not be considered.



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6. The tender opening will be on the same day from 14:30hrs. No bidders will be allowed to attend the opening session. All proponents will be emailed the record of the opening proceedings.
7. Valid copies of current tax clearance certificate and traders license or certificate of Incorporation must be submitted with the bid.
8. One-page letter of introduction identifying the proponent (proponent's name and physical address together with contact details; contact person, telephone number and e-mail address) and signed by the person or persons authorized to sign on behalf of and bind the proponent to statements made in the tender.
9. All required documents should be provided in a document form not as reference to a website or link.
10. A credit line letter from an authorized Financial Institution that reflect a minimum credit/ loan facility equivalent, or more than the bid amount must be provided with the bid **or** Recent financial statements of the bidder duly signed and stamped by an Audit Firm or practicing Chartered Accountant that reflect a minimum working capital equivalent or more than the bid amount.
11. Bidders are to note that the Bank **may** require a performance guarantee of no more than 10% of the bid amount.
12. Bidders are requested to quote in Maloti or Rands only.
13. Pricing schedule should **STRICLY** be followed as provided and the pricing schedule form must be stamped and signed. Where vendors are registered to collect VAT, they must submit VAT certificate.
14. Central Bank of Lesotho is not bound to accept the lowest or any bid and may cancel the bidding process at any stage prior to the award of contract and is not bound to provide reasons for cancellation.
15. Request for clarifications should be directed to an email address [tenderclarifications@centralbank.org.ls](mailto:tenderclarifications@centralbank.org.ls). Closing date for clarifications is Friday 01<sup>st</sup> March 2024.

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16. Bidders are expected to ensure strict compliance with the specifications and conditions, failure to do so will result in disqualification of bids.
17. Evaluation criteria shall consist of the following **mandatory** requirements **(Failure of which result in disqualification)**:

Supplier registration	Valid copy of the traders license/ certificate of Incorporation ( if not Lesotho Registered)
Tax Compliance	Valid copy of current tax clearance certificate
Technical Specification	Full compliance to the specifications , quantity and all requirements
Financial Capacity	A credit line letter from an authorized Financial Institution that reflect a minimum credit/ loan facility equivalent, or more than the bid amount must be provided with the bid or Recent financial statements of the bidder duly signed by an Audit Firm or practicing Chartered Accountant that reflect a minimum working capital equivalent or more than the bid amount
Validity of the bid	Valid for at least 90 days
Equipment Warranty	Manufactures warranty
After sale Service	A minimum of 1 year
Delivery period	To be provided by the bidder
Price	Full compliance to the pricing requirements Competitive Price
Due Diligence and Eligibility	Positive results and no conflicting interests



## SECTION B

### 1. TERMS AND CONDITIONS OF THE TENDER

#### 1.1. PROPOSAL VALIDITY & FIRM PRICING

Proposals should be valid for at least 90 days after the closing date and prices shall be “locked” for the entire contract period.

#### 1.2. CURRENCY

All responses to this tender should be expressed in Maloti/Rands. Proposals in other currencies shall not be permitted.

#### 1.3. TAXES

##### 1.3.1. Value Added Tax

**Prices quoted should be:**

- a) **Inclusive** of 15% Value Added Tax; where applicable
- b) In accordance to applicable Lesotho laws.

##### 1.3.2. Withholding Tax

**In effecting payments, the applicable withholding taxes shall apply: 10% for foreign companies and 5% for local companies.** This is not an added tax. Proponents that include an added amount to their proposed fee as the withholding tax shall be disqualified.

#### 1.4. ELIGIBILITY

Proposals will not be evaluated if the prospective supplier’s current or past corporate or other interests may, in the Bank’s opinion, give rise



to a conflict of interest in connection with this project. Only proposals that comply with all the requirements of this RFP will be considered.

## **1.5. Vendor Exclusion Policy**

All Bidders are advised that a Vendor Exclusion Policy shall apply where necessary.

## **1.6. OWNERSHIP OF PROPOSALS**

All proposals, including supporting documents, submitted to the Bank become the property of the Bank.

## **1.7. CONFIDENTIALITY OF INFORMATION**

All proposals submitted by prospective suppliers shall be held in strict confidence and will not be revealed to any other party. All Information pertaining to the Bank obtained by the prospective suppliers as a result of participation in this project is confidential and must not be disclosed without written authorisation from the Bank. The successful prospective suppliers shall be required to:

- a) Sign a confidentiality clause.
- b) Hand over all the design documentation raised over to Bank

## **1.8. AMENDMENT OF TENDER DOCUMENT**

- At any time prior to the deadline for submission of responses, the Bank, for any reason, whether at its own initiative or in response to a clarification requested by a prospective respondent, may modify the RFP documents by amendment.



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- All prospective respondents that have received the Tender documents will be notified of the amendment in writing, and such amendment will be binding on them. To allow prospective respondents reasonable time to take any amendments into account in preparing their responses, the Bank may at its sole discretion extend the deadline for the submission of responses based on the nature of the amendments.

### **1.1. TECHNICAL FACILITIES**

The Bank will provide working space, where necessary. However, the Bank may not provide other technical facilities; hence prospective suppliers should provide own requisite facilities.

### **1.2. COSTS OF RESPONDING**

Prospective suppliers are solely responsible for their own expenses incurred during the preparation of the proposal and for subsequent negotiations with the Bank.

If the Bank rejects all or any proposal, it shall not be liable to any prospective supplier for any claims, whether for costs or damages incurred by the prospective suppliers in preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

### **1.3. BACKGROUND CHECK**

The Bank reserves the right to check and verify the background of all or any persons (firms, directors, partners, technical staff, etc.) involved in the Bid and reserves the sole right to determine whether or not to accept or reject any such Bid on any grounds.





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### **1.4. PERFORMANCE BOND**

The Bank **may** require a performance bond of not less than 10% of the bid amount from the preferred suppliers before entering into the contract.

### **1.5. HEALTH AND SAFETY**

- ✓ The Bank adheres to Occupational Health and Safety (OHS) requirements under the Lesotho Labour Code Order No.24 of 1992 and as amended; International Organization for Standardization (ISO) 45001:2018 and other international best practices on OHS. As such, all its service providers shall also be required to comply with applicable Lesotho Legislation on Occupational Health and Safety including Public Health Order No.12 of 1970 as amended and adhere to the Bank's OHS policy.
- ✓ The supplier shall ensure all components are safe and health risk free except inherent risks. To also take the responsibility to ensure that hard copy(s) or soft copy(s) of information from designer, manufacturers, assembler, importer or otherwise any institution responsible for the final product is available as:
  - 5.1 User manual, guide or booklet providing information in respect to health and safety for use and maintenance including environmental provisions for safe disposal of whole, components and contents of products.
  - 5.2 Product manufacturer certificate.

### **1.6. LANGUAGE OF THE PROPOSAL**

The proposal shall be written in the English Language. All correspondence and other documents pertaining to the proposal and its implementation shall also be in English.



## 1.7. JOINT VENTURE

- If a bidding firm does not have all the expertise for the assignment, there is no objection to the firm associating with another firm to enable a full range of expertise to be presented. The joint venture shall be accompanied with full documented details of the proposed association.
- In the case of a joint venture or association, all the firms constituting the joint venture or association will be jointly and severally liable and at least one firm, preferably the lead entity in the joint venture or association shall be financially capable of meeting the contract requirements and potential liabilities on its own and shall assume contracting responsibility and liability for satisfactory execution of the assignment.

## 1.8. WITHDRAWAL, SUBSTITUTION AND MODIFICATION OF BIDS

Tenderers may modify or withdraw the tender prior to the submission deadline. The modification or notice of withdrawal shall be effective if it is received by the Bank prior to the Proposal Submission Deadline.

## 1.9. ACCEPTANCE AND/OR REJECTION OF PROPOSALS

- The Bank is not bound to give reasons for declining any or all of the proposals.
- The Bank is not bound to accept the lowest or any bid and may cancel the bidding process at any stage prior to the award of contract and is not bound to provide reasons for cancellation.



**SECTION C**

**a) PRICING SCHEDULE**

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ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
MANUAL HEIGHT ADJUSTABLE DESK	130		
ADJUSTABLE FOLDABLE LAPTOP STAND DESK	350		
FOOTREST	389		
LOWER BACK/LUMBAR SUPPORT	389		
SUB TOTAL			
VAT @15% (IF APPLICABLE)			
TENDER SUM			

Tender Sum in Words: \_\_\_\_\_

Thus done and signed at \_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_  
Name of signatory

\_\_\_\_\_  
Signature and stamp

## b) PAYMENT TERMS

All proponents should provide their trading/payment terms.

## SECTION D: SPECIFICATIONS

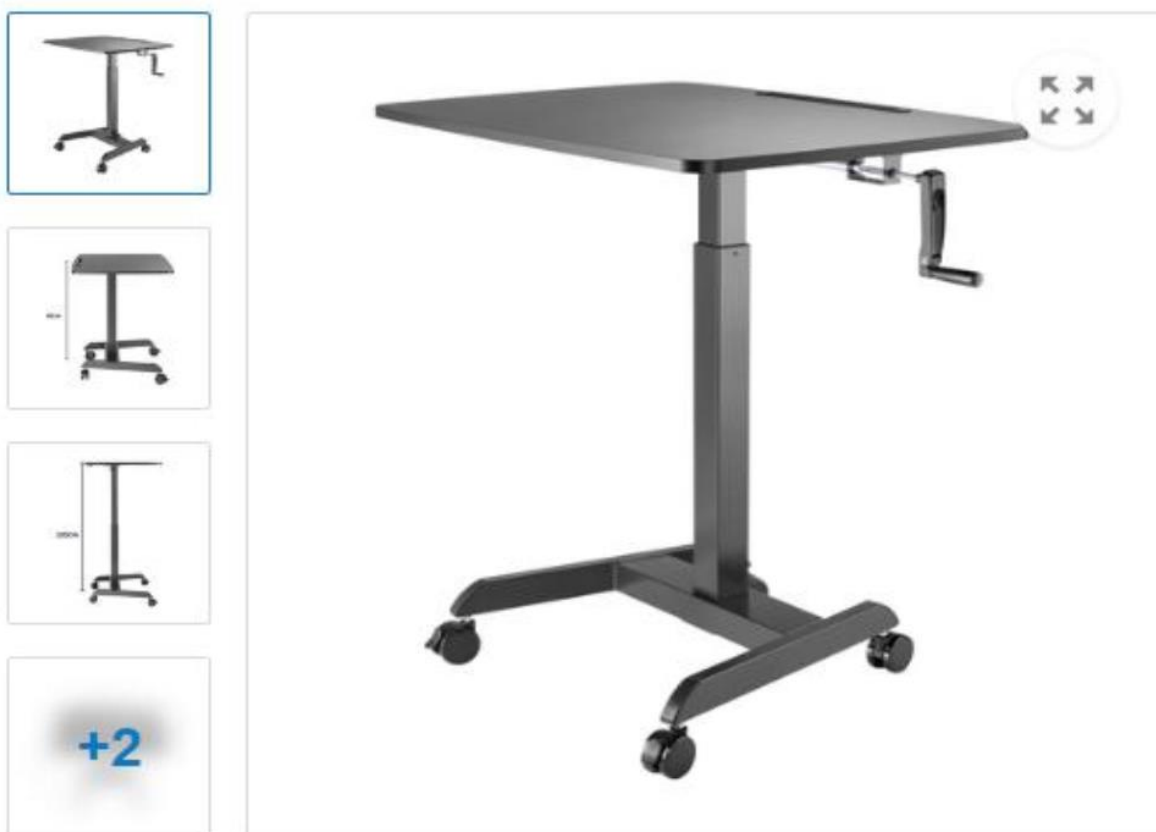
### 1. MANUAL HEIGHT ADJUSTABLE DESK

#### 1.1. SPECIFICATIONS

- Max height adjustability 1.3 mete
- Dimension: 80cm \* 60cm \* 80cm - 130cm adjustable height manually
- Weight Max: 30kg
- Adjustable Height: offers maximum comfort and adaptability to multiple requirements
- High-Strength Steel Frame: better durability to weight and wear
- Heavy-Duty Casters: offer smooth mobility with quality that lasts a lifetime
- Crank Lifting System allows for easy height adjustment
- Eco-Friendly Particle Board: features heavy-duty and moisture resistance (TSCA Title VI compliant)
- Side Slot: for tablets, documents or newspaper etc.

#### 1.2 PRODUCT IMAGE

**NB: Supply the same product or its latest model**



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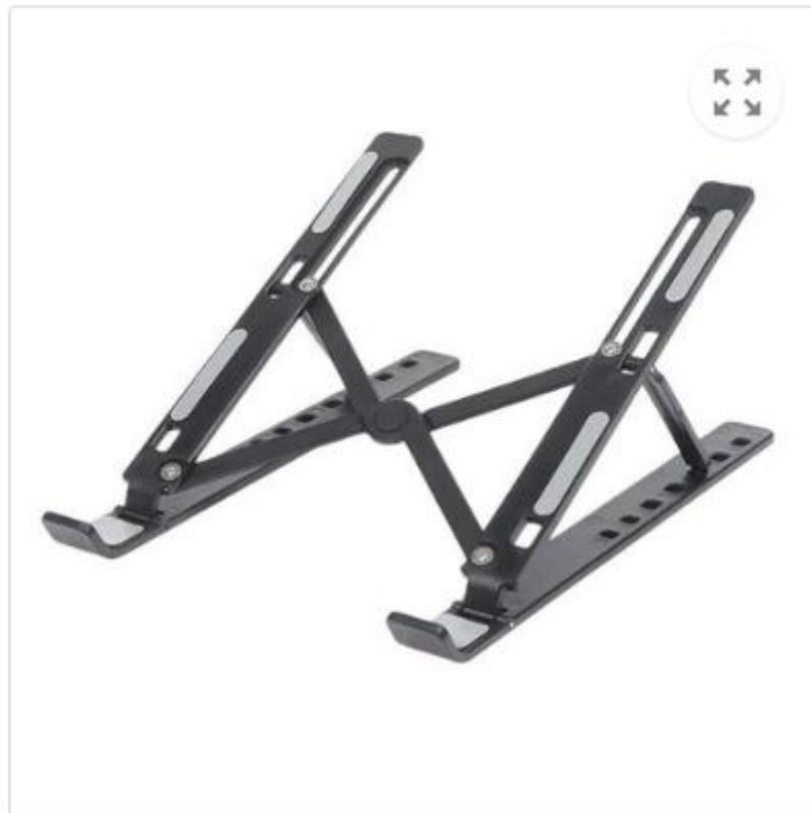
## 2. ADJUSTABLE FOLDABLE LAPTOP STAND DESK

### 2.1. SPECIFICATIONS

- Universal fit for almost all laptops, iPad Tablet, and phones.
- Four-point silicone non-skid pads keep your stand stable and protects any surface it is placed on.
- Weighs just 260g, quickly folds and carries easily due to you can put it in bag.
- 7 or 8 Levels Adjustable Angle Design to make sure the laptop is at the right height for you.
- Colour: Silver/Black/charcoal
- Mater: Premium Aluminium alloy + Silicone pad

### 2.2 PRODUCT IMAGE

**NB: Supply the same product or similar latest model**



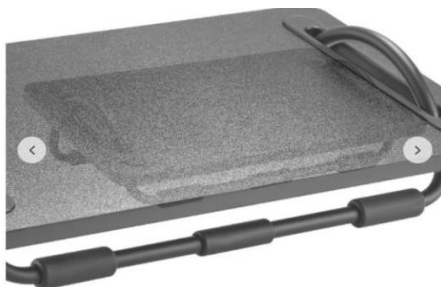
## 3. FOOTREST

### 3.1. SPECIFICATIONS:

- Material: Steel, Plastic, Particle Board & Melamine
- The rubber pads on the frame enhance stability
- Board Dimensions: 480 x 290 x 16mm
- Maximum Height (Board Parallel to the Floor): 95mm
- Color: Sleek Black
- Weight Capacity: Sturdy support for up to 30kg (not for standing)
- The tilting platform easy adjustments; Inclined Angle: +20°~-20°
- Product Weight: Lightweight and robust at 2.280KG

### 3.2 PRODUCT IMAGE

**NB: Supply any of the below or similar products that meet the specifications at 3.1.**





## 4. LOWER BACK/LUMBAR SUPPORT

### 4.1. SPECIFICATIONS

- Natural Lumbar Curve Maintenance: Effectively supports and maintains the natural lumbar curve of the lower back, promoting proper posture for reduced lower back pain.
- Removable Washable Cover: The cushion comes with a removable and washable cover, ensuring easy maintenance and a clean seating experience.
- Adjustable Strap for Secure Fitment: Customize the lumbar support with the adjustable strap to achieve a secure and comfortable fit.
- Versatile Use: Ideal for office and home environments, the lumbar support is recommended by leading practitioners for its effectiveness.
- Thicker Size for Enhanced Lumbar Support: This lumbar support, slightly thicker than the Slimline version, provides additional support for optimal comfort.

### 4.2 PRODUCT IMAGE

**NB: Supply the same product or similar latest model**





## **5. ESCAPE CHAIR**

### **5.1 SPECIFICATIONS**

- Dimensions folded up (height x width x depth): 109 x 63 x 29 cm
- Maximum load bearing: 180 kg
- Maximum stair gradient: 45°
- Weight: ±37 kg
- Using time when full charged: 2 hours (±40 floors)
- Battery life: 2-3 years
- Extra battery pack:
- Number of speeds: 4
- Ready for use within seconds: Anti-blocking system on motor:
- Extra-large wheels for comfort and easy handling: Foot rest & arm rests:
- LED lightning for dark environment:7
- Battery indicator on display:
- 4 heights adjustable operating handle:
- Carrying handles front & back:
- CE & ISO certified:

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- User manual, identity sign & wall hooks:
- Warranty on non-wearing parts: 1 year

### 5.2 PRODUCT IMAGE

NB: Supply the same product or its latest model

## Escape Chair® VOLT



Powered stair climbing  
evacuation & rescue chair...