



# Central Bank of Lesotho

## Request for Expression of Interest (REI)

### Conducting data collection surveys for economic analysis

Issue date: 17<sup>th</sup> February 2017

**Submission Location:**

***Tender Box Reception area***

***Central Bank of Lesotho***

Cnr. Moshoeshoe & Airport Roads

Maseru, Lesotho

**Contact person:**

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Title: ***Secretary, Tender Committee***

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# Call for Expression of interest

## 1. Introduction

The Central Bank of Lesotho has a statutory mandate to formulate and execute monetary policy as well as to monitor and produce reports on the state of the economy among its statutory functions. Data collection is an integral part of the Bank's work in this regard. To that end, the Bank has decided to outsource the conducting of surveys.

The following surveys are envisaged to be conducted by the selected proponent:

- a) Business Confidence and Inflation Expectations (semi-annual)
- b) Private Capital Flows (annual)
- c) Remittances Survey (annual)
- d) Private Sector Employment (annual)
- e) Construction Services (quarterly)
- f) Monetary Policy Intelligence Report (every two months)

The deliverables from each survey will be (1) the data set and (2) the report

## 2. How to respond to the REI

All interested service providers are required to fill REI assessment form obtainable from the CBL website. The completed form must be sealed in an enveloped bearing no identification of the candidate marked "**Expression of interest – Conducting data collection surveys for economic analysis**" and deposited in a Tender Box situated at the reception area of The Central Bank of Lesotho located at:

### Physical Address:

Central Bank of Lesotho  
Corner Airport and Moshoeshoe Road  
Maseru  
Lesotho

The closing date for submission of the REI is **Friday 10<sup>th</sup> March 2017 at 14:30hrs.**

## 3. Mandatory Documents Required

It is mandatory for the candidates to submit together with the REI form the following:

- Certified copy of the Tax Clearance Certificate
- Certified copy of the Traders Licence

## 4. Other Documents Required

- Certificate of Incorporation in case of partnerships, Joint Venture and Companies

- Names and contact details of at least 2 recent Clients provided with similar assignment in the last three years
- Audited Financial Statement for the last three years
- CV's of key team proposed for the assignment
- Copies of contracts and /or Purchase Orders to support similar assignments undertaken.

**5. Clarifications**

For more information on the REI please contact M. Lechela at 22232126 email: [mlechela@centralbank.org.ls](mailto:mlechela@centralbank.org.ls)

**6. EVALUATION CRITERIA**

**6.1 Mandatory documents evaluation criteria**

REQUIREMENT	YES	NO	REMARKS
Certified copy of a valid traders license			
Certified copy of a Valid tax clearance certificate			

**(Proponents missing any of the above will not be considered for the next stage of evaluation.)**

**6.2 Other evaluation criteria:**

Evaluation Area	Sub Area	Allocated Score
Technical Capacity	Company Experience	<b>30</b>
	Educational and Professional Qualifications	<b>10</b>
Financial Capability		<b>20</b>
Total		<b>60</b>

**(To qualify or to be shortlisted for the next stage of RFP, the proponents should score a minimum score of 75 %.)**

**CENTRAL BANK OF LESOTHO**

**REI ASSESSMENT FORM**

Please fill all information on the spaces provided and sign at the end. This form must be accompanied by all the mandatory documents as listed in the notice.

**PART A**

**COMPANY/CANDIDATE INFORMATION**

Name of Organisation	
Type of business e.g. sole prop, partnership(Joint Venture), company e.t.c	
Name of Contact Person	
Company Postal Address	
Company Physical Address	
Telephone Number	
Email Address	
Fax Number (optional)	

**PART B TECHNICAL CAPACITY**

**1. COMPANY EXPERIENCE**

List **similar** services provided in the last three years (a minimum of two is required)

<b>Reference 1</b>	
Project Title	
Brief Description of Project	
Name of client	
Contact Details of client	

Year of service	
Project Value in Maloti	

<b>Reference 2</b>	
Project Title	
Brief Description of Project	
Name of client	
Contact Details of client	
Year of service	
Project Value in Maloti	

<b>Reference 3</b>	
Project Title	
Brief Description of Project	
Name of client	
Contact Details of client	
Year of service	
Project Value in Maloti	

**Documents such as copies of contracts or Purchase Orders or any other similar document should be provided in support of the services performed for the above listed clients.**

## 2. EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS

List the qualifications of the key team proposed for this assignment

Name	Current Position	Years in current Position	Professional and Academic Qualifications

CV's should be provided to support key staff experiences and qualifications.

### **PART C FINANCIAL CAPABILITY**

List annual turnover of the company for the most recent 3 years.

Year	Annual Turnover

Financial Statements should be provided for the last 3 years to support the turnover.

Signed on behalf of the Candidate

Date:

Name:

Signature: