



# **Central Bank of Lesotho Request for Proposal**

## **Network Expansion Project**

Request for Proposal No. **CBL/FNC/LIB/13/Z/TC/05**

Issue date:

**Friday 2006 - September -22**

### **Submission Location:**

**Central Bank of Lesotho**

Cnr. Moshoeshoe & Airport Roads  
Maseru, Lesotho

### **Closing date and time:**

**Two** complete copies of each proposal must be received on or before 14hrs30  
Local Time on **Friday 2006- October -06**

Contact person:

Name: **Mr. Teboho Malataliana**

Title: Head, General Services

Phone **(266) 22314281 ext. 2007** - Fax number **(266) 22310051**

**[tmalataliana@centralbank.org.ls](mailto:tmalataliana@centralbank.org.ls)**

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# Table of Contents

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<b>1. EXECUTIVE SUMMARY.....</b>	<b>2</b>
<b>2. ADMINISTRATIVE REQUIREMENTS SECTION .....</b>	<b>3</b>
2.1. REQUEST FOR PROPOSAL INFORMATION.....	3
2.1.1. Terminology for this Request For Proposal.....	3
2.1.2. Delivery of Proposal.....	3
2.1.3. Contact Person .....	3
2.2. REQUEST FOR PROPOSAL PROCESS .....	4
2.2.1. Receipt Confirmation Form .....	4
2.2.2. Eligibility .....	4
2.3. PROPOSAL PREPARATION .....	4
2.3.1. Proposal Format.....	4
2.3.2. Signed Proposals .....	5
2.3.3. Changes to Proposal Wording.....	5
2.3.4. Irrevocability of Proposals .....	5
2.3.5. Working Language of the Bank.....	5
2.3.6. Costs of Responding.....	6
2.3.7. Proposal Validity & Firm Pricing .....	6
2.3.8. Currency and Taxes.....	6
2.4. ADDITIONAL INFORMATION.....	6
2.4.1. Sub-Contracting.....	6
2.4.2. Acceptance of Proposals.....	6
2.4.3. Modification of Terms.....	7
2.4.4. Ownership of Proposals.....	7
2.4.5. Restriction of Use.....	7
2.4.6. Confidentiality of Information .....	7
2.4.7. Negotiation Delay.....	7
2.4.8. Payment Holdback.....	7
2.5. ACCEPTANCE OF TERMS .....	7
<b>3. BUSINESS REQUIREMENTS SECTION.....</b>	<b>8</b>
3.1. REQUIREMENTS AND PROJECT SCOPE.....	8
3.1.1. Background.....	8
3.1.2. Project Overview .....	8
3.1.3. Project Objectives.....	9
3.1.4. Project Scope .....	9
3.1.5. Specific requirements.....	9
3.1.6. Project Budget .....	10
3.1.7. Deliverables .....	10
3.1.8. Bank Project Team.....	11
3.1.9. Other Conditions.....	12
3.2. EVALUATION CRITERIA .....	12
3.2.1. Mandatory Criteria.....	12
3.2.2. Desirable Criteria.....	13

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## 1. EXECUTIVE SUMMARY

The Central Bank of Lesotho, hereafter referred to as the Bank, has a Local Area Network (LAN) running at 100MB with fibre optic backbone links running at 1GB. The network was initially designed and implemented with the ability to expand as and when requirements so dictate. There is need for office relocations to the third floor, where network points are not readily available. Instead of moving points from the first floor to the third floor, the Bank finds it worth while to expand the network to the said floor such that the first floor network connections can be reused as and when need arises.

Through this document, the Bank invites proposals for the expansion of the current network to the third floor.

Full requirements are detailed in the remaining sections of this Request. For Proposal (RFP). Section 2 provides administrative information for prospective Proponents, while section 3 addresses the work to be done.

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## **2. ADMINISTRATIVE REQUIREMENTS SECTION**

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### **2.1. REQUEST FOR PROPOSAL INFORMATION**

#### **2.1.1. TERMINOLOGY FOR THIS REQUEST FOR PROPOSAL**

Throughout this Request for Proposal (RFP), terminology will be as follows:

- a) **“Bank”** means Central Bank of Lesotho ;
- b) **“Contract”** means the written agreement resulting from this Request for Proposal executed between the Bank and the Contractor;
- c) **“Contractor”** means the successful Proponent to this Request for Proposal who enters into a written Contract with the Bank;
- d) **“Executive Committee”** means the high-level management committee of the Bank composed of the Governors and the Heads of department.
- e) **“Must”**, or “mandatory” means a requirement that must be met in order for a proposal to receive consideration;
- f) **“Proponent”** means a person or body corporate that submits, or intends to submit, a proposal in response to this “Request for Proposal”;
- g) **“Should” or “desirable”** means a requirement having a significant degree of importance to the objectives of the RFP.
- h) **“Tender Committee”** means the Central Bank of Lesotho Tender Committee commissioned by the Governor to issue, receive, assess tenders and recommend selection of successful Proponents for the procurement of goods and/or services.

#### **2.1.2. DELIVERY OF PROPOSAL**

**Two** copies (one original and one copy suitable for reproduction) are required to be delivered at the main reception and should be deposited in the box marked “Tender Box”

**Facsimile or E-mail** copies are **not acceptable**. All envelopes should be sealed and marked **“Proposal for Network Expansion Project”**  
**Ref: CBL/FNC/LIB/13/Z/TC/05**

#### **2.1.3. CONTACT PERSON**

Enquiries related to this RFP are to be made, ***in writing***

- a) Technical enquiries regarding this RFP should be directed to:

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**Mr. Thabiso Makula**  
**Network Administrator**  
**Central Bank of Lesotho**  
**P.O. Box 1184.**  
**Maseru 100**

Telephone: **(266) 22314281 ext. 2097** Fax: **(266) 22310051**  
E-Mail: [tmakula@centralbank.org.ls](mailto:tmakula@centralbank.org.ls)

**b) Administrative enquiries regarding this RFP should be directed to:**

**Mr. Teboho Malataliana**  
**Secretary – Tender Committee**  
**Central Bank of Lesotho**  
**P.O. Box 1184.**  
**Maseru 100**

Telephone: **(266) 22314281 ext. 2007** Fax: **(266) 22310051**  
E-Mail: [tmalataliana@centralbank.org.ls](mailto:tmalataliana@centralbank.org.ls)

Enquiries or questions will be filed and may be distributed to all Proponents at the Bank's option. Information obtained from any other source is not official and should not be relied upon.

## **2.2. REQUEST FOR PROPOSAL PROCESS**

### **2.2.1. RECEIPT CONFIRMATION FORM**

Proponents are advised to fill out and return the attached Receipt Confirmation Form – Appendix B. All subsequent information regarding this Request for Proposal, including changes made to this document will be directed only to those Proponents who return the form.

### **2.2.2. ELIGIBILITY**

Proposals will not be evaluated if the Proponent'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.

## **2.3. PROPOSAL PREPARATION**

### **2.3.1. PROPOSAL FORMAT**

Evaluation of proposals is made easier and faster when Proponents respond in a similar manner. The following format and sequence must be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration:

- a) Title Page, showing the RFP number, Proponent's name and address, Proponent's telephone number and a contact person.

- b) One page letter of introduction identifying the Proponent.
- c) Table of contents including page numbers.
- e) The body of the proposal to include the following elements:
  - i) Project work plan
  - ii) Payment schedule
  - iii) Risk management
  - iv) Project team and experience
  - v) References

f) Any additional information, brochures, etc. should take the form of appendices.

**2.3.2. SIGNED PROPOSALS**

A person authorised to sign on behalf of the Proponent must sign the proposal to bind the Proponent to statements made in response to this RFP.

**CERTIFICATION**

Proposals **must** include the following signed certification:

The statements made in this proposal are correct and truthful representations. If selected I/we will negotiate in good faith with the Bank. This proposal will be irrevocable for 90 days from the date of closing.

Proponent (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**2.3.3. CHANGES TO PROPOSAL WORDING**

The Proponent will not be permitted to change the wording of the proposal after closing date, the Bank may request clarification on the general conditions or detailed specifications.

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**2.3.4. IRREVOCABILITY OF PROPOSALS**

After the closing date all submitted proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a contract with the Bank.

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**2.3.5. WORKING LANGUAGE OF THE BANK**

Responses and documentation related to this RFP must be in English.

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### **2.3.6. COSTS OF RESPONDING**

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The RFP document is obtainable free of charge. However, Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Bank, if any. If the Bank elects to reject a proposal, the Bank will also not be liable to any Proponent for any claims in preparing the proposal whatsoever.

### **2.3.7. PROPOSAL VALIDITY & FIRM PRICING**

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Proposals will be valid for at least 90 days after the closing date and prices will be firm for the entire contract period unless this RFP specifically states otherwise.

### **2.3.8. CURRENCY AND TAXES**

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Prices quoted must be:

- a) In Maloti or Rands;
- b) Exclusive of VAT;

The successful Proponent will be subject to taxation laws applicable in Lesotho.

## **2.4. ADDITIONAL INFORMATION**

### **2.4.1. SUB-CONTRACTING**

Using a sub-contractor (who should be clearly identified in the proposal) is acceptable. This includes a joint submission by two or more Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful performance of the contract and this should be clearly defined in the proposal.

Sub-contracting to any firm or individual whose 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 will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this RFP.

Where applicable, the names of approved sub-contractors listed in the proposal will be included in the Contract. No additional subcontractors will be added, nor other changes made, to this list in the Contract without the written consent of the Bank.

### **2.4.2. ACCEPTANCE OF PROPOSALS**

This Request for Proposal should not be construed as an agreement to purchase goods or services. The Bank is not bound to enter into a Contract with the Proponent who submits the lowest priced proposal

or with any Proponent. Proposals will be assessed in terms of the evaluation criteria.

#### **2.4.3. MODIFICATION OF TERMS**

The Bank reserves the right to modify the terms of this RFP at any time in its sole discretion before the closing date. Further the Bank reserves the right to cancel this Request for Proposal (RFP) at any time prior to entering into a Contract with the successful Proponent.

#### **2.4.4. OWNERSHIP OF PROPOSALS**

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

#### **2.4.5. RESTRICTION OF USE**

This RFP or any portion thereof may not be used for any purpose other than the submission of proposals.

#### **2.4.6. CONFIDENTIALITY OF INFORMATION**

All proposals submitted by Proponents shall be held in strict confidence and will not be revealed to any other party.

All Information pertaining to the Bank obtained by the Proponent as a result of participation in this project is confidential and must not be disclosed without written authorisation from the Bank.

#### **2.4.7. NEGOTIATION DELAY**

If a contract agreement cannot be negotiated within thirty (30) days of notification of designated Proponent, the Bank may terminate negotiation with that Proponent and negotiate a contract agreement with another Proponent of its choice.

#### **2.4.8. PAYMENT HOLDBACK**

The Bank may hold back a percentage of the total contract price until the requirements outlined in this RFP have been met, approved, and accepted by the Bank. Approval or acceptance by the Bank shall be in the form of a Certificate of Acceptance.

### **2.5. ACCEPTANCE OF TERMS**

All terms and conditions of this RFP are assumed to be accepted by the Proponents and incorporated by reference in their proposals, except such conditions and provisions that are expressly excluded. There will be an opportunity to review these conditions upon selection of the successful Proponent and during subsequent negotiations. The subsequent contract entered between the Bank and the prospective Proponent shall be governed by the laws of Lesotho.

### 3. BUSINESS REQUIREMENTS SECTION

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#### 3.1. REQUIREMENTS AND PROJECT SCOPE

##### 3.1.1. BACKGROUND

The Bank's Local Area Network (LAN) requirements will soon extend to the third floor of its building, where there's currently no setup for access to the network resources. However, the initial network setup was designed in such a way as to accommodate growth, as there is already cabling hanging in the ceiling and ready to be dropped down. Available space on the third floor of the Bank's building has just been partitioned and what remains is availing network services to these new offices.

[Note: the previous RFP included installation of power and telephone cabling as well. **These have been excluded from this RFP.** However, the installed network poles should allow installing (later on) both power and telephone poles in addition to network points, even though these additional installations will be undertaken by other contractors.]

The Bank has installed Cabletron/Enterasys smart switch 6000 chassis and switches. The switches are covered by 'Cabletron's Lancare for Life' policy which covers the switches for their life time. There are about forty-seven (47) network points terminated in the ceiling, on the section where new offices have been constructed. On the other hand, the current network cabling and equipment is certified, by Krone Africa (PTY) Ltd, to work properly for twenty (20) years. It is, therefore, mandatory that proponents will be able to obtain the same certification after undertaking the required work.

##### 3.1.2. PROJECT OVERVIEW

The Network Expansion Project entails the following:

1. Supply of poles to host network points.
2. Installation of the network points onto the poles, the said points are terminated and available in the ceiling.
3. Relocation of existing points.

**NB. Detailed information about this task is provided in section 3.1.5**

### 3.1.3. PROJECT OBJECTIVES

The objectives of this project are:

1. To expand the current network to the third floor such that network resources can be accessible from these new offices.
2. To relocate existing network points such that they match the sitting arrangements, on the first floor (Supervision), second floor (Drivers' office) and third floor (NPS office).

### 3.1.4. PROJECT SCOPE

In order to gain the maximum benefit from the exercise, the Proponent will be expected to: -

- a) Install the poles to host network points. Twenty-nine (29) poles are required for new offices in third floor and four (4) poles for points to be relocated. ***Proponents are required to show the cost per pole as well as the make-up of the pole.***
- b) Install network cables on the poles. Cables are already hanging in the roof ready for dropping down into the poles.
- c) Relocate network points on the first, second and third floors, to match the present and planned sitting arrangements. These will require four (4) poles: two (2) poles are required at the first floor (supervision), one (1) pole at the second floor (drivers' office) and the other pole at the third floor (NPS office).
- d) Document the expanded network.
- e) Test all installed and relocated points.

### 3.1.5. SPECIFIC REQUIREMENTS

**A site visit**, scheduled for Tuesday 03<sup>rd</sup> October 2006 is **strongly** recommended for the successful completion of this project. The floor map of the mentioned third floor of the Bank will be provided on request.

#### **Network Cabling**

- a) Supply and installation of poles, including their necessary accessories to enable connectivity to the network.
- b) Relocation of network points from the first, second and third floors and installation into the additional poles.

- c) Installation of about thirty-three (33) O-line aluminium poles, about 4m in height, with PVC cover. These are the specifications of the existing poles in the Bank. Other types of poles will be considered, provided they are compatible with the existing structure.
- d) There are about forty (47) free points terminated on a section of the third floor roof, hence the Bank does not find a need for re-cabling from the switch cabinets located in the second floor. It follows that there is neither a need for the supply nor installation of patch panel(s). These are points that will be installed on the poles.
- e) There are also many patch leads as well as cables for network interface card (NIC) connections available, hence there's again no need for their supply.

### **3.1.6. PROJECT BUDGET**

The Bank's funds for carrying out the project are limited; hence Proponents are expected to be competitive in their pricing.

### **3.1.7. DELIVERABLES**

The deliverables of this exercise are:

- I. Tested and working network points from all constructed offices.
- II. Relocated network points to match the sitting arrangement, in the first, second and third floors.
- III. Documentation of the expanded network.
- IV. Certification and warranty.

### 3.1.8. BANK PROJECT TEAM

The Bank's project team consists of the following:

<b><u>ROLE</u></b>	<b><u>RESOURCE</u></b>	<b><u>RESPONSIBILITY</u></b>
<b>Project Steering Committee</b>	<b><i>Central Bank of Lesotho Information and Communications Technology Committee</i></b>	Is responsible for providing project direction, approving project plans, resolving project issues, securing project resources, reviewing and approving deliverables, and communicating project status to stakeholders.
<b>Project Sponsor</b>	<b><i>Mr. M. Mahoana Director a.i ICTD</i></b>	Communicates project status to Executive Management and secures buy-in. Monitors project plans and schedules.
<b>Project Manager</b>	<b><i>Mr. T. Mpheteng Head, IOD</i></b>	Is responsible for co-ordinating with the Proponent project teams, resolving day-to-day issues, raising issues to the Project Sponsor, the overall project direction, final sign-off on all deliverables and performing other administrative tasks. Ensures contract administration, user acceptance testing and operational support. Verifying and recommending payment of invoices.
<b>Technical Group</b>	<b><i>Mr. T. Makula, Mr. T. Lesihla</i></b>	Integrated into the Proponent technical team and observing the Proponent activities throughout the implementation process.

### 3.1.9. OTHER CONDITIONS

- a) The current network infrastructure installation is certified by Krone Africa (PTY) Ltd. and the fifteen (15) year warranty on networking equipment (from March 2000) is given by CRL Computers (the previous contractor). Therefore the required proponent **must** be in the position to acquire the same certification and warranty after undertaking the required work.
- b) The floor map of the mentioned third floor will be provided on request
- c) All project meetings, interviews with key project team members and workshops as well as meetings with the Project Steering Committee (as appropriate) will be at the Central Bank of Lesotho's office in Maseru.
- d) The Proponent would take the full responsibility of ensuring that all required expertise is available at the right time throughout the project execution.
- e) The project team will be staying in Maseru and working from the Bank's offices while carrying out the project activities.
- f) Both paper and electronic copies of the deliverables will be handed to the Bank and retained by the same as required.
- g) The Bank will ensure that required information is provided as available, and organise facilities for planned interviews, location visits and meetings, and execute it's obligations to the project in a timely manner.

### 3.2. EVALUATION CRITERIA

Evaluation of proposals will be based on mandatory and desirable criteria.

(NB Proposals not meeting mandatory requirements or not demonstrating that they meet them will receive no further consideration during the evaluation process.)

#### 3.2.1. MANDATORY CRITERIA

Proposals must include the following **mandatory** requirements:

- a) One original and one copy suitable for photocopying of the proposal must be received on time and be signed by the authorised persons;
- b) Experience of the proponent's team on network cabling

c) Pricing; a break down of project fees

### **3.2.2. DESIRABLE CRITERIA**

Proposals meeting the mandatory criteria above will be further evaluated based on the following desirable criteria:

- a) Project plan
- b) Soundness and relevance of references
- c) Skill and availability of proposed project team members
- d) Availability of warrantees
- e) Change / risk management – demonstrated ability to minimise impact on live systems
- f) Cost – Competitiveness of the overall quotation comprised of the following categories:
  - i) Hardware costs (A break down of prices for hardware equipment is desirable)
  - ii) Labour or professional fees, and
  - iii) Disbursements

**3.2.3** The following criteria model (Appendix A) will be used to determine the successful proponent

## Appendix A Evaluation Criteria Model

<b>MANDATORY CRITERIA</b>	
One original and one copy of the proposal received on time and signed by authorized persons	Yes/No
Experience of the proponent's team on network cabling	Yes/No
Pricing: A break down of project fees	Yes/No

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### **DESIRABLE CRITERIA**

Project plan	<b>10%</b>
Soundness and relevance of references	<b>10%</b>
Skill and availability of proposed project team members	<b>20%</b>
Availability of warranties	<b>10%</b>
Risk/Change management – demonstrated ability to minimise impact on live systems.	<b>10%</b>
Cost – Competitiveness of the overall quotation comprised of the following categories: i) Hardware costs (A break down of prices for hardware equipment is desirable) ii) Labour or professional fees, and Disbursements	<b>40%</b>
<b>Total</b>	<b>100%</b>

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## Appendix B Receipt Confirmation Form

**RE: IIP RFP - Ref: CBL/FNC/LIB/13/Z/TC/05**

Please complete this form and return or fax to:

**Secretary (Head, General Services) Tender Committee**

**Central Bank of Lesotho**

**P.O. Box 1184**

Maseru 100, **Lesotho**

Telephone: (266) **22314281 ext. 2007** Fax: (266) **22310051/  
22310679**

Email: [cbl@centralbank.org.ls](mailto:cbl@centralbank.org.ls)

*(NB: Failure to return this form will result in no further communication regarding this RFP.)*

We have received a copy of the above noted RFP.

\_\_\_\_\_ We intend to submit a proposal.

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

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

We understand that whether or not we submit a proposal will not affect our status as a potential supplier to the Central Bank of Lesotho in the future. We understand that if we do not return this form we will not receive any further notices with regard to this RFP.

\_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Name (Printed)