



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

## **ARCHITECTURAL SERVICES**

Request for Proposal No: ***CBL/fnc/TC/8/FNC/TC/04/2009***

Issue date:

***Thursday, 6<sup>th</sup> March 2009***

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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# Table of Contents

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<b>1.0 EXECUTIVE SUMMARY.....</b>	<b>1</b>
<b>Introduction .....</b>	<b>1</b>
<b>2.0 ADMINISTRATIVE REQUIREMENTS SECTION</b>	<b>2</b>
<b>2.1 Request For Proposal Information .....</b>	<b>2</b>
2.1.1 <i>Time-Frames</i> .....	2
2.1.2 <i>Contact Person</i> .....	2
2.1.3. <i>Terminology for this Request For Proposal</i> .....	2
<b>2.2 Request For Proposal Process .....</b>	<b>3</b>
2.2.1 <i>Eligibility</i> .....	3
2.2.2 <i>Evaluation and Selection</i> .....	3
2.3. Proposal Preparation .....	3
<b>2.4. Definition of Contract</b> .....	<b>5</b>
<b>2.5. Liability for Errors</b> .....	<b>5</b>
<b>2.6. Ownership of Bids</b> .....	<b>5</b>
<b>2.7. Restriction of Use</b> .....	<b>5</b>
<b>2.8. Confidentiality of Information</b> .....	<b>5</b>
<b>3.0 TECHNICAL REQUIREMENTS SECTION .....</b>	<b>6</b>
3.1. Functions of the Architect .....	6
3.2. Evaluation Criteria .....	6

## **1.0. EXECUTIVE SUMMARY**

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### **INTRODUCTION**

Central Bank of Lesotho operates a staff Housing Loan Scheme that enables its employees to construct or purchase houses for themselves. The Bank also has residential and other properties within Maseru which require maintenance and or refurbishments from time to time.

It is the Bank's intention therefore, to comply with relevant international standards in the construction industry. For this reason the Bank wishes to engage services of an Architect on a retainer (fee for service) basis on a renewable contract of twelve months, to provide any required architectural services.

The full requirements are detailed throughout the sections of this RFP. Section 2 provides administrative information for prospective Proponents while Section 3 addresses the work to be done and the approach.

In order to ensure completeness and consistency of responses, Proponents are to prepare their proposal in accordance with the format provided in Section 2.3 (proposal preparation).

## 2.0. ADMINISTRATIVE REQUIREMENTS SECTION

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The following terms will apply to this Request for Proposal (RFP) and to any subsequent contract. Submission of a bid in response to this RFP indicates acceptance of all the following terms.

### 2.1 Request for Proposal Information

#### 2.1.1 Time-Frames

*Delivery of bids* Two (2) copies of the bid, one original and a copy suitable for redistribution, enclosed in sealed envelope, bearing no identification of the proponent clearly marked “**Bids for architectural services**” must be deposited in the tender box at Central Bank of Lesotho located at the Reception area. Certified copies of current Traders License, Tax Clearance Certificate must be submitted with the bid.

*Facsimile or Email bids will not be acceptable.*

*Closing Date* All bids must be delivered to Central Bank of Lesotho **on or before Friday, April 3, 2009** no later than **14h30hours**.

*Bids opening* Bids will be opened on the same day at 14h30hours in the Auditorium of the Central Bank of Lesotho. Proponents’ or their representatives who wish to attend are welcome.

*Interviews* Should it be required, Central Bank of Lesotho may interview short-listed Proponents.

*Start Date:* The successful Proponent is expected to assume duty immediately upon signing of the contract.

#### 2.1.2 Contact Person

All enquiries should be directed to:

**Mr. N. Molapo**  
**Tel: +266 – 22232000 ext. 2091 or 22232091**  
**Email: nmolapo@centralbank.org.ls**

#### 2.1.3. Terminology for this RFP

Throughout this RFP, terminology is used as follows:

- a) “**Contract**” means the written agreement resulting from this Request For Proposal executed by the Bank and the Architect;

- b) **“Architect”** means the successful proponent to this RFP who enters into a written contract with the Bank;
- c) **“Bank”** means The Central Bank of Lesotho;
- d) **“Proponent”** means an individual or **body corporate** that submits, or intends to submit, a bid in response to this RFP
- e) **“Executive Committee”** means the high level management committee of the Bank composed of the Governors and department Heads.
- f) **“Must” or “Mandatory”** means a requirement that failure to meet shall result in disqualification of the proposal.
- g) **“Tender Committee”** means the Central Bank of Lesotho Tender committee established by the Governor to issue, receive, assess bids and recommend selection of successful Proponents for the procurement of goods and services.

## **2.2 Request for Proposal Process**

### **2.2.1 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 the appointment.

### **2.2.2 Evaluation and Selection**

The Tender Committee will check, assess and score proposals against the evaluation criteria as shown in section 3.2.

## **2.3. Proposal Preparation**

The following format and sequence should be followed when submitting proposals:

2.3.1. Title page, showing proponent’s name and address, closing date and time, proponent’s contact numbers, and a contact person/s.

2.3.2. A letter of intent identifying the proponent and signed by the person/s authorized to sign on behalf of, and bind the proponent to statements made in the proposal.

2.3.3. A brief profile of the proponent.

### **2.3.4. Financial stability**

The proponent must demonstrate financial stability by, amongst others, providing recent audited financial statements or any

other relevant documentation that states the financial standing of the proponent.

2.3.5. Technical competence

- a) Proponents must indicate their relevant experience on construction projects substantiated by appropriate references.
- b) Proponents must show skills availability to provide services to the Bank
- c) Proponents must show any affiliation with recognized professional bodies.
- d) Proponents must have at least 5 years practicing experience as an Architect

2.3.6. Service fees

Proponents should clearly show their fee structure including, amongst others the following;

- a) All-inclusive professional fee schedule with breakdown of costs per each work stage. e.g.
  - Stage 1 – Appraisal and definition of the project
  - Stage 2 – Design concept
  - Stage 3 – Design Development
  - Stage 4 – Technical documentation
  - Stage 5 – Contract Administration and inspection
- b) the discounts, if any;
- c) The hourly charges for professional and technical team members
- d) The response time when the Bank requests Architects services.

2.3.7. References

References of architectural projects undertaken by the proponent during the past two years including project costs.

2.3.8. Certification

Bids must include the following signed certification:

The statements made in this bid are correct and truthful representations. If selected I/we will negotiate in good faith with the Bank. This proposal will be irrevocable for 30 working days from the date of closing.

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

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

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

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

#### **2.4. Definition of Contract**

Notice in writing to a proponent that s/he has been identified as the successful proponent and the subsequent full execution of a written Contract will constitute the Contract for the services.

#### **2.5. Liability for Errors**

While the Bank has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this document is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by the Bank, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

#### **2.6. Ownership of Bids**

All documents, including proposals, submitted to the Bank become the property of the Bank. They will be received and held in confidence by the Bank.

#### **2.7. Restriction of Use**

This document or any portion thereof shall not be used for any purpose other than the submission of bids.

#### **2.8. Confidentiality of Information**

The successful proponent must agree to maintain security standards consistent with security policies of the Bank. These include strict control of access to data and maintaining confidentiality of information gained while carrying out their duties.

### **3.0. TECHNICAL REQUIREMENTS SECTION**

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#### **3.1. Functions of the Architect**

**The successful proponent shall be required to perform, though not limited to, the following functions:**

- a) Advise the Bank in the choice of contractors to undertake the maintenance works on the Bank building and other Bank properties;
- b) Review building plans, Bills of Quantities and other related documents for staff houses financed under the Staff Housing Loan Scheme and ensure that they comply with the Bank's requirements.
- c) Oversee any construction works involving staff who have obtained loans from the Bank;
- d) Ensure that architectural specifications and standards are adhered to by building contractors;
- e) Certify for payment any works performed by building contractors on behalf of the Bank and staff;
- f) Advise on the structural soundness of properties to be purchased by staff and those of the Bank;
- g) Advise the Bank on the suitability of proposed renovations or improvements under the Staff House Maintenance Scheme, as well as properties of the Bank
- h) Prepare architectural drawings and Bills of Quantities for new projects;
- i) Any other architectural related assignments as given from time to time by the Bank.

#### **3.2. Evaluation Criteria**

The criteria model outlined below will form the basis upon which the evaluation of the bids will be made and scores assigned. Proposals not meeting Mandatory requirements will receive no further consideration during the evaluation process.

##### **3.2.1 Mandatory Criteria**

- An original and one copy (suitable for photocopying) of the proposal must be received on time and be deposited in the tender box

### 3.2.1 Desirable Criteria

Proposals meeting the Mandatory criteria above will be further evaluated as follows:

#### (a) Bid preparation format

- Title page showing Proponents name and address, closing date and time, Proponents contact numbers and contact person (s).
- A letter of intent identifying the Proponent and signed by the person (s) authorised to sign on behalf of, and bind the Proponent to statements made in the bid.
- A brief profile of the Proponent

#### (b) Financial stability

- The Proponent must demonstrate financial stability by, amongst others, providing recent audited financial statements or any other relevant documentation that states the financial standing of the Proponent.

#### (c) Technical Competence

- Proponents must indicate their relevant experience on construction projects substantiated by appropriate references.
- Proponents must show skills availability to provide services to the Bank
- Proponents are requested to show any affiliation with recognised professional bodies
- Proponents must have at least 5 years practicing experience as an Architect.

#### (d) Service fees

- Proponents to comply with section 2.3.6 of this RFP

The evaluation criteria model outlined in Appendix A will be used to score proponent proposals

## Appendix A Evaluation Criteria Model

<b>MANDATORY CRITERIA</b>	<b>0%</b>
1. Original and a redistributable copy of the proposal received on time and deposited in the tender box	Yes/No

Failure to achieve a “Yes” rating for the Mandatory criteria above will disqualify the proponent’s proposal from further review.

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<b>DESIRABLE CRITERIA</b>	<b>100%</b>
A) Bid preparation format	10%
B) Financial stability	10%
C) competence	60%
D) Service fees	20%