



Central Bank of Lesotho Request for Proposal

In-house Training on Selected Topics

Request for Proposal No: ***CBL/fnc/TC/8/C/TC/12/2009***

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Executive Summary

The Central Bank of Lesotho attaches great importance to training of staff in order to facilitate the achievement of its goals and objectives through a well trained and skilled staff.

Currently the Bank has a total of 228 (two hundred and twenty eight) members of staff including the Executive Management.

In order to arrest challenges experienced by members of staff, the Bank identified the following areas in which all 223 members of staff should undergo in-house training on the Bank's premises:

- a) Stress Management for all staff
- b) Managing personal Finances for all staff

In addition to this,

- c) A Supervisory Skills training is also required for a total of forty two (42) members of staff who hold supervisory positions and are mostly holders of a first university degree.

The duration of each training topic has been determined as two days.

Please note that each topic of this training is a stand-alone subject and therefore **proponents can choose any one or more of the three training topics mentioned above.**

2. Administrative Requirements

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

Request for Proposal Information

2.1.1 Terminology for this RFP

Throughout this RFP, the terminology is used as follows:

- a) **“Bank”** means the Central Bank of Lesotho;
- b) **“Contract”** means the written agreement resulting from this RFP executed by the Bank and the Contractor;
- c) **“Contractor”** means the successful Proponent to this RFP who enters into a written Contract with the Bank;
- d) **“Must”, or “Mandatory”** means a requirement that failure to meet shall result in disqualification;
- e) **“Proponent”** means an individual or body corporate that submits, or intends to submit, a proposal in response to this RFP;
- f) **“Should” or “Desirable”** means a requirement having a significant degree of importance to the objectives of the RFP.
- g) **“Tender Committee”** means the Central Bank of Lesotho Tender Committee established by the Governor to issue, receive, assess tenders and recommend selection of successful proponents for the procurement of goods and services.

2.1.2 Delivery of Proposal

An original and one copy suitable for redistribution should be deposited in the Tender Box at the Reception area of the Bank.

Facsimile or E-mail copies are **not acceptable**. All envelopes should be sealed, showing no identification of proponent and clearly marked:

Tender for the Provision of In-house Training Service

Ref.: CBL/fc/TC/8/C/TC/12/2009

2.1.3 Project Time-Frames

Closing Date and Time: All proposals must be delivered by: **no later than 1430hrs on *Friday, November 13, 2009***

2.1.4 Contact Persons

Enquiries relating to this training should be directed, in writing, to;

Name : Ms. M. Mefane

Title : Senior Manager Recruitment & Training

Tel : (+266) 2223 2100

Fax : (+2266) 22310051

E-mail: cmefane@centralbank.org.ls

Administrative Enquiries arising from this RFP should be directed, in writing, to;

Name : Mr. N. Molapo

Title : Secretary, Tender Committee

Tel : (+266) 2223 2091

Fax : (+266) 22310051

E-mail: nmolapo@centralbank.org.ls

2.1.5 Reference Material

Any required reference material will be provided upon request, if available.

2.2 Request for Proposal Process

2.2.1 Clarification

Any clarification relating to this RFP must be addressed in writing to the relevant person designated in 2.1.4 above.

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 the requirements of this RFP will be considered.

2.2.3 Evaluation and Selection

Only proposals delivered and received properly as specified in 2.1.2 above will be checked first against the Mandatory criteria. Any of them **not** meeting all the Mandatory criteria will be rejected without further consideration.

Those that **do** meet the Mandatory criteria will then be assessed and scored against the desirable criteria. The Bank is not bound to accept the lowest or any bid.

2.3 Proposal Preparation

2.3.1 Proposal Format

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

- a) One page letter of introduction identifying the proponent and signed by the person or persons authorised to sign on behalf of, and bind the proponent to, statements made in the proposal.
- b) Title Page, showing RFP number, proponent's name and address, proponent's telephone number, and a contact person.
- c) Table of contents including page numbers.
- d) A brief summary about the selected topic.
- e) The body of the proposal to include the following elements:

APPROACH

Must clearly state how the proponent intends to carry out this training e.g. sizes of groups if there will be any.

DELIVERABLES – Specific modules/areas to be covered by the training:

- Must state the benefits that will be achieved by the trainees.
- Training materials

PROPONENT EXPERIENCE

- Should provide a brief summary of suitability of the proponent which outlines specifically the track record and experience relevant to this training;
- Where activities were performed as a subcontract or a joint venture, this should be clearly indicated, stating the extent of involvement as well as the subcontractor's track record and experience relevant to this project;

REFERENCES

- Proposals should be accompanied by a minimum of two relevant references preferably from previous beneficiaries of the proponent's training.

DURATION OF TRAINING

Each topic of training is set for the duration of two days.

TRAINING COSTS

- Should provide costs associated with the training, and these can be per group or per candidate. Proponent to clearly indicate what is included within the cost e.g. training materials

PAYMENT

- Should indicate a stage at which payment should be made.
- Any additional information e.g. brochures if available, should take the form of appendices.

2.3.2 Costs of Responding

Proponents are solely responsible for their own costs in preparing the proposal and for subsequent negotiations with the Bank, if any. If the Bank elects to reject a proposal, the Bank will not be liable to any Proponent for any claims in preparing the proposal whatsoever.

2.3.3 Proposal Validity & Firm Pricing

Proposals should be valid for at least 60 days after the closing date and prices are to be fixed for the entire contract period.

2.3.4 Currency and Taxes

The successful proponent will be subject to taxation laws applicable in Lesotho including withholding tax where appropriate.

Prices quoted are to be:

- a) in Maloti (1 LSL = 1 ZAR);
- b) inclusive of 14% Value Added Tax
- c) in accordance with applicable Lesotho laws

2.3.5 Compliance to Tax Obligations

Certified copies of Lesotho Revenue Authority's (LRA) Tax Clearance certificates or other relevant authority certificates must be submitted together with the bid.

2.4 Additional Information

2.4.1 Modification of Terms

The Bank reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a Contract with the successful Proponent.

2.4.2 Ownership of Proposals

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

2.4.3 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 prior written authorisation from the Bank.

2.4.4 Training Budget

- The Bank has limited funds for carrying out this training; hence price will be among the key deciding factors for consideration in the evaluation of proposals.

2.4.5 Training Facilities

- The Bank will provide its training room, projector, flip chart, white board, and relevant markers. Refreshments will be available for both the trainees and presenters.
- Refreshments such as tea/coffee in morning & afternoon will be provided. Water will also be available.

2.4.6 Assumptions

It is assumed that:

- The Bank will ensure that required information is provided, if available, upon request by the proponent and will execute it's obligations to this training in a timely manner.

3. Business Requirements Section

Requirements and Scope of Training

3.1.1 Background

Besides training, the Central Bank of Lesotho considers the general welfare of staff as a contributing factor to their overall performance. Hence a need has since been identified to equip them with skills to deal with issues such as stress and related causes which results various factors such as people skills, debts, illnesses and organisational culture.

3.1.2 Training Objectives

The main objectives of this training are:

- a) To equip staff at supervisory level with appropriate supervisory skills.
- b) To improve the mental and psychological wellbeing of staff.
- c) To equip staff with life skills on managing personal finances.
- d) To change mindset steering it towards staying positive.

3.1.3 Deliverables

Trained members of staff with necessary skills and training materials that staff can use as reference from time to time.

Evaluation Criteria

The following criteria will form a basis upon which evaluation of proposals will be made. 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
- Pricing with breakdown per person/group.

3.2.2 Desirable Criteria

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

(a) Approach

- Suitability of the methodology to be used to achieve the objectives of this training.

(b) Costs

- Training Costs

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

Appendix A Evaluation Criteria Model

MANDATORY CRITERIA	0%
1. Original and a redistributable copy of the proposal received on time and deposited in the tender box	Yes/No
2. All-inclusive fixed price proposal quote with breakdown into groups or fee per person	Yes/No
3. References	Yes/No
Failure to achieve a “Yes” rating for all the Mandatory criteria above will disqualify the proponent’s proposal from further review.	

DESIRABLE CRITERIA	100%
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A) APPROACH	30%
4. Method of carrying out training	
B) Business Requirement Fulfilment	50%
5. Equip supervisory staff with appropriate skills.	
6. Improve mental and psychological wellbeing of staff	
7. Equip staff with life skills on managing personal finances	
8. Change mindset	
C) Training Offering	10%
9. Number of Participants Accommodated	
D) PRICING	10%
10. Training Costs	