

CENTRAL BANK OF LESOTHO



INVITATION TO TENDER

The Central Bank of Lesotho invites bids from person(s) or body corporates based in Lesotho for the supply of 24-hour security guard services at the following premises in Maseru for a contract period of 12 months which may be renewed.

Location	Day shift	Night shift
1. Bank Flats, 81A Caledon Road Maseru West	1 armed guard with a two-way radio	1 armed guard with a two-way radio
2. House 81, Caledon Road Maseru	1 armed guard with a two-way radio	1 armed guard with a two-way radio
3. House 251, Maseru West	1 armed guard with a two-way radio	1 armed guard with a two-way radio
4. Lehakoe Recreation & Cultural Centre	1 armed shift leader with a two-way radio supported by 2 female guards and 2 male guards.	1 armed shift leader with a two-way radio supported by 2 female guards and 2 male guards.

Bids should include technical and financial proposals. The technical proposal should include **a)** proof of professional indemnity cover, **b)** mode of communication between the guards and their head office, **c)** bidder's length of service in the business, **d)** list of clientele, **e)** bidder's background/profile and **f)** staff recruitment, selection criteria. The financial proposal should include the fee structure for the guards.

Tender Conditions

1. Bidders are invited to a **mandatory** briefing session at the Central Bank of Lesotho on Tuesday **October 23rd, 2007 at 10:00 hours**. The session will include touring the above mentioned premises.
2. Bidders must clearly show validity of their bids.
3. The contract sum shall remain fixed for the entire contract period
4. Bids bearing no identification of the bidder in sealed envelopes clearly marked **"Bid for provision of security guard services"** should be deposited in the tender box located at the reception area of Central Bank of Lesotho at corner Moshoeshoe & Airport Roads no later than 14:30hours, **Friday, November, 2nd 2007**.
5. Tenders will be opened on Friday, November 2nd, 2007 at 14h30 in the Central Bank Auditorium. Bidders or their representatives who wish to attend are welcome.
6. Certified copies of current Private Security Officers Act 2002 Registration Certificate and VAT and Income Tax clearance certificates must be submitted with the bid.
7. Bidders are requested to quote in Maloti or Rands only.
8. Bidders are requested to quote VAT-inclusive prices.
9. Central Bank of Lesotho is not bound to necessarily accept the lowest or any bid.
10. For further clarification bidders are requested to contact the undersigned at telephone 2223 2091.

Special Notes:

1. **Bidders are expected to ensure strict compliance with the above specifications and conditions, failure to do so will result in disqualification of bids.**
2. **All Tenderers are advised that a vendor exclusion policy shall apply. Copies of the policy may be obtained from the Secretary.**
3. **Bidders are to note that the Central Bank of Lesotho may apply withholding tax obligations when effecting payment.**

N. Molapo (Mr.)
Secretary, Tender Committee