

# Central Bank of Lesotho

## INVITATION TO TENDER (ITT)



The Central Bank of Lesotho invites bids from registered Air Conditioning System specialists (Dakin Accredited) for maintenance and service of air conditioning units or system at the Central Bank of Lesotho and Lehakoe Recreation and Cultural Centre.

### Tender Conditions

1. For full details of the tender requirements, interested person (s) should contact the undersigned at **Tel: +266 2223 2126** or **email: mlechela@centralbank.org.ls**, and ask for a copy of detailed **Scope of Work**. The soft copy may also be downloaded from the website at **www.centralbank.org.ls** or through an email upon request.
2. The contract will be for one year and may be renewed upon satisfactory performance.
3. Bidders must clearly show validity of their bids.
4. Pricing for each site should be shown separately.
5. Bids in sealed envelopes bearing no identification of the bidder, clearly marked **"Bid for maintenance of air conditioning units"** 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 14h30 Friday, 12th March 2021**.
6. The Tender opening will be on the **15th March 2021**. As a health measure, no bidders will be allowed to attend the opening session. All proponents will be emailed the record of the opening proceedings.
7. Valid certified (at source) copies of trader's license and copies of valid tax clearance certificate must be submitted with the bid.
8. One-page letter of introduction identifying the proponent (proponent's name and physical address together with contact details; contact person, telephone number and e-mail address) and signed by the person or persons authorized to sign on behalf of, and bind the proponent to statements made in the tender; Failure to comply with this requirement will result in disqualification.
9. Recent financial statement of the bidder duly signed by an Audit Firm or practicing Chartered Accountant must be provided.
10. Bidders are to note that the Bank may require a performance guarantee of no more than 10% of the bid amount.
11. Bidders are requested to quote in Maloti or Rands only.
12. Central Bank of Lesotho is not bound to accept the lowest or any bid.
13. For further clarification bidders are requested to contact the undersigned at telephone # **22232126** and /or **mlechela@centralbank.org.ls**.
14. Evaluation criteria shall consist of the following **mandatory** requirements amongst others (**Failure of which result in disqualification**):

Supplier registration	Valid certified (at source) copies of traders license and LEC registration certificate
Tax Compliance	Valid certified (at source) copies of current tax clearance certificate
Financial Capacity	Recent financial statement of the bidder duly signed by an Audit Firm or practicing Chartered Accountant that reflect a minimum working capital equivalent or more than the bid amount.
<b>Experience</b>	Two (2) reference letters from clients provided with the similar services in the last five years
Price	Competitive Price
Validity of the bid	Valid for at least 30 days

### Special notes

- Bidders are expected to ensure strict compliance with the above specifications and conditions, failure to do so will result in disqualification of bids.
- All Bidders are advised that a Vendor Exclusion Policy shall apply where necessary; copies of the policy may be obtained from the Secretary.
- Bidders are to note that the Central Bank of Lesotho shall apply withholding tax obligation when effecting payment.
- Contractors and service suppliers shall recognize the importance of performing the work in a safe and responsible manner so as to prevent damage, injury, or loss to individuals, the environment, including materials and equipment used at the work place and or stored on-site.

**M. Lechela (Mrs.)**  
**Secretary, Tender Committee**