



## INVITATION TO TENDER

The Central Bank of Lesotho invites tenders from locally registered, EATON accredited and suitable service providers for supply, delivery, and installation of 1 x Uninterruptible Power Supply (UPS) as follows:

### TECHNICAL SPECIFICATIONS

REQUIREMENTS	DETAILS
1 x UPS	Eaton 93PM, 50kW UPS, with 2 hours Battery autonomy at full, Battery should be 12V, 130AH.

### SCOPE OF WORK AND OTHER REQUIREMENTS

- Supplying and installation of the new UPS.
- The service provider shall commission, train end user and leave good.
- Supply the UPS with all manuals before installation to review for site fitment and assess all installation requirements.
- The contractor must have experience in installing the UPS.
- Final commissioning shall be carried out by the equipment supplier's representative.
- Must be accredited to supply and install the UPS by the equipment supplier (An accreditation reference letter shall be issued by the equipment supplier confirming the contractor's competence on this specialized installations)

### MANDATORY TENDER CONDITIONS AND REQUIREMENTS (FAILURE TO COMPLY FULLY WITH THESE REQUIREMENTS WILL RESULT IN DISQUALIFICATION.

1. There will be a mandatory site visit on Thursday **27<sup>th</sup> April 2023** at 11am. Bidders should report at the reception.
2. Bidders are required to show validity period of bid, warranty, and delivery period.
3. Electronic PDF email bid submissions stating "**Bid for UPS**" on the email subject and should be emailed to [mlechela@centralbank.org.ls](mailto:mlechela@centralbank.org.ls).
4. The bid proposal shall be attached to the email as PDF attachments or folder or zipped folder only. Links will not be allowed.
5. Bids should be received on or before **Friday May 05<sup>th</sup>, 2023**. The cut off time for the receipt of the bids shall be 16:30hrs, the recipient's time. Bids received after the stated time and date will not be considered.
6. The Tender opening will be on the next workday from 10:30hrs. 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 copies of current tax clearance certificate and traders license or certificate of Incorporation (if not Lesotho Registered) 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.



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9. All required documents should be provided in a document form not as reference to a website or link.
10. A credit line letter from an authorized Financial Institution that reflect a minimum credit/ loan facility equivalent, or more than the bid amount must be provided with the bid **or** Recent financial statements of the bidder duly signed and stamped by an Audit Firm or practicing Chartered Accountant that reflect a minimum working capital equivalent or more than the bid amount. The credit /loan facility should be clearly stated in amount.
11. Tenders should be accompanied by a minimum of two positive and relevant project reference letters preferably from previous implementation site in the last five years. Contact details should also be availed so that contact may be made during the selection process.
12. Bidders are to note that the Bank **may** require a performance guarantee of no more than 10% of the bid amount.
13. Bidders are requested to quote in Maloti or Rands only.
14. Pricing should consist of price for supply of the system, installation, and 15% VAT where applicable. Where vendors are registered to collect VAT, they must submit VAT certificate.
15. Central Bank of Lesotho is not bound to accept the lowest or any bid and may cancel the bidding process at any stage prior to the award of contract and is not bound to provide reasons for cancellation.
16. Bidders must expressly respond and fully comply with the specifications as stipulated in the advertisement.
17. For further clarification bidders are requested to contact the undersigned at telephone #:22232126 and /or [mlechela@centralbank.org.ls](mailto:mlechela@centralbank.org.ls).
18. Evaluation criteria shall consist of the following **mandatory** requirements (**Failure of which result in disqualification**):

Supplier registration	Valid copy of the traders license/ certificate of Incorporation (if not Lesotho Registered)
Tax Compliance	Valid copy of current tax clearance certificate
Technical Specification	Full compliance to the detailed specifications
Company Experience	Two (2) reference letters from clients provided with the similar services in the last five years and satisfactory workmanship on sites completed with similar work.
Equipment Manufacture Accreditation	A reference/accreditation letter shall be issued by the equipment supplier confirming the contractor's competence on these specialized installations
Financial Capacity	A credit line letter from an authorized Financial Institution that reflect a minimum credit/ loan facility equivalent, or more than the bid amount must be provided with the bid or Recent financial statements 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
Validity of the bid	Valid for at least 60 days
Warranty	Manufactures warranty
Delivery period	To be stipulated by the proponent



Price	Full compliance to the pricing requirements Competitive Price
Site visit	Attendance of the mandatory site visit

## 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 Bidders are advised that a Vendor Exclusion Policy shall apply where necessary.
3. Bidders are to note that the Central Bank of Lesotho shall apply withholding tax obligation **where applicable** when effecting payment at the rate of 10% for foreign companies and 5% for local companies. Proponents that include an added amount to their proposed fee as the withholding tax shall be disqualified.
4. Contractors and suppliers shall recognize the importance of performing the work in a safe and responsible manner to prevent property damages, injuries, fatalities, and environmental impacts. Further, ensure safety of material and equipment used at the workplace and or stored on-site.
5. The supplier shall ensure all components are safety and health risk free except inherent risks. To also take the responsibility to ensure that hard copy(s) or soft copy(s) of information from designer, manufacturers, assembler, importer or otherwise any institution responsible for the final product is available as:
  - 5.1 User manual, guide or booklet providing information safe use and maintenance.
  - 5.2 Equipment manufacturer certificate.
6. The contractor shall upon award of contract to undertake the project submit Health, Safety and Environment File for review and approval by office OHS. The contents of the OHS file shall at least include:
  1. HSE Policy
  2. Project specific HSE method statement
  3. Project specific HSE Plan
  4. Project specific HSE Risk Assessment
  5. List of firefighting equipment
  6. Insurance cover (workman's compensation)
  7. Task Specific Risk analysis
  8. HSE safe working procedures (SWPs) relevant to contract scope
  9. Signed and accepted appointments of key personnel.
  10. Academic Qualifications copies
  11. Induction attendance register
  12. Training certificate copies
  13. Identification copies
  14. Equipment, tools and plant inspection forms and checklist
  15. Electrical equipment and tools registers
  16. Hands tools register
  17. Incident reporting documentation
  18. Personal Protective Equipment issuance register
  19. Personal Protective Equipment checklist
  20. Toolbox talk topics and attendance register.
  21. First aid box inspection form



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22. First aid reporting and treatment form
23. Firefighting equipment inspection form
24. Any other document necessary to ensure compliance with OHS during the project implementation.

**NB: The contractor shall implement the recommendations made by the OHS office upon the review of the HSE file for approval.**

7. Payment terms should be clearly stipulated.

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