





# CENTRAL BANK OF LESOTHO

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## SECTION A

### INVITATION TO TENDER AND INSTRUCTIONS TO BIDDERS

The Central Bank of Lesotho invites tenders from registered services providers or contractors for supply, delivery and installation of Roller Shutter Doors as follows:

ITEM DESCRIPTION	QUANTITY	SPECIFICATIONS
ROLLER SHUTTER DOOR	4	<b>Door Specifications:</b> Rolled galvanized steel Motorized Rolling shutter Width: 3670 mm Height: 2830 mm
		<b>Motor Specifications</b> Type: D 500 Three Phase G5-57491 220/380V 50Hz 0.370 KW 3.0 /1.7A S3-60% 1370/32 Upm IP44 VDE0530

**MANDATORY TENDER REQUIREMENTS (FAILURE TO COMPLY FULLY WITH THESE REQUIREMENTS WILL RESULT IN DISQUALIFICATION.**

1. Tender documents can be downloaded from the website at [www.centralbank.org.ls](http://www.centralbank.org.ls).
2. A Mandatory Site Visit shall be held on the **16<sup>th</sup> April 2024** and shall start at 11am. Proponents should report at the Bank's old building reception before the start time.
3. Bidders are required to show validity period of bid and warranty.



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4. Electronic PDF email bid submissions stating “**Bid for Roller Shutter Doors**” on the email subject and should be emailed to [tenders@centralbank.org.ls](mailto:tenders@centralbank.org.ls).
5. The bid proposal shall be attached to the email as PDF attachments or folder or zipped folder only. Links are not allowed.
6. Bids should be received on or before Friday 26<sup>th</sup> April 2024. The cut off time for the receipt of the bids shall be 14:30hrs, the recipient time. Bids received after the stated time will not be considered.
7. The tender opening will be on the same day from 14:30hrs. No bidders will be allowed to attend the opening session. All proponents will be emailed the record of the opening proceedings.
8. Valid copies of current tax clearance certificate and traders license or certificate of Incorporation must be submitted with the bid.
9. 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.
10. All required documents should be provided in a document form not as reference to a website or link.
11. 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.
12. 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.
13. Bidders must provide proof of valid and existing workman’s compensation.



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14. Bidders must provide a detailed project plan proposing duration of the project.
15. Bidders are to note that the Bank **may** require a performance guarantee of no more than 10% of the bid amount.
16. Bidders are requested to quote in Maloti or Rands only.
17. Pricing schedule format should strictly be followed as provided and the pricing schedule form must be stamped and signed. Where vendors are registered to collect VAT, they must submit VAT certificate.
18. 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.
19. Request for clarifications should be directed to an email address [tenderclarifications@centralbank.org.ls](mailto:tenderclarifications@centralbank.org.ls). Closing date for clarifications is Friday 19th April 2024.
20. Bidders are expected to ensure strict compliance with the specifications and conditions, failure to do so will result in disqualification of bids.
21. 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 specifications , quantity and all requirements
Workman's Compensation	proof of valid and existing workman's compensation



Company Experience	A minimum of two (2) positive reference letters from clients provided with the similar services in the last five years and satisfactory workmanship on sites completed with similar work.
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 90 days
Delivery period/ Project duration	A detailed project plan to be provided by the bidder
Warranty	Manufactures warranty
Price	Full compliance to the pricing requirements Competitive Price
Due Diligence and Eligibility	Positive results and no conflicting interests



## SECTION B

### 1. TERMS AND CONDITIONS OF THE TENDER

#### 1.1. PROPOSAL VALIDITY & FIRM PRICING

Proposals should be valid for at least 90 days after the closing date and prices shall be “locked” for the entire contract period.

#### 1.2. CURRENCY

All responses to this tender should be expressed in Maloti/Rands. Proposals in other currencies shall not be permitted.

#### 1.3. TAXES

##### 1.3.1. Value Added Tax

**Prices quoted should be:**

- a) **Inclusive** of 15% Value Added Tax; where applicable
- b) In accordance to applicable Lesotho laws.

##### 1.3.2. Withholding Tax

**In effecting payments, the applicable withholding taxes shall apply: 10% for foreign companies and 5% for local companies.** This is not an added tax. Proponents that include an added amount to their proposed fee as the withholding tax shall be disqualified.

#### 1.4. ELIGIBILITY

Proposals will not be evaluated if the prospective supplier’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 all the requirements of this tender document will be considered.

## **1.5. Vendor Exclusion Policy**

All Bidders are advised that a Vendor Exclusion Policy shall apply where necessary.

## **1.6. OWNERSHIP OF PROPOSALS**

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

## **1.7. CONFIDENTIALITY OF INFORMATION**

All proposals submitted by prospective suppliers shall be held in strict confidence and will not be revealed to any other party. All Information pertaining to the Bank obtained by the prospective suppliers as a result of participation in this project is confidential and must not be disclosed without written authorisation from the Bank. The successful prospective suppliers shall be required to:

- a)** Sign a confidentiality clause.
- b)** Hand over all the design documentation raised over to Bank

## **1.8. AMENDMENT OF TENDER DOCUMENT**

At any time prior to the deadline for submission of responses, the Bank, for any reason, whether at its own initiative or in response to a clarification requested by a prospective respondent, may modify the RFP documents by amendment.





- a) All prospective respondents that have received the tender documents will be notified of the amendment in writing, and such amendment will be binding on them. To allow prospective respondents reasonable time to take any amendments into account in preparing their responses, the Bank may at its sole discretion extend the deadline for the submission of responses based on the nature of the amendments.

## **1.1. TECHNICAL FACILITIES**

The Bank will provide working space, where necessary. However, the Bank may not provide other technical facilities; hence prospective suppliers should provide own requisite facilities.

## **1.2. COSTS OF RESPONDING**

Prospective suppliers are solely responsible for their own expenses incurred during the preparation of the proposal and for subsequent negotiations with the Bank.

If the Bank rejects all or any proposal, it shall not be liable to any prospective supplier for any claims, whether for costs or damages incurred by the prospective suppliers in preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

## **1.3. BACKGROUND CHECK**

The Bank reserves the right to check and verify the background of all or any persons (firms, directors, partners, technical staff, etc.) involved in the Bid and reserves the sole right to determine whether or not to accept or reject any such Bid on any grounds.



## 1.4. PERFORMANCE BOND

The Bank **may** require a performance bond of not less than 10% of the bid amount from the preferred suppliers before entering into the contract.

## 1.5. HEALTH AND SAFETY

The Bank adheres to Occupational Health and Safety (OHS) requirements under the Lesotho Labour Code Order No.24 of 1992 and as amended; International Organization for Standardization (ISO) 45001:2018 and other international best practices on OHS. As such, all its service providers shall also be required to comply with applicable Lesotho Legislation on Occupational Health and Safety including Public Health Order No.12 of 1970 as amended and adhere to the Bank's OHS policy.

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.

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 information for safe use and maintenance.

5.2 Equipment manufacturer certificate.

The contractor shall upon award of contract to undertake the project submit Health, Safety and Environment File for review and approval by the OHS office . The contents of the OHS file shall at least include:



1. Policies (HSE, PPE, Drugs and Alcohol, Driving, Chemicals, Smoking, etc)
2. HSE method statement specific to supply, delivery and installation of roller doors activities.
3. HSE Plan specific to supply, delivery and installation of roller doors activities.
4. HSE Risk Assessment specific to supply, delivery and installation of roller doors activities.
5. List of Lesotho Law and other industry legislation that the supply, delivery and installation of roller doors activities need to conform with on matters of HSE.
6. Certificate of Compliance template in respect of supply, delivery and installation of roller doors activities.
7. Sub-contractor management methodology
8. Insurance cover all proposed key personnel (workman's compensation.
9. Task Specific Risk analysis.
10. HSE safe working procedures (SWPs) (SWPs) specific to supply, delivery and installation of roller doors activities.
11. Signed and accepted appointments of key personnel engineers, technicians, first aider, health and safety officer etc etc).
12. Certified Academic Qualifications copies (engineers, technicians, first aider, health and safety officer etc)
13. Medical Fitness Certificates within 6 months before expiry.
14. Induction attendance register.
15. Certified Training certificates copies (engineers, technicians, first aider, health and safety officer etc)
16. Identification copies.



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17. Equipment, tools and plant inspection forms and checklist
18. Electrical equipment and tools registers
19. Hands tools register
20. Incident reporting documentation
21. Personal Protective Equipment issuance register
22. Personal Protective Equipment checklist
23. Toolbox talk topics and attendance register.
24. First aid box inspection form
25. First aid reporting and treatment form
26. Provide own First Aid box/kit with full contents
27. Any other document necessary to ensure compliance with OHS during the project implementation.

**NB: No work will commence before the approval of the HSE file. The contractor will further incorporate the recommendations made by the OHS office upon the review of the HSE file for approval.**

### 1.6. LANGUAGE OF THE PROPOSAL

The proposal shall be written in the English Language. All correspondence and other documents pertaining to the proposal and its implementation shall also be in English.

### 1.7. JOINT VENTURE

- a) If a bidding firm does not have all the expertise for the assignment, there is no objection to the firm associating with another firm to enable a full range of expertise to be presented. The joint venture shall be accompanied with full documented details of the proposed association.
- b) In the case of a joint venture or association, all the firms constituting the joint venture or association will be jointly and severally liable and at least one firm, preferably the lead entity in the joint venture or



association shall be financially capable of meeting the contract requirements and potential liabilities on its own and shall assume contracting responsibility and liability for satisfactory execution of the assignment.

## **1.8. WITHDRAWAL, SUBSTITUTION AND MODIFICATION OF BIDS**

Tenderers may modify or withdraw the tender prior to the submission deadline. The modification or notice of withdrawal shall be effective if it is received by the Bank prior to the Proposal Submission Deadline.

## **1.9. ACCEPTANCE AND/OR REJECTION OF PROPOSALS**

- a) The Bank is not bound to give reasons for declining any or all of the proposals.
- b) The Bank 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



**SECTION C**

**a) PRICING SCHEDULE**

<b>ITEM DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
<b>SUPPLY, DELIVERY AND INSTALLATION OF ROLLER DOORS</b>	<b>4</b>		
<b>SUB TOTAL</b>			
<b>VAT @15% (IF APPLICABLE)</b>			
<b>TENDER SUM</b>			

Tender Sum in Words: \_\_\_\_\_

Thus done and signed at \_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_

Name of signatory

\_\_\_\_\_

Signature and stamp

**b) PAYMENT TERMS**

All proponents should provide their trading/payment terms if applicable.

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## SECTION D: SPECIFICATIONS

ITEM DESCRIPTION	QUANTITY	SPECIFICATIONS
ROLLER SHUTTER DOOR	4	<p><b>Door Specifications:</b></p> <p>Rolled galvanized steel</p> <p>Motorized Rolling shutter</p> <p>Width: 3670 mm</p> <p>Height: 2830 mm</p> <hr/> <p><b>Motor Specifications</b></p> <p>Type: D 500 Three Phase</p> <p>G5-57491 220/380V 50Hz</p> <p>0.370 KW 3.0 /1.7A S3-60%</p> <p>1370/32 Upm IP44 VDE0530</p>