

Central Bank of Lesotho



REQUEST FOR PROPOSAL

RFP Title:
**ACQUISITION AND IMPLEMENTATION OF PORTFOLIO
MANAGEMENT SOFTWARE**

RFP No:
CBL/FNC/TC/28/02/2020

Submission Location:
Tender Box Reception area
Central Bank of Lesotho
Cnr. Moshoeshoe & Airport Roads
Maseru, Lesotho

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1. INTRODUCTION

The Central Bank of Lesotho's PMO is a service division created specifically to support projects implemented by the Bank. The division assists the Bank in establishing methodologies and practices for project management as well as ensuring that projects embarked upon are conducted in accordance with the PRINCE 2 Project Management Framework and Methodologies adopted by the bank. The division works together with concerned departments to ensure that projects undertaken by the Bank are executed successfully. The purpose of this project is to acquire portfolio management software that will support project, programme and portfolio management activities.

2. TERMINOLOGY FOR THIS RFP

Throughout this RFP, the terminology is used as follows:

"Bank" means the Central Bank of Lesotho (CBL);

"Contract" means the written agreement resulting from this RFP executed by the Bank and the Consultant;

"Consultant" means the successful Proponent to this RFP who enters into a written Contract with the Bank;

"Must", or "Mandatory" means a requirement that failure to meet shall result in disqualification;

"Proponent" means an individual or body corporate that submits, or intends to submit, a proposal in response to this RFP;

"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.

3. PROJECT OBJECTIVES AND OUTCOMES

3.1 OBJECTIVES

The Objective of this Request for Proposal (RFP) is to invite suppliers to submit proposals for consideration to supply and implement Portfolio **Management software** within for the Central Bank of Lesotho. The Software is intended to assist the Bank with:

3.1.1 Project Management

3.1.2 Programme Management: Align projects to strategic objectives

3.1.3 Benefit Management

3.1.4 Portfolio Management: Projects classification and selection

3.1.5 Reporting

- Projects Management report
- Benefits management report
- End-value management

3.2 OUTCOMES

The following present the desired outcomes of the required software: -

3.2.1 At the project management level, the system will enable automatic generation of reports, reminders and triggers for action by the project management office or the project team.

3.2.2 At the programme management level, the system will be able to aggregate performance of projects that are geared towards attainment of similar strategic objectives.

3.2.2 At the portfolio management level, the system will help auto generate some project prioritization and selection reports. Monitoring and evaluation

activities and tracking of benefits will be captured into the system to enable auto generation of reports and necessary dashboards.

4. SCOPE OF WORK AND SOFTWARE TECHNICAL REQUIREMENTS:

4.1 SCOPE OF WORK

The service provider shall be expected to do the following activities:

4.1.1 Supply and Implementation of the portfolio management software for Central Bank of Lesotho. Implementation must include:

- System installed and configured for the Bank
- Training of users and administrators
- System and User Acceptance Testing
- System Operationalization and Commissioning

4.1.2 Documentation for system administration and standard operation procedures.

4.1.3 Capturing and uploading of all projects related information into the system.

4.2 SOFTWARE TECHNICAL REQUIREMENTS

Portfolio Management software MUST have the following technical requirements:

4.2.1 Provides a cloud-based Software-as-a-Service (SaaS) portfolio management solution

4.2.2 Compliant to the PRINCE 2 project management methodology

4.2.3 Integrates with Microsoft Office and Project

4.2.4 Securely accessible on web and mobile environments

5. PROPOSAL PREPARATION (Proposal Format)

5.1. TECHNICAL PROPOSAL

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 to ensure that each proposal receives full consideration:

a) **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 proposal; **Failure to comply with this requirement will result in disqualification.**

b) The body of the proposal to include the following elements:

- **Proposed Solution**

In this part of the proposal the Proponent shall clearly provide details of the solution proposed, explain how it meets the functional requirements and summarize concisely its suitability to the CBL environment.

- **Project Plan and detailed project approach:** A detailed project plan should be mapped indicating the duration of the project. The proponents are required to detail the approach or process they propose to deliver the project and where possible indicate in stages and key deliverables to be achieved after each stage. The training offering, project implementation capabilities and Support and Maintenance offering should be clearly indicated as part of the approach.

- **Proponent Experience:** proponents should provide a brief summary of their suitability which outlines specifically the proponent track record and

nature of assignments relevant to this project. The proponent's relevant experience in the last five years should be supported by a minimum of two reference letters.

Where activities were performed as a subcontract or a joint venture, this should be clearly indicated, stating extent of involvement as well as the subcontractor's track record and experience relevant to this project.

- **Project Implementation Team composition and qualifications**

The composition of proposed team for the assignment or for the implementation of the project should be clearly shown and the roles they will play.

The Curriculum Vitae of each team member should be provided and show clearly the details as follows: Curricula Vitae (CVs) for professional staff and key sub-professional staff proposed. Each Curriculum Vitae shall be limited to 3 pages and shall give the following information.

- ✓ Name, Age, Nationality and Position in Team;
- ✓ Educational Qualifications;
- ✓ Professional Qualifications (professional registration, societies, honours, publications)

The project team leader must be a Professional Practitioner in Project Management with at least 3 years relevant experience in assignments of similar nature.

5.2 FINANCIAL PROPOSAL

This section deals with cost estimates for the solution and related services and specifically addresses the following issues:

a) Fee and Disbursements Chargeable

The proposed fee should be broken into;

- Proposed fee for the solution,
- Professional fees for project implementation,
- Applicable licenses/ software fees;
- Any fees for the after service support for the next 12 months post implementation.

b) Costs Prior to Contract

No payment will be made for any costs incurred in the preparation or submission neither of proposals; nor in the negotiations, preparation and signature of the contract or for any other work prior to the engagement date.

5.3 MANDATORY DOCUMENTS (REQUIRED AS PART OF THE PROPOSAL)

The proponent should have the following documents as attachments to their proposal:

Requirement	Supported by:
Trading and Tax compliance requirements	Certified (at source) copies of the valid trader’s license or registration Certificate and a copy of the tax clearance certificate.
A copy of company audited financial statements for the past two years.	Attach the financial statements

6. REQUEST FOR PROPOSAL PROCESS

6.1 Contact Persons

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

Name: Mrs. M. Lechela

Title: Secretary, Tender Committee

Tel: (266) 22232126

Fax: (266) 22310051

E-mail: mlechela@centralbank.org.ls

6.2 Clarification

Any queries relating to this RFP must be addressed in writing to the relevant person designated in 6.1 above. Responses will be sent to the enquirer.

6.3 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 all the requirements of this RFP will be considered.

6.4 Delivery of Proposals

Proposals must be prepared in two parts, and sealed separately, namely:

(a) The Technical proposal which shall not contain any financial information or rates pertaining to the services.

and

(b) The Financial proposal which should **be self-addressed** to facilitate return in case technical requirements are not met.

6.4.1 Technical proposal

- a) Technical Proposals shall be deposited in the tender box at the reception area at the CBL building situated at Corner Moshoeshoe and Airport Roads Maseru, and should be marked “**Technical Proposal for Acquisition and Implementation of Portfolio Management Software**”.
- b) In the event that proposals are dispatched by courier, proponents are expected to instruct their couriers to deposit proposals in the tender box.
- c) All proposals must be delivered to the Bank **on or before 28th February 2020 no later than 14:30 hours**. Late proposals shall not be considered.

6.4.2 Financial proposal

- a) Financial proposal which should be **self-addressed** shall be deposited in the tender box at the reception area at the CBL building situated at Corner Moshoeshoe and Airport Roads Maseru, and should be marked “**Financial Proposal for Acquisition and Implementation of Portfolio Management Software**”.
- b) In the event that proposals are dispatched by courier, proponents are expected to instruct their couriers to deposit proposals in the tender box.
- c) All proposals must be delivered to the Bank **on or before 28th February 2020 no later than 14:30 hours**. Late proposals shall not be considered.

6.5 Opening of proposals

Properly sealed and marked technical proposals shall be opened on **28th February 2020 at 14:30hrs**. Bidders representatives who wish to attend the opening session are welcome to attend. The financial proposals will only be opened following the technical evaluation for only those proponents who

have met the technical requirements. All proposals not meeting the requirement above will not be opened but will be rejected.

6.6 Evaluation of proposals and selection

Proposals compliant with the requirements for submissions described above shall be evaluated by procedures which take into account both technical and financial considerations. Technical evaluation shall involve submission analysis and pitch.

7. EVALUATION CRITERIA

7.1 Mandatory documents evaluation criteria

REQUIREMENT	YES	NO	REMARKS
Certified(at source) copy of a valid traders license			
Certified copy of a Valid tax clearance certificate			
Signed letter of introduction			
Technical and Financial proposals separated (The Technical proposal shall not contain any financial information or rates pertaining to the services)			
A copy of company audited financial statements for the past two years.			

(Proponents missing any of the above will not be considered for the next stage of evaluation.)

7.2 Technical proposal evaluation criteria:

7.2.1 Submissions evaluation criteria

Technical proposals will be opened first and evaluated on the basis of the following criteria, scored as indicated:

Evaluation Area	Allocated Score
a) Proponent Experience	15
b) Suitability of the proposed solution.	35
c) Proposed methodology and soundness of a high-level project Implementation plan/	5
d) Project Implementation team composition and qualifications	15
Total	70

(To qualify for pitch evaluation the proponents should score a minimum score of 75% under submission evaluation.)

7.2.2 Pitch evaluation criteria

Evaluation Area	Allocated score
Clarity of the presenter and ability to answer questions appropriately	10
Knowledge and understanding of CBL requirement	10

Consistency of the RFP and the presentation (pitch)	10
Total	30

(To qualify for financial evaluation the proponents should score a total weighted score of 75% under both submission evaluation and pitch.)

7.3 Financial evaluation

Proposals that have scored **75%** and above, their financial proposals shall be opened and evaluated based on price competitiveness. The lowest priced proposal shall be selected for award.

8. TERMS AND CONDITIONS OF THE RFP

8.1 Proposal Validity & Firm Pricing

Proposals should be valid for at least 90 days after the closing date and prices are to be fixed for the entire contract period.

8.2 Currency and Taxes

8.2.1 Prices quoted are to be:

- (a) in Maloti (1 LSL = 1 ZAR);
- (b) inclusive of 15% Value Added Tax; and
- (c) In accordance to applicable Lesotho laws.

8.2.2 In effecting payment the applicable withholding taxes shall apply: 10% for foreign companies and 5% for local companies.

8.3 Ownership of Proposals

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

8.4 Confidentiality of Information

- a) All proposals submitted by proponents shall be held in strict confidence and will not be revealed to any other party.
- b) 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 written authorisation from the Bank.

8.5 Technical Facilities

The Bank will provide working space and access to its Wi-Fi environment. However, the Bank may not provide other technical facilities; hence Proponents should provide own requisite facilities.

8.6 Costs of Responding

Proponents are solely responsible for their own expenses incurred during the preparation of the proposal and for subsequent negotiations with the Bank including the “pitch” sessions.

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

8.7 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.

8.8 Health and Safety

The Bank adheres to occupational health and safety requirements under the Lesotho Labour Code Order of 1992; ISO 45001 and other international best practices on OHS. As such, all its service providers shall also be required to comply with and adhere to the Bank's OHS policy.

8.9 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 neither bound to accept any of the proposals nor any financial proposal either it being the highest or the lowest.