

# Central Bank of Lesotho



## **TENDER TITTLE: CLEANING OF WINDOWS**

**ISSUE DATE:  
08TH MAY 2024**

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**SECTION A**

# CENTRAL BANK OF LESOTHO



## INVITATION TO TENDER AND INSTRUCTIONS TO BIDDERS

The Central Bank of Lesotho invites tenders from **registered suppliers** for windows cleaning and related services at the Bank.

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

1. A compulsory site visit shall be held on the Wednesday **16<sup>th</sup> May 2024** and shall start at 11am. Proponents should report at the Bank's old building reception before the start time.
2. Tender documents can be downloaded from the website at [www.centralbank.org.ls](http://www.centralbank.org.ls).
3. Bidders are required to show validity period of bid and estimated works completion time.
4. Electronic PDF email bid submissions stating "**Bid for Windows Cleaning**" 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 31<sup>st</sup> May 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,

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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. Reference letters must be of the company bidding not the individuals working for the company.
14. Bidders must provide proof of valid and existing workman's compensation.
15. Bidders must provide a detailed project plan proposing duration of the project.
16. Bidders are to note that the Bank **may** require a performance guarantee of no more than 10% of the bid amount.
17. Bidders are requested to quote in Maloti or Rands only.
18. Pricing schedule should **STRICLY** 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.
19. 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.

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20. 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 24<sup>th</sup> May 2024.**
21. Bidders are expected to ensure strict compliance with the specifications and conditions, failure to do so will result in disqualification of bids.
22. 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 and Requirements
Site Visit	Attendance of a mandatory site visit
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
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**



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## 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; and
- 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 RFP will be considered.

## 1.5. Vendor Exclusion Policy



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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.
- 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 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 the contract.

## 1.5. HEALTH AND SAFETY



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- ✓ The Bank adheres to Occupational Health and Safety (OHS) requirements under the Occupational Safety and Health Act No.4 of 2024, including relevant OHS regulations; 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 manual, guide or booklet providing information 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 office OHS. The contents of the OHS file shall at least include:
  1. HSE Policy.
  2. Cleaning of windows specific HSE methodology statement.
  3. Cleaning of windows specific HSE Plan.
  4. Cleaning of windows specific HSE Baseline Risk Assessment.
  5. List of lifting equipment
  6. Valid insurance cover all proposed key personnel (workman's compensation.



7. Task Specific Risk analysis.
8. HSE safe working procedures (SWPs) relevant to cleaning of windows.
9. Material Safety Data Sheets (MSDS) for all chemicals to be used.
10. Signed and accepted appointments of key personnel.
11. Academic Qualifications copies
12. Medical Fitness Certificates with 6 months validity
13. Valid Workmen compensation insurance cover
14. Induction attendance register
15. Training certificate copies (**especially for working at heights**)
16. Identification copies
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. Firefighting equipment inspection form
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 implement 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**

- 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.
- 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**

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

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- 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

Item description	Notes	Total
<b>WINDOW CLEANING SERVICES</b>	<i>Provide cost inclusive of materials labour and other related costs. Itemise work to be done</i>	
<b>PAINTING OF THE ATRIUM WALLS</b>	<i>Provide cost inclusive of materials labour and other related costs. Itemise work to be done</i>	
<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

### b) PAYMENT TERMS

All proponents should provide their trading/payment term



## SECTION D

### SPECIFICATIONS AND SCOPE OF WORK

#### WINDOW CLEANING

- a) The surface area of this windows is approximately 4,500m<sup>2</sup> including windows in the atrium.
- b) Access (through own means) and clean all windows of the new building
- c) Use of own detergent and tools
- d) Report any breakages identified

#### PAINTING

- a) The contractors are also expected to clean and paint the atrium wall
- b) Supply own paint to cover the area (white dulux paint Acrylic PVA and washable)
- c) Clean the walls and paint them