Central Bank of Lesotho

REQUEST FOR PROPOSAL (RFP)

RFP TITTLE:
PROVISION OF ARCHITECTURAL SERVICES FOR THE CENTRAL BANK OF LESOTHO

RFP No:
CBL/FNC/TC /8/01/2022

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February, 2022

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1. INTRODUCTION

The Central Bank of Lesotho operates a staff Housing Loan Scheme that enables its employees to construct or purchase houses for themselves. In addition, the Bank also owns an office complex with a new extension block comprising 5 story car parkade and three residential houses and a temporary Disaster recovery site within Maseru which require maintenance and or refurbishments from time to time.

It is the Bank's intention therefore, to comply with relevant international standards in the construction industry. For this reason, the Bank wishes to engage services of a qualified Architect on a retainer (fee for service) basis on a renewable contract of twenty-four months' performance based contract, to provide any required architectural services.

2. TERMINOLOGY FOR THIS RFP

Throughout this RFP, the terminology is used as follows:

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

"Consultant" or "Service Provider" means the successful Proponent to this RFP who shall enter into a written Contract with the Bank;

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

"the Bank" or "CBL" means the Central Bank of Lesotho.

3. SCOPE OF WORK AND TERMS OF REFERENCE

The successful proponent shall be required to perform, though not limited to, the following functions:

a) Advise the Bank in the choice of contractors to undertake the maintenance works on the Bank buildings and other Bank properties;
b) Review building plans, Bills of Quantities and other related documents for staff houses financed under the Staff Housing Loan Scheme and ensure that they comply with the Bank's requirements.
c) Oversee any construction works involving staff who have obtained loans from the Bank;
d) Provide architectural services in a timely manner and ensure that the response time when the Bank requests for Architects services is within 48 hours.
e) Ensure that architectural specifications and standards are adhered to by building contractors;
f) Certify for payment any works performed by building contractors on behalf of the Bank and staff;
g) Advise on the structural soundness of properties to be purchased by staff and those of the Bank;
h) Advise the Bank on the suitability of proposed renovations or improvements under the Staff House Maintenance Scheme, as well as properties of the Bank;
i) Prepare architectural drawings and Bills of Quantities for new projects;
j) Any other architectural related assignments as given from time to time by the Bank.

4. PROPOSAL PREPARATION (Proposal Format)

4.1. Technical Proposal

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) Proposed Approach and Methodology

Proponents are requested to propose in detail how they intend to meet the requirements of the assignment as outlined on the Terms of reference or scope of work, to achieve the stated deliverables and within the key deadlines.

b) Proponent Experience

- A Proponent should provide a brief summary of suitability which outlines specifically the proponent's track record and nature of assignments relevant to this project; a brief profile should be provided.
- 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.
- Proponents must show skills availability to provide services to the Bank supported by relevant qualifications of the team to provide the service.
- Proponent's professional team member (s) must be a member (affiliation) of the South African Council of Architects or recognised professional body in architectural industry.
- Proponents must have at least 5 years practicing experience as an Architect. The experience gained from either various companies or as an individual practitioner. This should be supported by a minimum of two (2)

reference letters from clients provided with similar services of similar magnitude during the past recent five years. Those cited projects should be successfully completed.

4.2 Financial Proposal

The financial proposals shall be invited at the later stage from only proponents that have satisfactorily met the technical requirements.

4.3 Mandatory documents (required as part of the proposal):

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

Requirement	**Supported by:**
a) Trading compliance	Valid copy of the trader's license or company registration certificate issued by each proponent's inland registrar of companies.
b) Tax Compliance	Valid copy of the tax clearance certificate or Tax Compliance Certificate issued by each proponent's Inland tax authority. E.g SARS or LRA
c) Financial Capability	Attach Recent financial statement of the bidder duly signed by an Audit Firm or practicing Chartered Accountant for the past two years **or** a credit line letter from an authorized Financial Institution
d) Letter of Introduction	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

Proponents should provide actual documents in the manner requested. Provision of a Link or Website referring the Bank to access the documents shall not be accepted.

5. REQUEST FOR PROPOSAL PROCESS

5.1 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

5.2 Clarification

Any queries relating to this RFP must be addressed in writing to the relevant person designated in 5.1 above. Responses will be sent to the enquirer and will also be posted on the website. The closing date for requests of clarifications is 11th February 2022.

5.3 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.

5.4 Delivery of Proposals

5.4.1 Technical proposal

(a) Technical Proposals must be submitted electronically and provided as attachments to an email and should be emailed to mlechela@centralbank.org.ls. The subject of the email should read **"TECHNICAL PROPOSAL FOR PROVISION OF ARCHITECTURAL SERVICES"**

b) Proposals must be provided as a PDF attachment to the email. Only electronic proposals will be accepted.

5.4.2 Financial proposal

Financial proposal shall be invited only from proponents that have satisfactorily met the technical requirements of the Bank and have scored an overall of 75%.

5.5. DEADLINE FOR THE SUBMISSION OF TECHNICAL PROPOSALS

Proposals should be received on or before Friday, 18th February 2022, between 14:30hrs and 16:30hrs. Proposals received after the above-specified date and time shall not be considered.

5.6. OPENING OF TECHNICAL PROPOSALS

Proposals shall be opened on the next day at 10:30hrs. As a health measure, no bidders will be allowed to attend the opening session. All proponents will be emailed the tender register.

5.7. EVALUATION OF TECHNICAL PROPOSALS

Proposals compliant with the requirements for submissions described above shall be evaluated. Technical evaluation shall involve both submission analysis and pitching evaluation.

6. EVALUATION CRITERIA

6.1 Mandatory evaluation criteria

Proponents will receive a Pass/Fail rating on the Mandatory Criteria, depending on the fulfillment of the requirements listed below. Proponents missing any of the requirements below will not be considered for the next stage of evaluation. The next stage is the technical evaluation.

REQUIREMENT	**YES**	**NO**	**REMARKS**
Valid copy of the trader's license or company registration certificate issued by each proponent's inland registrar of companies			
Valid copy of the tax clearance certificate or Tax Compliance Certificate issued by each proponent's Inland tax authority. E.g SARS or LRA			
Signed letter of introduction			
Availability of Recent financial statement of the bidder duly signed by an Audit Firm or practicing Chartered Accountant for the past two years **or** a credit line letter from an authorized Financial Institution			

6.2 TECHNICAL EVALUATION CRITERIA*:*

Technical evaluation shall comprise of technical proposal evaluation and the "pitch".

6.2.1 Technical proposal evaluation criteria

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

Evaluation Area	
Scope	**Marks per Category**
6.1. Proposed Approach and Methodology	30
6.2. Proponent Experience	30
6.3. Financial soundness of the proponent(demonstrated by unqualified financial report and no financial losses in the most recent financial years)or a credit /loan support from an authorized Financial Institution	20
Total	**80**

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

6.2.2 Pitch evaluation criteria

The purpose of pitch session (oral presentation) is to validate the information provided by the proponent in their proposal and to test the proponent's understanding of the requirements as detailed in the RFP. The pitch is evaluated and it involves question and answer session. Only proponents that have scored the minimum score of 75% and above shall be invited for the pitch and shall be evaluated based on the criteria as follows:

Evaluation Area	**Allocated score**
Clarity of the presenter and ability to answer questions appropriately	10
Demonstrated 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.)***

6.3 FINANCIAL EVALUATION CRITERIA

Financial proposals will be evaluated following completion of the technical evaluation and pitch presentations. Proponents that have scored a combined weighted score of **75%** under technical evaluation will be invited to submit their financial proposals.

Financial proposals will be evaluated based on the predetermined criteria as below. Proponents will receive a Pass/Fail rating depending on the fulfillment of the requirements listed below. Proponents missing any of the requirements below shall be disqualified.

EVALUATION AREA	Yes	NO	REMARKS
Accuracy-100% accuracy			
Compliance- Full compliance to the requirements (taxes, all costs categories as per the RFFP			
Completeness- Complete financial proposal covering all the requirements			

6.4. ***SELECTION FOR AWARD (Least cost based selection)***

The proposal that meets all the requirements under Technical and Financial evaluation and is found to be the lowest priced proposal shall be selected.

7. TERMS AND CONDITIONS OF THE RFP

7.1 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.

7.2 CURRENCY

All responses to this RFP should be expressed in LSL Loti or ZAR Rands.

Proposals in other currencies shall not be permitted.

7.3. TAXES

7.3.1 VALUE ADDED TAX (VAT)

Prices quoted are to be:

(a) Inclusive of 15% Value Added Tax; and

(b) In accordance to applicable Lesotho Tax laws.

7.3.2 WITHHOLDING TAXES

In effecting payment the applicable withholding taxes shall apply: 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.

7.4. OWNERSHIP OF PROPOSALS

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

7.5 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 Proponents as a result of participation in this project is confidential and must not be disclosed without written authorisation from the Bank.

c) The successful proponent shall be required to:

- Sign a non-disclosure agreement.
- Hand over all the design documentation raised over to CBL

7.6 AMENDMENT OF RFP DOCUMENT

At any time prior to the deadline for submission of responses, CBL, 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 RFP 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, CBL may at its sole discretion extend the deadline for the submission of responses based on the nature of the amendments.

7.7 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.

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.

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.

7.8 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.

7.9 PERFORMANCE BOND

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

7.10 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.

7.11 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.

7.12 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.

7.13 WITHDRAWAL, SUBSTITUTION AND MODIFICATION OF BIDS

Tenderers may modify or withdraw their tender proposals 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.

7.14 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 cancel the bidding process at any stage prior to the award of contract and is not bound to provide reasons for cancellation.