



The Central Bank of Lesotho invites tenders from locally registered and suitable service providers for repairs of the freezer/cold room as follows:

REQUIREMENT	SCOPE OF WORK
Repairs of the Freezer/Cold Room	<ol style="list-style-type: none"><li>1. Supply and install 2 x 4.5KW dual system running simultaneously to achieve the required temperature of -20C.</li><li>2. The system shall have all pipework and associated electricals and controls in accordance with manufacturers installation requirements.</li><li>3. Supply and install a heater element to the existing door.</li><li>4. The freezer condensers shall be installed and are to be located on the roof so allowance shall be made to lift the equipment to the roof.</li><li>5. Strip and replace the existing flooring using 100mm thick insulated panels for the room of 5x5m.</li><li>6. The contractor shall submit the installation schematics/drawings detailing the installation leaving the proper as built drawings.</li><li>7. The contractor shall train the end user on the system's operations and issue maintenance manual.</li><li>8. The installer shall not damage the existing infrastructure and all penetrations created shall be sealed and left good.</li></ol>

### **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 23rd February 2023 at 10am. Bidders should report at the LRCC gate.
2. Bidders are required to show validity period of bid.
3. Electronic PDF email bid submissions stating "Bid for Freezer Repairs" 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 March 10th, 2023, between 14:30hrs and 16:30hrs. Bids received after the period stated above 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.
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 by an Audit Firm or practicing Chartered Accountant that reflect a minimum working capital equivalent or more than the bid 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):

<b>Supplier registration</b>	Valid copy of the traders license/ certificate of Incorporation ( if not Lesotho Registered)
<b>Tax Compliance</b>	Valid copy of current tax clearance certificate
<b>Technical Specification</b>	Full compliance to the detailed specifications
<b>Company Experience</b>	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.
<b>Financial Capacity</b>	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
<b>Validity of the bid</b>	Valid for at least 60 days
<b>Price</b>	Full compliance to the pricing requirements. Competitive Price
<b>Site visit</b>	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. Specific HSE method statement
  3. Specific HSE Plan
  4. Specific HSE Risk Assessment
  5. Insurance cover (workman's compensation)
  6. Task Specific Risk analysis
  7. HSE safe working procedures (SWPs) relevant to contract scope
  8. Signed and accepted appointments of key personnel.
  9. Academic Qualifications copies
  10. Induction attendance register
  11. Training certificate copies
  12. Identification copies
  13. Equipment, tools and plant inspection forms and checklist
  14. Electrical equipment and tools registers
  15. Hands tools register
  16. Incident reporting documentation
  17. Personal Protective Equipment issuance register
  18. Personal Protective Equipment checklist
  19. Toolbox talk topics and attendance register.
  20. First aid box inspection form
  21. First aid reporting and treatment form
  22. Firefighting equipment inspection form
  23. 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**