

# Central Bank of Lesotho



**TENDER TITLE:**  
**MAINTENANCE OF AIRCON UNITS**

**ISSUE DATE:**  
**06th FEBRUARY 2025**

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**SECTION A**



## INVITATION TO TENDER AND INSTRUCTIONS TO BIDDERS

The Central Bank of Lesotho invites tenders from **locally registered service providers** for quarterly maintenance and service of one down blower and the stand-alone air conditioning units at the Central Bank of Lesotho, DR site and at Lehakoe Recreational and Cultural Centre (LRCC) for a period of three years.

### 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. Bidders are required to show validity period of bid.
3. Electronic PDF email bid submissions stating “**Bid for Aircon Maintenance and Service**” on the email subject and should be emailed to [tenders@centralbank.org.ls](mailto:tenders@centralbank.org.ls).
4. The bid proposal shall be attached to the email as PDF attachments or folder or zipped folder only. Links are not allowed.
5. Bids should be received on or before **Friday 28th February 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.
6. 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.
7. Valid copies of current tax clearance certificate and traders license or certificate of Incorporation 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 and stamped by an Audit Firm or practicing Chartered Accountant that reflect a minimum working capital equivalent or more than the bid amount.
  11. Bidders must provide two reference letters preferably from previous implementation site in the last five years. Reference letters must be of the company bidding not the individuals working for the company.
  - 12.** Bidders must provide proof of valid and existing workman's compensation.
  13. Bidders must have the following within their proposed team:
    - a) Technician with at least three years working experience on the subject. (CVs and qualifications shall be submitted).
    - b) Technician with relevant qualifications and certified copies of certificate must be provided.
  14. Bidders are to note that the Bank **may** require a performance guarantee of no more than 10% of the bid amount.
  15. Bidders are requested to quote in Maloti or Rands only.
  16. Pricing schedule 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.
  17. 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.



18. Request for clarifications should be directed to an email address [tenderclarifications@centralbank.org.ls](mailto:tenderclarifications@centralbank.org.ls). Closing date for clarifications is **20<sup>th</sup> February 2025**.
19. Bidders are expected to ensure strict compliance with the specifications and conditions, failure to do so will result in disqualification of bids.
20. 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
Compliance with requirements	Full compliance to the Requirements
Team Composition and qualifications	CV,s and qualifications of the proposed team
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

#### 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.

#### 2. CURRENCY

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

#### 3. TAXES

##### 3.1. Value Added Tax

**Prices quoted should be:**

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

##### 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.

## **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.

## **5. Vendor Exclusion Policy**

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

## **6. OWNERSHIP OF PROPOSALS**

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

## **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

## **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. 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.

## **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.

## **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.

#### 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.

#### 5. **HEALTH AND SAFETY**

- ✓ 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. Maintenance of air conditioner units specific HSE methodology statement.
3. Maintenance of air conditioner units specific HSE Plan.
4. Maintenance of air conditioner units 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 Maintenance of air conditioner units
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.**

## **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.

## **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.

## **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.

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

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

The price to be provided below should be inclusive of materials labour and other related costs. Itemise work to be done where applicable.

<b>Item description</b>	<b>Total per quarter</b>	<b>Total per year</b>
<b>YEAR 1 MAINTENENACE OF AIRCON UNITS</b>		
<b>YEAR 2 MAINTENENACE OF AIRCON UNITS</b>		
<b>YEAR 3 MAINTENENACE OF AIRCON UNITS</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

## b) PAYMENT TERMS

All proponents should provide their trading/payment term

## SECTION D

### SCOPE OF WORK FOR MAINTENANCE OF THE STAND ALONE AIR

### CONDITIONER UNITS AND AT THE BANK AND LRCC

1. **The service provider shall be expected to do the following on each unit on a quarterly basis;**
  1. A comprehensive cleaning of the condenser coils.
  2. Evaluation of the coolant level to help maintain peak operating performance.
  3. Lubrication of all moving parts to eliminate friction and wear.
  4. A full calibration of the thermostat.
  5. An inspection of the ductwork for possible energy loss.
  6. Tightening and inspection of all the electrical connections to verify safe system operation.
  7. Evaluation of the performance of the blower motors and the condition of the blower belts.
  
2. **The service checklist will be as follows (where applicable):**
  1. Blower Motor – measure amperage and voltage for proper operation
  2. Thermostat – test for proper operation, calibrate, and level
  3. Cleaning existing air filter (as needed)
  4. Bearing – inspect for wear and lubricate
  5. Inspect indoor coil if accessible
  6. Confirm proper return air and size
  7. Inspect Condenser Coils
  8. Refrigerate – monitor operating pressures
  9. Safety Devices – inspect for proper operation
  10. Electrical Disconnect Box – inspect for proper rating and safe installation
  11. Electrical Wiring – inspect and tighten connections
  12. Test / inspect contactors for burned, pitted contacts
  13. Inspect electrical for exposed wiring
  14. Inspect and test capacitors
  15. Inspect fan blade
  16. Clean condenser coils and remove debris
  17. Inspect / service valves for proper operation
  18. Measure Supply / Return temperature differential
  19. Inspect ductwork for energy loss
  20. Compressor – monitor, measure amperage and volt draw and wiring connections
  21. Check Unit for Time Delay Relay
  22. Check Unit for Isolation Pads
  23. Inspect suction line for proper fittings
  24. Inspect all fittings for signs of oil and / or leakages
  25. Check lines and fittings with refrigerant leak detector



26. Check the condition of Blower Belts, if applicable

## LIST OF AIR CONDITIONING UNITS (STAND ALONE) FOR THE BANK & LRCC

	<b>THIRD FLOOR</b>	<b>11 units</b>
	1 x 24000 BTU Panasonic Ceiling Mounted	
	2 x 18000 BTU Panasonic Ceiling Mounted	
	1 x 12000 BTU Carrier Ceiling Mounted	
	1 x 18000 BTU Panasonic Wall Mounted	
	4 x 24000 BTU Carrier Ceiling Mounted	
	1 x 24000 BTU Gree Wall Mounted	
	1 x 24000 BTU Panasonic Wall Mounted	
	<b>SECOND FLOOR</b>	<b>7 Units</b>
	2 x 24000 BTU Panasonic Wall Mounted	
	1 x 18000 BTU Carrier Wall Mounted	
	2 x 25.1 KW Focus Air Down Blower	
	2 x 48000 BTU Jet air Ceiling Mounted	<b>7 Units</b>
	<b>FIRST FLOOR</b>	
	1 X 18000 BTU TCL Wall Mounted	
	1 x 12000 BTU Jet Air Wall Mounted	
	1 x 24000 BTU Daikin Wall Mounted	
	1 x 18000 BTU Alliance Wall Mounted	
	2 x 18000 BTU Carrier Wall Mounted	
	1 x 24000 BTU Daikin Wall Mounted	
	<b>ICT SERVER ROOM</b>	<b>4 Units</b>
	1 x 24000 BTU Alliance Wall Mounted	
	1 x 18000 BTU Daikin Wall Mounted	
	1 x 48000 BTU Daikin Ceiling Mounted	
	1 x 85000 BTU Daikin Ceiling Concealed	<b>5 Units</b>
	<b>GROUND FLOOR</b>	
	3 X 18000 Carrier Ceiling Mounted	



# CENTRAL BANK OF LESOTHO



	2 x 52000 BTU TCM ceiling mounted	
	<b>BASEMENT</b>	<b>6 Units</b>
	3 X 38000 BTU Carrier Ceiling Mounted	
	2 x 55000 BTU TCM wall mounted	
	1 x 48000 BTU Carrier Wall Mounted	
	<b>CONTROL ROOM</b>	<b>5 Units</b>
	2 x 18000 BTU Carrier Ceiling Mounted	
	1 x 24000 BTU Daikin Wall Mounted.	
	1 x 12000 BTU Daikin Wall Mounted	
	<b>DISASTER RECOVERY SITE MASERU WEST</b>	<b>6 Units</b>
	4 x 18000 BTU Gree Wall Mounted	
	1 x 18000 BTU Daikin Wall Mounted	
30.	1 x down blower air conditioner	
	<b>CLUBHOUSE</b>	<b>4 Unit</b>
	1 x Cold room complete with condenser	
	1 x Tekniheat Pool Heat Pump	
	<b>SPORTS HALL</b>	
1.	1 x Daikin package units	<b>1 Units</b>
	<b>GYM</b>	
1.	1 x Daikin package units	<b>1 Units</b>
	<b>MASERU WEST HOUSE 173</b>	
1.	1 x 24000 BTU Hisense Wall Mounted	<b>5 Units</b>
2.	2 x 18000 BTU Hisense Wall Mounted	
3	2 x 9000 BTU Hisense Wall Mounted	