

Central Bank of Lesotho



TENDER TITTLE:
MAINTENANCE AND SERVICE OF GENERATORS

ISSUE DATE:
12th 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 monthly maintenance and service of 4 x generators (two at Central Bank of Lesotho, One at DR site and one 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.
2. There will be a mandatory site visit on the 20th February 2025 and will start at 10am. Bidders should report at the Central Bank of Lesotho old building reception before 10am.
3. Bidders are required to show validity period of bid.
4. Electronic PDF email bid submissions stating “**Bid for Generator Maintenance and Service**” on the email subject and should be emailed to 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 07th March 2025**. 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, 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. Bidders must provide two reference letters preferably from previous implementation site in the last two years. Reference letters must be of the company bidding not the individuals working for the company.
- 13.** Bidders must provide proof of valid and existing workman's compensation.
14. Bidders must have the following within their proposed team:
 - a) Three technicians with at least three years working experience on the subject. (CVs and qualifications shall be submitted).
 - b) Technicians' relevant qualifications and certified copies of certificate must be provided.
15. Bidders must submit a detailed maintenance and service plan for three work sites.
16. Bidders must be aware that all maintenance and service works will be followed by detailed maintenance and service report for approval by the Bank before payment.



17. Bidders are to note that the Bank **may** require a performance guarantee of no more than 10% of the bid amount.
18. Bidders are requested to quote in Maloti or Rands only.
19. 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.
20. 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.
21. Request for clarifications should be directed to an email address tenderclarifications@centralbank.org.ls. Closing date for clarifications is 27th February 2025. Responses to all questions will be sent to the enquirer and all the bidders on the 28th February 2025.
22. Bidders are expected to ensure strict compliance with the specifications and conditions, failure to do so will result in disqualification of bids.
23. Evaluation criteria shall consist of the following **mandatory** requirements **(Failure of which result in disqualification)**:

Mandatory Site Visit	Attendance of a Mandatory Site Visit on the 20 th February 2025 at 10am.
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 two 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
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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. Monthly maintenance and service of generators specific HSE methodology statement.
3. Monthly maintenance and service of generators specific HSE Plan.
4. Monthly maintenance and service of generators specific HSE Baseline Risk Assessment.
5. Waste Management Plan for all generators' maintenance and service.
6. List of lifting equipment
7. Valid insurance cover all proposed key personnel (workman's compensation.
8. Task Specific Risk analysis.
9. HSE safe working procedures (SWPs) relevant to Monthly maintenance and service of generators
10. Material Safety Data Sheets (MSDS) for all chemicals to be used.
11. Signed and accepted appointments of key personnel.
12. Academic Qualifications copies
13. Medical Fitness Certificates with 6 months validity
14. Valid Workmen compensation insurance cover
15. Induction attendance register
16. Training certificate copies (**especially for working at heights us**)
17. Identification copies
18. Equipment, tools and plant inspection forms and checklist



19. Electrical equipment and tools registers
20. Hands tools register
21. Incident reporting documentation
22. Personal Protective Equipment issuance register
23. Personal Protective Equipment checklist
24. Toolbox talk topics and attendance register.
25. First aid box inspection form
26. First aid reporting and treatment form
27. Firefighting equipment inspection form
28. 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.

ITEM DESCRIPTION	MONTHLY FEE YEAR 1	MONTHLY FEE YEAR 2	MONTHLY FEE YEAR 3
NEW BUILDING GENERATOR			
OLD BUILDING GENERATOR			
LRCC GENERATOR			
DR SITE GENERATOR			
SUB TOTAL			
VAT @ 15% (IF APPLICABLE)			
GRAND TOTAL MONTHLY			
GRAND TOTAL ANNUALLY			
TENDER SUM FOR THREE YEARS(FEE FOR 3 YEARS COMBINED)			



Tender Sum in Words: _____

Thus done and signed at _____ on _____

Name of signatory

Signature

b) PAYMENT TERMS

All proponents should provide their trading/payment terms.

SECTION D

SCOPE OF WORK FOR MAINTENANCE AND SERVICE OF THE GENERATORS

The service provider shall be expected to do the following on each unit on a monthly basis;

Generator:(Engine, Alternator & Controls)

1. Change lubrication oil
2. Replace oil filter and inspect base
3. Inspect ignition coil wires and plug caps.
4. Inspect cooling system, clean fins (air-cooled)
5. Top off radiator (liquid-cooled up to 1 gallon)
6. Inspect fan guard for condition and security
7. Inspect and clean air filter and pre-cleaner
8. Replace fuel filters (diesel)
9. Inspect engine gaskets, breathers and fuel regulation components for any fuel or oil leakage
10. Inspect and adjust engine belts, hoses and clamps
11. Lubricate governor
12. Load test battery and record VDC readings
13. Service battery, add water to electrolyte and clean posts



14. Check and record battery static and running charging rates
15. Inspect engine and battery heaters for proper operation
16. Inspect engine and electrical safety shutdown devices
17. Inspect unit for excessive noise or vibrations
18. Inspect mounting bolts, brackets and coupling connections
19. Check, calibrate and record AC output Voltage & Frequency
20. Inspect engine, alternator and control wiring
21. Inspect and clear dampers, louvers and air intakes
22. Wipe down outside of generator and engine
23. Inspect for overheated power terminals and lugs
24. Inspect control board wiring and connections
25. Check and adjust exercise clock setting (as needed)
26. Inspect mechanical switchgear mechanism
27. Check time delays (as needed)
28. Perform power outage simulation w/ permission

Generator repairs and spare parts

1. The service provider shall advise the Bank where replacement parts or repairs are needed.
2. The service provider shall provide an estimation of the parts and labour for installation
3. The service provider shall upon approval of the quotation undertake the repairs.
4. The Bank reserves the right to engage any service provider for repairs at any time.