

Central Bank of Lesotho



TENDER TITLE:
**PROVISION OF CLEANING, LANDSCAPING AND
GARDENING SERVICES**

TENDER NO:
CBL/FNC/TC/8/2/2026

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1. INTRODUCTION

The Bank is desirous to ensure cleanliness and upkeep of this office complex and its surroundings. It is for this reason the Bank wishes to engage the services of an experienced and competent cleaning company on a performance based renewable contract of thirty-six months, to deliver a thorough cleaning, landscaping and gardening services at its premises and DR site.

2. TERMINOLOGY FOR THIS Tender

Throughout this Tender, the terminology is used as follows:

“Bank” means the Central Bank of Lesotho (CBL);

“Contract” means the written agreement resulting from this Tender executed by the Bank and the Consultant;

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

“Bidder” means an individual or body corporate that submits, or intends to submit, a proposal in response to this Tender;

“Service Provider” means the individual of body corporate awarded the tender for cleaning Services for the new building:

3. Terms of Reference

- 3.1.** The required services shall consist of cleaning of the Bank Extension (offices, floors, walls, roofs, all office equipment, restrooms and glass faced etc.) and carports. The offer shall include cost of Labour and equipment needed to perform the services required under this contract.
- 3.2.** The number of cleaners, health and safety officer and food handlers together with supervisor(s) to be specified. Any changes in personnel and the reason for change must be communicated in writing and agreed with the Bank before such changes are implemented.
- 3.3.** The equipment, materials and products proposed for use under this contract, shall respond to the health and legal requirements, standards, norms and specific code in force in the field and as much as possible be ecofriendly
- 3.4.** The Service Provider shall verify the entire document which constitutes the Tender. It shall, under no circumstances, claim errors, omissions or lack of probable concordance in the various documents to request for modifications of the constitutive elements of its offer.
- 3.5.** The Service Provider agrees to provide the services in accordance with the requirements set forth in the contract documents. It shall choose the most suitable and acceptable process, methods and equipment to perform its services under this contract, at competitive price. The Service Provider shall undertake to perform all the services hereunder in accordance with the highest standards of professional and ethical competence and integrity. Particular attention shall be given to the rest rooms, conference rooms and waiting areas due to their sensitivity.

3. 6. Whenever the Service Provider is unable to meet its contractual obligations, it shall notify the Bank in writing as soon as possible and within 2 hours shall promptly provide solution.
3. 7. The Service Provider shall provide all cleaning equipment required for the performance of this contract. Such equipment shall include, shampoo and polish, heavy duty wet and dry machine, vacuum cleaners, mopping systems, free standing ladders and any other machines and equipment necessary to perform this contract. The Service Provider shall be responsible for obtaining and maintaining any permits or authorizations necessary to operate such equipment in line with the manufacturer's specifications. This service shall be carried out in a way that minimizes any nuisance and harmful effects to the environment, health and safety principles. However, a rope access cleaning system shall be provided. Operators are expected to submit proof of proficiency the operation of this equipment.
3. 8. During the implementation of the contract, the Service Provider shall contribute to the protection of the environment and all assets and take necessary measures for good coexistence of its activities with any other activities of the Bank.
3. 9. The Service Provider shall execute the service in a way that does not disturb the routines of the neighbors. Since the cleaning of the premises is a repetitive task, the hours reserved to key tasks such as deep cleaning, movement of motorized or other special tools and material, their usage and delicate access into specialized offices such as conference rooms, shall be limited to specific dates.

4. Scope of Work

- 4.1. The Service Provider shall provide cleaning services to all floor areas in offices, internal and external façade including carports as detailed under **Table 1** below:

Table 1

	CBL PREMISES AREAS		SCOPE OF SERVICES
	Location	Floor Finish	Total Area (sq. meters):
Ground Floor:	<ul style="list-style-type: none"> i. Main entrance lift & auditorium lobby. ii. Main entrance. iii. Pause area & circulation space. iv. Refreshments & restrooms circulation spaces v. Restrooms vi. Reference Library & main library vii. Meeting rooms viii. Office area ix. Auditorium 	<ul style="list-style-type: none"> i. Marble ii. Polished porcelain tiles iii. Polished porcelain tiles iv. Unpolished porcelain tiles v. Porcelain tiles vi. Carpet tiles (dark) vii. Carpet tiles (light) viii. Carpet tiles (medium) ix. Broadloom carpet 	<ul style="list-style-type: none"> i. 450 ii. 28 iii. 160 iv. 37 v. 105 vi. 221 vii. 61 viii. 35 ix. 463 Total - 1560
Mezzanine	<ul style="list-style-type: none"> i. Main entrance lift & auditorium lobby. ii. Executive lounge. iii. Refreshments & restrooms circulation spaces iv. Restrooms v. Main library vi. Meeting rooms vii. Office area viii. Auditorium 	<ul style="list-style-type: none"> i. Polished porcelain tiles ii. Broadloom Carpet iii. Unpolished porcelain tiles iv. Porcelain tiles v. Carpet tiles (dark) vi. Carpet tiles (light) vii. Carpet tiles (medium) viii. Broadloom carpet 	<ul style="list-style-type: none"> i. 583 ii. 63 iii. 37 iv. 105 v. 159 vi. 67 vii. 83 viii. 347 Total - 1560
Floor 1	<ul style="list-style-type: none"> i. Waiting area & lift lobby 	<ul style="list-style-type: none"> i. Polished porcelain tiles 	<ul style="list-style-type: none"> i. 200

	<ul style="list-style-type: none"> ii. Training & computer Training room iii. Open plan & circulation space iv. Pause area v. Restrooms vi. Kitchen & toilet corridor vii. Meeting rooms viii. Office areas 	<ul style="list-style-type: none"> ii. Carpet tiles (dark) iii. Carpet tiles (dark) iv. Vynil plank v. Porcelain tiles vi. Porcelain tiles vii. Carpet tiles (light) viii. Carpet tiles (medium) 	<ul style="list-style-type: none"> ii. 295 iii. 366 iv. 50 v. 63 vi. 50 vii. 95 viii. 680 Total - 1799
Floor 2	<ul style="list-style-type: none"> i. Waiting area & lift lobby ii. Open plan & circulation space iii. Pause area iv. Restrooms v. Kitchen & toilet corridor vi. Meeting rooms vii. Office areas 	<ul style="list-style-type: none"> i. Polished porcelain tiles ii. Carpet tiles (dark) iii. Vynil planks iv. Porcelain tiles v. Porcelain tiles vi. Carpet tiles (light) vii. Carpet tiles (medium) 	<ul style="list-style-type: none"> i. 120 ii. 366 iii. 50 iv. 63 v. 50 vi. 16 vii. 630 Total - 1420
Floor 3	<ul style="list-style-type: none"> i. Waiting area & lift lobby ii. Open plan & circulation space iii. Pause area iv. Restrooms v. Kitchen & toilet corridor vi. Meeting rooms vii. Office areas 	<ul style="list-style-type: none"> i. Polished porcelain tiles ii. Carpet tiles (dark) iii. Vynil planks iv. Porcelain tiles v. Porcelain tiles vi. Carpet tiles (light) vii. Carpet tiles (medium) 	<ul style="list-style-type: none"> i. 120 ii. 366 iii. 50 iv. 63 v. 50 vi. 160 vii. 690 Total - 1480
Floor 4	<ul style="list-style-type: none"> i. Waiting area & lift lobby ii. Open plan & circulation space 	<ul style="list-style-type: none"> i. Polished porcelain tiles ii. Carpet tiles (dark) 	<ul style="list-style-type: none"> i. 120 ii. 366

	<ul style="list-style-type: none"> iii. Executive Enclave iv. Restrooms v. Kitchen & toilet corridor vi. Meeting rooms vii. Office areas 	<ul style="list-style-type: none"> iii. Vynil planks iv. Porcelain tiles v. Porcelain tiles vi. Carpet tiles (light) vii. Carpet tiles (medium) 	<ul style="list-style-type: none"> iii. 50 iv. 63 v. 50 vi. 160 vii. 690 Total - 1480
Floor 5	<ul style="list-style-type: none"> i. Waiting area & lift lobby ii. Open plan & circulation space iii. Executive Enclave iv. Restrooms v. Kitchen & toilet corridor vi. Meeting rooms vii. Executive Office areas viii. Office area 	<ul style="list-style-type: none"> i. Polished porcelain tiles ii. Carpet tiles (dark) iii. Vynil planks iv. Porcelain tiles v. Porcelain tiles vi. Carpet tiles (light) vii. Broadloom Carpet viii. Carpet tiles (medium) 	<ul style="list-style-type: none"> i. 98 ii. 366 iii. 65 iv. 63 v. 100 vi. 40 vii. 570 viii. 317 Total - 1619
	Carport	Cement	19000sqm

- 4.2 To provide high quality office cleaning service for CBL new office block per above table
- 4.3 Ensure availability of refreshments at pause areas as and when required and maintain the office kitchenettes and pause areas hygienically clean / neat at all times.
- 4.4 All personnel (including a Supervisor(s) /Team Leader(s)), equipment and cleaning materials (including garbage bags) shall be provided by the appointed company.
- 4.5 Attention should be given to the presentation and personal hygiene of the deployed company personnel who shall wear company uniforms, expected to be clean and tidy; displaying name and employee identification badges to be supplied by appointed company. Contact details and police clearance of these employees must be provided before commencement of the contract.
- 4.6 Cleaning of the interior and exterior of the building shall be undertaken in accordance with recognized best practice in the industry and with applicable health and safety standards. The Service Provider shall be responsible for the maintenance of minimum standards of cleaning and performance standards set forth in this document, regardless of the staff absence, for any reason whatsoever.
- 4.7 All floor surfaces are expected to be completely free of dust, paint, strips, shoe marks, including blemishes and stains that can be removed with standard industry techniques. Any defects noticed by cleaners must be registered and reported to the Bank immediately.
- 4.8 Food handlers are also expected to submit relevant certificates.
- 4.9 Service providers shall attend quarterly meetings and submit monthly reports for the duration of the contract.
- 4.10 Provide landscaping and gardening services of all surroundings at the Bank premises and at the DR site consisting of:
 - a) Pruning of flowers.
 - b) Looking after trees without tempering them with their natural growth.
 - c) Remove all weed and unwanted growth on all grass and other surfaces.
 - d) Annually (at beginning of spring) import topsoil and lightly cover all grass.
 - e) Plant, transplant and mow lawns.

- f) Plant seasonal in the exterior and periphery flowers and shrubs provided by the Bank

5.0 SCHEDULE OF SERVICES

- 5.1. Working hours and days will be agreed upon with the service provider.
- 5.2. Under exceptional cases where CBL requires service outside the scope, the service provider shall avail additional staff commensurate with agreed charges.

6.0 CLEANING SERVICES

6.1. OFFICES, RECEPTION/LOBBY, AUDITORIUM / MEETING ROOMS/ RESTROOMS:

Daily:

- Empty all rubbish bins and plastic bags.
- Dust and vacuum clean all horizontal surfaces that are clear of obstructions and cannot be relocated and remove all dirt.
- Wash crockery and cutlery in all areas of the building and store in designated storage space.
- Set-up pause areas and replenish vending machines as necessary.

Weekly

- Vacuum and remove dust all floor areas including carpeted and tiled areas
- Spot clean all doors and glass partitions
- Clean and polish chrome surfaces.
- The walls of the restrooms must be cleaned and disinfected.
- Clean, dust and wipe window blinds, telephone and computer instruments.
- Clean and polish all furniture with appropriate finishes.
- Clean walls, window sills, stairways, balustrades and movable assets.
- Clean all doors, glass panels, skirting boards, shelves, and radiators

6.2. RESTROOMS:

Daily:

- Twice a day (morning and afternoon clean and disinfect all sanitary-ware (restrooms, washbasins, SHE bins), and mirrors and.
- Empty garbage bin and wash floors.
- Restock toilet consumables (toilet paper, paper hand towels and liquid soap).
- Complete cleaning of all sanitary elements including the removal of all stains and scale.
- Restrooms should be checked and attended every three hours.

Quarterly:

- Wash and Clean all walls and doors.
- Clean all Windows from the outside in accordance with best practice.

Bi-Annual Tasks

- Deep cleaning on all carpeted areas and tiled areas surface, at a time to be agreed upon with the Bank
- Cleaning of Blinds and curtains

6.4. KITCHENNETTS

Daily

- Ensure tea/coffee is available for staff and visitors at pause areas as and when required and those areas are always hygienically maintained.

6.5. EQUIPMENT AND CONSUMABLES

Avail, at own cost, all necessary equipment, machinery and materials required to adequately perform the services including, but not limited to:

- Industrial vacuum cleaners with clean air filter
- Industrial washing carpet Machines
- Dusters, brooms, brushes, buckets, rubbish carts and mops
- Enzyme based products that are safe to the health of users and environment and quality as cleaning consumables in the form of detergents and cleaning material for cleaning of office equipment such as photocopiers, fax machines, computers, printers, scanners, office furniture, glass top, glass panes etc.)

7.0. Ensure the following cleaning services are provided;

- a) Maintaining and cleaning pause areas.
- b) Store cleaning products safe and at designated storage spaces
- c) Ensure proper mixing techniques per labeling instructions (Materials Safety Data Sheet) MSDS
- d) Perform special request task by being accessible and flexible and assist visitors and staff by answering questions promptly and courteously.
- e) Adhere to health and safety rules and standards at all times during the performance of duties.
- f) Provide the Bank with a working plan for daily, weekly, quarterly and bi-annual services. Any variance to the plan must be approved by the Bank in advance. The plan shall show a detailed program of the services to be executed such as cleaning of floors and window sills etc.
- g) Central Bank is a highly sensitive place and the Service Provider shall provide proof that it is aware of the risks associated with the assignment

by providing convincing mitigation of risks in a well-documented risk register. The Following risk should appear in the risk register;

- Risk of confidential documentation being compromised
- Illegal access to the Building
- Theft
- Unauthorized use of Central Bank resources
- Health Certificates of workers

h) The Service Provider agrees to adapt /align its working hours to those recommended by the Bank.

7.1 Public Liability

The successful bidder shall at its own cost maintain public liability insurance for its own employees against accidents, injury and death.

7.2 Indemnity

The successful bidder shall fully indemnify CBL, its officers, agents, employees, contractors, clients, and sub-contractors from and against all liabilities, claims, actions, proceedings, damages, loss of earnings suffered or incurred by CBL officers, agents, employees, contractors, clients, and sub-contractors in consequence of or arising out of action or omission of all or any.

7.3 Security

The Successful bidder shall be required to conform to the security arrangements, procedures and regulations applicable to CBL staff. These procedures and regulations shall be made available to the successful bidder

7.4 Uniform

The successful bidder shall undertake, at commencement of the contract until termination, ensure that all cleaning staff are deployed in complete uniform.

7.5 Infrastructure Inspection

CBL maintains the prerogative to conduct inspection on services rendered by the service, including;

- Inspection of equipment provided by the service provider.
- Take records of any shortages / broken equipment not in working condition.
- CBL reserves the right to conduct inspection for the services rendered by the services provider at any time, to establish whether the service rendered is satisfactory and comply with the conditions as set out in the contract and site specifications.
- CBL reserves the right to request from the service provider that any of its employees leave the site permanently without being held responsible for any damage or claims which may arise resultant from this request and shall be indemnified against such claims and legal expenses.

8. PROPOSAL PREPARATION (Proposal Format)

8.1. Technical Proposal

Evaluation of proposals is made easier when bidders respond in a similar manner. The following format and sequence should be followed in order to provide consistency in bidder response and to ensure that each proposal receives full consideration:

- a) One-page letter of introduction identifying the bidder (bidder's name and physical address together with contact details; contact person, telephone / cellular number and e-mail address) and signed by the person or persons authorized to sign on behalf of, and bind the bidder to statements made in the proposal;
- b) Table of contents including page numbers.

c) A brief profile of the bidder showing:

Bidder Experience

- Should provide a brief summary of suitability of the Bidder which outlines specifically the bidder track record and nature of assignments relevant to this project;
- 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.

Financial Stability

Should provide a credit line letter from their Bank more than the bid amount **and** provide recent audited financial statements.

8.2 Financial Proposal

This section deals with cost estimates for the services and specifically addresses the following issues:

a) Fee Breakdown

Fee should be broken into monthly fee and a total annual fee inclusive of VAT where applicable. The fees should clearly show amongst other things the cleaning detergents costs which should be SABS approved and the professional fees.

It is the responsibility and requirement of the bidders and CBL respectively to ensure that lawful salaries to their employees are paid.

b) Costs Prior to Contract

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.

8.3 Mandatory Requirements and documents (required as part of the proposal):

The bidder should meet and submit the following requirements and documents:

Requirement	Supported by:
Firm experience for the last two (2) years	<p>a) Three (3) reference letters from the Clients that were provided with the similar service in the last five years and satisfactory workmanship on sites completed with similar work.</p> <p>b) The reference letters should clearly indicate the duration of contract and the contact details of the client for verification.</p>
Site Visit:	All bidders must attend the mandatory site visit to be held on the 30 th March 2016 at 10:00am.
Team for the assignment:	List of names of staff to be deployed at the centre and certified copies of their passports / ID document
Qualifications:	<p>Certified copies of School certificates and staff member reference letter showing number of years in a position</p> <p>The supervisor should have a minimum of COSC and 5 years' experience in a similar role</p> <p>General Cleaners should have a minimum of Junior Certificate and 3 years' experience as a cleaner</p>
Trading and Tax compliance requirements	Certified copies of the valid trader's license or registration Certificate and tax clearance certificate.

Provision of SABS approved cleaning detergents and other consumables.	List of detergents and materials to be used
Provision of cleaning equipment	List of cleaning equipment to be used

9. TENDER PROCESS

9.1 *Contact Persons*

Enquiries arising from this Tender should be directed, in writing, to;

Name: Mr. Rampotiti Letsosa

Title: Secretary, Tender Committee

Tel: (266) 22232001

Fax: (266) 22310051

E-mail: tenderclarifications@centralbank.org.ls

9.2 *Clarification*

Any queries relating to this Tender must be addressed in writing to the relevant person designated in 9.1 above. Responses will be sent to the enquirer and may also be posted on the Bank's website

9.3 *Eligibility*

Proposals will not be evaluated if the bidder'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 Tender will be considered.

9.4 *Mandatory Site Visit*

There shall be a mandatory site visit on the **30th March 2026 at 10:00am**. Bidders are requested to report **at the reception** on or before the stipulated time. Bidders who arrive late will not be accommodated.

10. DELIVERY OF PROPOSALS

10.1 *Technical proposal*

(a) Bids must be submitted electronically by email @ tenders@centralbank.org.ls. Electronic PDF email bid submissions/document/folder should be named "**Provision of cleaning, landscaping**

and gardening services”:

The Technical bids which shall not contain any financial information or rates pertaining to the services.

(b) All proposals must be delivered to the Bank **on or before 13th April 2026 no later than 14:30 hours**. Late proposals shall not be considered.

10.2 *Financial proposal*

Financial proposal shall be invited at a later stage from bidders who have satisfactorily scored 75% or above

11. Opening of proposals

Properly sealed and marked technical proposals shall be opened on **13th April 2026 at 14:30hrs**. Bidders will be sent the tender register.

12. Evaluation of proposals and selection

Proposals compliant with the requirements for submissions described above shall be evaluated by procedures which take into account both technical and financial considerations. Technical evaluation shall involve submission analysis and pitch.

12.1 EVALUATION CRITERIA

12.1.1 Mandatory documents evaluation criteria

REQUIREMENT	YES	NO	REMARKS
Certified copy of a valid traders license			
Certified copy of a Valid tax clearance certificate			
Signed letter of introduction			
Site Visit attendance			

(Bidders missing any of the above will not be considered for the next stage of evaluation.)

12.1.2 Technical proposal evaluation criteria:

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

Evaluation Area	Allocated Score
a) Experience in cleaning and hygiene services, landscaping and gardening of the bidder (Submission of relevant reference letters x 3 and positive verification)	20
b) Number of staff to be deployed (name list supported by certified copies of valid passports / ID document)	10
c) Team qualifications, skills and experience of the team (based on certificates and reference letters)	10

d) Proposed cleaning detergents, materials and equipment proposed	20
Total	60

(To qualify for financial evaluation the bidders should score a minimum score of 75% under technical evaluation.)

12.1.3 Pitch evaluation criteria

Evaluation Area	Allocated score
Clarity of the presenter and ability to answer questions appropriately	10
Knowledge and understanding of CBL requirements	10
Consistency of the Tender and the presentation (pitch)	10
Total	30

(To qualify for financial evaluation the bidders should score a total weighted score of 75% under both submission evaluation and pitch.)

12.1.4 Financial evaluation

- Proposals that have scored **75%** and above, their financial proposals shall be opened and evaluated based on price competitiveness.
- The financial proposal shall be broken into professional fees and detergents and material costs.
- Monthly and annual fees must be shown.

- The bid with the highest combined score shall be selected for award.

13. TERMS AND CONDITIONS OF THE TENDER

13.1 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.

13.2 Currency and Taxes

Prices quoted are to be:

- (a) in Maloti (1 LSL = 1 ZAR);
- (b) inclusive of 15% Value Added Tax; and
- (c) In accordance to applicable Lesotho laws.

13.3 Ownership of Proposals

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

13.4 Confidentiality of Information

- a) All proposals submitted by bidders 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 Bidder as a result of participation in this project is confidential and must not be disclosed without written authorisation from the Bank.

13.5 Costs of Responding

Bidders 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.

If the Bank rejects all or any proposal, it shall not be liable to any Bidder for any claims, whether for costs or damages incurred by the Bidder in preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

13.6 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.

13.7 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.

13.8 Time Frame

The successful Bidder is expected to resume duty on the agreed times as per the contract agreement.

14. SAFETY, HEALTH, ENVIRONMENT AND QUALITY (SHEQ) REQUIREMENTS.

The Bank adheres to Safety, Health and Environmental requirements including Quality (SHEQ) requirements under the Occupational Safety and Health Act. No 4 of 2024, Labour Code (Chemical Safety) regulations 2003, Environment Act No.10 of 2008, and Public Health Order No.12 of 1970 all as amended, including; International Organization for Standardization (ISO) 45001:2018 and other international best practices on SHEQ. As such, all its service providers shall also be required to comply with applicable Lesotho Legislation on Occupational Health and Safety, Environment including relevant policies of the Bank.

- ✓ Service providers 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 Service Provider shall ensure all components are safety and health risk free except inherent risks.
- ✓ The service provider shall compile and submit SHEQ performance reports monthly and attend as Management, Supervisors and or their personal staff SHEQ sessions, inductions or other awareness activities as organized by the Bank on notification.
- ✓ The service provider must submit their bit documents with Health, Safety and Environment file for the review and approval by office OHS. The contents of the OHS file shall at least include:
- ✓ All products not limited to cleaning, disinfecting, odour suppressing/freshening and furniture/equipment polishing shall be strictly enzyme based.
 1. HSE Policy.
 2. Specific HSE method statement.
 3. Specific HSE Plan.

4. Specific HSE Risk Assessment.
5. Valid insurance cover all proposed key personnel (workman's compensation).
6. Task Specific Risk analysis.
7. HSE safe working procedures (SWPs) relevant to activities in particular for chemical safety, working at height and over edges, ladder safety, emergency response, powered equipment, Personal Protective Equipment, Induction and training etc
8. Signed and accepted appointments of key personnel specifically to the person responsible for **Health and Safety and First Aiders**.
9. Academic Qualifications copies (relevant Health and Safety, and Supervision,)
10. Medical Fitness Certificates within 6 months validity
11. Valid Food handlers' certificates for designated to handle food
12. Training certificate copies (first aid, or risk assessor, etc.)
13. Identification (ID) copies
14. First aid kits per floor
15. Safety Data Sheet (SDS) for products not limited cleaning, disinfecting, odour suppressing/freshening and furniture/equipment polishing.
16. Memorandum of Understanding with incinerating facility in respect to disposal of waste the require incineration subject to applicable local authority regulations and standards (e.g. single use sanitary towels and first aid treatment wastes)

Blank copies of the below:

17. Forms and checklists for equipment and tools inspection.
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. Any other document necessary to ensure compliance with SHEQ during the assignment implementation.

NB: No work will commence before the approval of the SHEQ file by the OHS office.