

Central Bank of Lesotho



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TENDER TITLE

**SUPPLY AND INSTALLATION OF A HEATING,
VENTILATION AND AIR CONDITIONING
SYSTEM AT HOUSE 251**

ISSUE DATE:

27th MARCH 2015

Contact (s):

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SECTION A

INVITATION TO TENDER AND INSTRUCTIONS TO BIDDERS

The Central Bank of Lesotho invites tenders from HVAC Specialists Companies or Contractors for supply and installation of the Heating, Ventilation and Air Conditioning System at House 251 as per the specifications in Section D.

MANDATORY TENDER REQUIREMENTS (FAILURE TO COMPLY FULLY WITH THESE REQUIREMENTS WILL RESULT IN DISQUALIFICATION.)

1. A **compulsory** site visit shall be held on Thursday 10th April 2024 at 10am. Bidders are to report at House 251 before 10am.
2. Tender documents can be downloaded from the website at www.centralbank.org.ls.
3. Bidders are required to show validity period of bid, delivery period and equipment warranty.
4. Electronic PDF email bid submissions stating “**Bid for 251 HVAC System**” 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 25th April 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.



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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. 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.
13. Bidders must provide proof of valid and existing workman's compensation.
14. Technical Capability: Bidders must fully comply with the technical capability requirements below and provide proof of availability of each requirement.

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- a) Must have at least a qualified HVAC technician with at least three years working experience on the subject. (CVs and qualifications shall be submitted)
 - b) Must have at least one technician with a gas handling certificate (Provide proof)
 - c) Must be accredited to supply and install the systems by the equipment supplier (A reference letter shall be issued by the equipment supplier confirming the contractor's competence on this specialized installations)
 - d) Must have competence to commission the VRV systems. Final commissioning shall be carried out by the equipment supplier's representative.
 - e) Must be capable of issuing the COC (certificate of compliance)
15. Bidders must provide a detailed project plan proposing duration of the project.
 16. Bidders are to note that the Bank **may** require a performance guarantee of no more than 10% of the bid amount.
 17. Bidders are requested to quote in Maloti or Rands only.
 18. Pricing schedule should **STRICTLY** follow the format as provided and the pricing schedule form must be **stamped** and signed. Where vendors are registered to collect VAT, they must submit VAT certificate.
 19. 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.
 20. Request for clarifications should be directed to an email address tenderclarifications@centralbank.org.ls. Closing date for clarifications is 17th April 2025. Respose to the questions raised shall be posted on the website on the 18th April 2025.



21. Bidders are expected to ensure strict compliance with the HVAC specifications and conditions, failure to do so will result in disqualification of bids.
22. 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
VAT	Certified copy of the valid VAT Certificate where the proponents collects VAT
Letter of Introduction	One-page letter of introduction identifying the proponent
Workman's Compensation	Copy of valid and existing workman's compensation
Team composition and qualifications	Competence to commission the VRV system Equipment Manufacture Accreditation letter Qualified HVAC technician with at least three years working experience on the subject Certified copy of gas handling certificate
Mandatory Site Visit	Attendance of the mandatory site visit on the 10 th April 2025
Technical Specification	Full compliance to the specifications and Requirements



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 demonstrating competence to
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
Validity of the bid	Valid for at least 90 days
Warranty	Manufactures warranty
After sale Service	A minimum of 1 year
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	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) **Where applicable Inclusive** of 15% Value Added Tax; and
- b) In accordance to applicable Lesotho laws.
- c) Foreign Bidders shall be liable for payment of import applicable taxes.

3.2. Withholding Tax

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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



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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 or not 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 into 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 and as amended; 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. Project specific HSE method statement
3. Project specific HSE Plan
4. Project specific HSE Risk Assessment
5. List of firefighting equipment
6. Insurance cover all proposed key personnel (workman's compensation
7. Task Specific Risk analysis
8. HSE safe working procedures (SWPs) relevant to contract scope
9. Signed and accepted appointments of key personnel.
10. Academic Qualifications copies
11. Medical Fitness Certificates
12. Induction attendance register
13. Training certificate copies
14. Identification copies
15. Equipment, tools and plant inspection forms and checklist
16. Electrical equipment and tools registers
17. Hands tools register



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18. Incident reporting documentation
19. Personal Protective Equipment issuance register
20. Personal Protective Equipment checklist
21. Toolbox talk topics and attendance register.
22. First aid box inspection form
23. First aid reporting and treatment form
24. Firefighting equipment inspection form
25. 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 AND BILL OF QUANTITIES

Item description	Notes	Total
TOTAL SUM CARRIED FROM BOQ	<i>Insert the total sum</i>	
ANNUAL MAINTENANCE	<i>Indicate start date post commissioning of the system and if it is at cost or free</i>	
VAT @15% (IF APPLICABLE)		
TENDER SUM		

Tender Sum in Words: _____

Thus done and signed at _____ on _____

Name of signatory

Signature

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b) PAYMENT TERMS

All proponents should provide their trading/payment terms.