

Central Bank of Lesotho



REQUEST FOR PROPOSAL

RFP TITTLE:
**HOUSE 81 A RENOVATIONS - PERIPHERAL
WALL CONSTRUCTION**

ISSUE DATE:
22nd JULY 2025

Contact person:
Email: tenderclarifications@centralbank.org.ls



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INVITATION TO TENDER AND INSTRUCTIONS TO BIDDERS

The Central Bank of Lesotho invites tenders from **category A contractors** to undertake peripheral wall construction at the Bank's residential property House 81A located at Caledon Road Maseru West.

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

1. A compulsory site visit shall be held on the Thursday **07th August 2025** and shall start at 11am. Proponents should report at the site; House 81A located at Caledon Road Maseru West before the start time.
2. Tender documents can be downloaded from the website at www.centralbank.org.ls.
3. Bidders must provide a detailed project plan proposing duration of the project.
4. Electronic PDF email bid submissions stating "**Bid for House 81 A peripheral wall construction**" on the email subject and should be emailed to tenders@centralbank.org.ls.
5. The bid proposal shall be made of PDF documents only and attached to the email documents or compressed in a zipped folder only. Links are not allowed.
6. Bids should be received on or before **Friday 22nd August 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. Certified (at source) copies of a valid Ministry of Public Works contractor's certificate must be submitted with the bid.
10. 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.
11. All required documents should be provided in a document form not as reference to a website or link.
12. 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.
13. 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.
14. Workmanship Independent verification shall be carried out during the evaluation process. For independent verification during the selection process, vendors are required to submit a portfolio or reference list of similar projects, including:
 - Project name and location,
 - Brief scope of work,
 - Client contact details,
 - Photographic evidence of completed installations,



15. Bidders must provide proof of valid and existing workman's compensation insurance cover.
16. Bidders must provide a detailed project plan proposing duration of the project.
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 should **STRICTLY** follow the format as provided on the form of tender. Where vendors are registered to collect VAT, they must submit VAT certificate.
20. All proponents should provide their trading/payment terms.
21. 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.
22. Request for clarifications should be directed to an email address tenderclarifications@centralbank.org.ls. Closing date for clarifications is 11th August 2025. The response or clarifications shall be posted on the website on the 12th August 2025.
23. Bidders are expected to ensure strict compliance with the technical requirements and conditions, failure to do so will result in disqualification of bids.
24. Evaluation criteria shall consist of the following **mandatory** requirements amongst other criteria (**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



Contractors Category	Certified (at source) copies of a valid Ministry of Public Works contractor's certificate must be submitted with the bid
Introduction Letter	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
Technical Requirements	Full compliance to the requirements
Site Visit	Attendance of a mandatory site visit on the Thursday 29th August 2024
Workman's Compensation	Proof of valid and existing workman's compensation
Health, Safety and Environment File	Health, Safety and Environment File based on stipulated requirements under 1.5
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.
Workmanship Verification	Assessment of similar works/installation with other clients will be made to determine the vendor's capability, workmanship quality, and experience with similar installations.



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
Estimated works completion time/ 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 Availability of a Health and Safety File



SECTION B

1. TERMS AND CONDITIONS OF THE TENDER

1. PROPOSAL VALIDITY & FIRM PRICING

Proposals should be valid for at least 60 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, SAFETY AND ENVIRONMENT

- ✓ The Bank adheres to Occupational Health and Safety (OHS) requirements under the Lesotho Labour Code Order No.24 of 1992 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, Environment including Public Health Order No.12 of 1970 as amended and adhere to the Bank's OHS policy.
- ✓ Contractors 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 contractors 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 for safe use and maintenance.

5.2 Equipment manufacturer certificate where applicable.

✓ The contractors 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:

1. HSE Policy.
2. Construction specific HSE method statement.
3. Construction specific HSE Plan.
4. Construction specific HSE Risk Assessment.
5. List of firefighting 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 Construction activities.
9. Signed and accepted appointments of key personnel.
10. Academic Qualifications copies
11. Medical Fitness Certificates within 6 months validity
12. Induction attendance register
13. Training certificate copies (first aid, risk assessor, working at heights (scaffolding trestles)
14. Identification (ID) copies
15. First aid box for construction work and fire extinguishers shall be mandatory on site.

Blank copies of the below:

16. Forms and checklists for Equipment, tools and plant inspection.
17. Electrical equipment and tools registers
18. Hands tools register



19. Register of first aid, firefighting or emergency equipment
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 box/equipment with full contents
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.



