

Central Bank of Lesotho

INVITATION TO TENDER



The Central Bank of Lesotho invites tenders from suitably qualified service providers for the supply, delivery and installation of a heat pump.

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

- Detailed specifications of the heat pump can be downloaded from the website at www.centralbank.org.ls or a request can be made via email. Email address is mlechela@centralbank.org.ls.
- There will be a mandatory site visit on Thursday 19th May 2022 at 10am. Bidders should report at the Lehakoe Gate and must bring their vaccination cards/ certificates along to present at the gate as a mandatory entry requirement.
- Bidders are required to show i) delivery period ii) validity period of bid iii) warranty of the heat pump.
- Electronic PDF email bid submissions stating "Bid for Heat Pump" on the email subject should be emailed to mlechela@centralbank.org.ls.
- Bids should be received on or before Friday May 27th 2022 between 14:30hrs and 16:30hrs. Bids received after the time period stated above will not be considered.
- The Tender opening will be on the next work day at 10:30hrs. As a health measure, no bidders will be allowed to attend the opening session. All proponents will be emailed the record of the opening proceedings.
- Valid copies of current tax clearance certificate and traders license or certificate of Incorporation (if not Lesotho Registered) must be submitted with the bid.
- 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
- All required documents should be provided in a document form not as reference to a website or link.
- 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.
- 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.
- Bidders are to note that the Bank may require a performance guarantee of no more than 10% of the bid amount.
- Bidders are requested to quote in Maloti or Rands only.
- Pricing should consist of sale price, delivery fee and installation fee.
- 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.
- Bidders must expressly respond and fully comply with the specifications as stipulated in the advertisement.
- For further clarification bidders are requested to contact the undersigned at telephone #:22232126 and /or mlechela@centralbank.org.ls.
- 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
Technical Specification	Full compliance to the detailed specifications
Company Experience	Two (2) 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
Delivery Period	To be provided by the bidder
Validity of the bid	Valid for at least 60 days
Warranty	Manufacturer warranty should be provided "as is"
Price	Full compliance to the pricing requirements, Competitive Price

SPECIAL NOTES

- Bidders are expected to ensure strict compliance with the above specifications and conditions, failure to do so will result in disqualification of bids.
- Bidders are to note that the Central Bank of Lesotho shall apply withholding tax obligation **where applicable** when effecting payment at the rate of 10% for foreign companies and 5% for local companies. Proponents that include an added amount to their proposed fee as the withholding tax shall be disqualified.
- Central Bank of Lesotho, as the employer adheres to occupational health and safety requirements under the Lesotho Labour Code Order No 24 of 1992; ISO 45001:2018 and other international best practices on OHS. As such, all its sub-contractors shall also be required to comply with 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 so as to prevent damage, injury, or loss to individuals, the environment, including materials and equipment used at the work place and or stored on-site.
- Read with special note 4**, the contractor shall have on site a OHS site file and assigned responsibilities for OHS compliance during the supply, delivery and installation of the tank. The contents of the OHS file shall at least include;
 - Project specific risk assessment
 - Project specific method statement
 - Personal Protective Equipment issuance register
 - Personal Protective Equipment checklist
 - Key personnel qualifications
 - Insurance cover (workman's compensation)
- Payment terms should be clearly stipulated.

M. Lechela (Mrs.)
Secretary, Tender Committee