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REQUEST FOR QUOTATIONS

**Drawing Terms of Reference for a feasibility
Study and Design – Development of
Sebaboleng Estate**

1. BACKGROUND

Basotho Enterprises Development Corporation (BEDCO) is an agency of the Government of Lesotho that was established by an Act of Parliament: BEDCO Act No. 9 of 1980 (as amended). The Corporation provides the following services to Micro, Small and Medium Enterprises (MSMEs):

- Business Development Support Services
- Business Capacitation
- Incubation
- Facilitation of access to Finance
- Facilitation of access to Markets
- Entrepreneurship

2. INTRODUCTION

Basotho Enterprises Development Corporation (BEDCO) requires a competent consultant to assist it with **drawing up Terms of Reference** to be used for inviting competent consultants to carry out a feasibility study and design for the proposed development of Sebaboleng Estate in Maseru.

3. INSTRUCTIONS TO BIDDERS – ADMINISTRATIVE REQUIREMENTS

3.1 INVITATION TO QUOTATION INFORMATION

3.1.1 Submission of quotations

- Quotations must be made for the complete Scope of services and contain all documents as specified in Section 5 – Preparation of Quotations
- Bids must have a detailed quotation breaking down the tasks and cost of each task.
- The quotations must be submitted in one original copy marked “ORIGINAL” and accompanied by three (3) copies.

The quotations (Original + 3 copies) should be bundled together in one envelope marked **“Terms of Reference for Sebaboleng Estate Feasibility Study and Design ”** and the envelope should bear the name of the bidder.

- The quotations are to be hand deposited into the BEDCO Tender box located at the BEDCO Reception Area Sebaboleng offices next to Lakeside Hotel, Maseru on or before 2:30 PM on the 10th November 2023.
- The quotations will be opened on the same day in the presence of the interested parties or their representatives at 2:30PM in the BEDCO Training Hall.
- **No late quotations will be accepted.**

3.1.2 Quotation Time Frame

- a) Submission of quotations 10th November 2023

3.1.3 Contact Person

Request for further information and or clarification must only be directed in writing to the following: procurement@bedco.org.ls

4. SCOPE OF SERVICES

- a. Draw up Terms of Reference for a consultant to be engaged to carry out a feasibility study and design for the proposed Sebaboleng estate development.

5. PREPARATION OF QUOTATIONS

Technical component (Format of the quotation) will account for 70% of the total Bid score while the Financial component (cost) will account for 30% of the total Bid score.

5.1 Format of the quotations

The bidder shall submit the quotations, as described in this section. The quotation should follow the format detailed hereunder:

- i. Title page with a title of the Bid, Bidder’s Name and address, contact person and contact telephone number and email address.
- ii. An introductory letter addressed to the Chief Executive of BEDCO, identifying full details of the bidder and signed by the person or persons authorised to sign on behalf of the bidder, and bind the Bidder to statements made in the Bid document;

- iii. Table of contents including page numbers
- iv. Company Experience on similar assignments/projects
 - Client's name & contract details
 - Brief project/assignment description
 - Project duration e.g commencement and completion dates
 - Project cost
 - Exact service performed.
 - The Bidder must provide full but concise information on the company or firm's experience in relation to a similar service provided before.
 - Bidders must provide names and contact details of companies where a similar service was provided
- v. Reference letters of at least two previous clients where a similar service was provided within the past five (5) years.
- vi. Company profile
 - The Bidder shall submit the company profile together with any relevant certifications of the company to carry out the services.
 - Valid Traders Licence, Valid VAT clearance certificate etc

5.2 Pricing of the Quotations

Bidders are to price their bids in the following format:

- Quote prices excluding VAT
- VAT to be shown separately below the price (Excludes VAT)
- Below the VAT amount, the Bidder is to state the total (Price Net VAT + VAT).
- The bid must have a detailed cost breakdown for each task.
- Delivery date must be indicated on the quotation – failure to honour your specified delivery date, will result in a penalty.
- The validity of the price must be shown on the quotation but must extend up to at least the delivery date.

6. EVALUATION OF BID DOCUMENTS

6.1 Items to be included in bid

In order to make it easier, consistent and to ensure that each bid receives full consideration, the format given in Section 5 of this document should be strictly adhered to, and the following should be clearly stated:

- Date of delivery/Completion date of the assignment

6.2 The Bidders will be judged on (Evaluation Criteria)

Only proposals compliant with the requirements for submissions described above will be evaluated. Technical Proposals will be opened first and evaluated based on the following criteria.

CRITERIA	POINT ALLOCATION
Technical Proposal	
1. Overall quality of proposal <ul style="list-style-type: none"> • Completeness = 5 points, incomplete = 0 points • Conformity with RFQ = 5 points, Nonconformity = 0 points 	10
2. Company experience in similar assignments/ projects in the past 5 years Five or more assignments = 90 points Three assignments to four assignments = 75 points Two assignments = 65 points Zero to One assignment = 0 points	90
TECHNICAL TOTAL POINTS	100
Note: Only those tenders scoring a minimum of 65% on the technical proposal will be selected for financial evaluation stage	
Financial Proposal	
<p>The Financial Proposals corresponding to technical proposals with scores equal or greater than 65 points will then be opened and evaluated based on the following procedure.</p> <p>$A/B \times P = C$</p> <p>NOTE:</p> <p>A = is the lowest bid price</p> <p>B = is the price of the bidder being considered /evaluated</p> <p>P = is the total points allocated for price/financial evaluation (30 points)</p> <p>C = is the percentage score of the bidder being evaluated</p> <p>The calculation for the relative ranking in prices is: lowest bid price, divided by the bidder's price, multiplied by the total price allocated for price/financial evaluation (30 points)</p>	

7. BIDDING COSTS

BEDCO 's Invitation to Bid document is obtainable free of charge. However, bidders are solely responsible for their own expenses in preparation and submission of bids and any other costs relating to subsequent negotiations with BEDCO. If BEDCO elects to reject a Quotation, BEDCO will also not be liable to any bidder for any claims relating to this bid whatsoever.

8. BID VALIDITY AND PRICING

Bids will be valid for at least 120 days after closing date and prices will be firm for the entire implementation period.

9. CURRENCY AND TAXES

Prices quoted are to be :

- i) In either Maloti or Rand (1 Loti = ! Rand): Where other currencies are inevitable, then the rate of exchange must be indicated and an indication whether it shall hold despite fluctuations or shall be determined at the time of contract signing;
- ii) The successful bidder will be subject to taxation laws applicable in the Mountain Kingdom of Lesotho at the time of tendering.

10. ADDITIONAL INFORMATION

10.1 Acceptance of bids

This invitation to Bid should not be construed as an agreement to supply the required solution. BEDCO is not bound to enter into a contract with the bidder who submits the lowest priced bid. Bids will only be assessed in terms of the evaluation criteria.

10.2 Modification of Terms

BEDCO reserves the right to modify the terms of this Invitation to Bid at any time in its sole discretion. This includes the right to cancel this Invitation to Bid at any time prior to entering into a contract with the successful bidder; notice to that effect shall be given to all bidders.

10.3 Ownership of Bids

All documents, including bids, submitted to BEDCO become the property of BEDCO.

10.4 Confidentiality of Information

All bids submitted by bidders shall be held in strict confidence and will not be revealed to any other party.

All information pertaining to BEDCO obtained by the bidder as a result of participation in this project/assignment is confidential and must not be disclosed without written authorisation from BEDCO.

10.5 Acceptance of Terms

All terms and conditions of this Invitation to Bid are deemed to be accepted by the bidders and incorporated by the reference in their bids, except such conditions and provisions that are expressly excluded. There will be an opportunity to review these conditions upon selection of the successful bidder and during subsequent negotiations.

The quotation or sections thereof of the successful bidder may form part of the final contract.