



L E S O T H O
C O M M U N I C A T I O N S
A U T H O R I T Y

REQUEST FOR PROPOSALS

CLEANING SERVICES

1. BACKGROUND

The Lesotho Communications Authority (LCA) is a statutory body established in terms of the Communications Act, 2012 to regulate the communications sector in Lesotho. Its mandate includes among other things, facilitation of communications infrastructure deployment and provision of good-quality communication services throughout the country; as well as protection and empowerment of consumers. In its attempt to meet delivery and regulatory challenges emanating from the internal and external environments, LCA should ensure safety and cleanliness of its assets.

2. INTRODUCTION

The Authority invites tenders from locally registered cleaning companies/firms to provide cleaning services for a contract period of two years at the LCA office complex at 30 Princess Margret Road, Old Europa, and at Abia Monitoring Station at Ha Abia.

3. SCOPE OF WORK

The tasks mainly relate to cleaning the interior and exterior within designated LCA premises and provision of:

- Professional daily cleaning services
- Supply of the cleaning materials (excluding toilet paper)
- Disposing of garbage out of the building
- Cleaning of interior and exterior windows
- Cleaning of office blinds
- Cleaning of office carpets

The detailed tasks are outlined in Annex A.

4. CONDITIONS

Submissions must meet all the conditions indicated below:

4.1 Bid Requirements

Bidders are expected to submit the following:

- a) Company Profile.
- b) Reference letters of at least three (3) companies or firms where similar assignments were undertaken. The letters must provide full project details including performance of the company in providing cleaning services, contact persons and telephone numbers.
- c) Valid Tax Clearance Certificate.

d) Valid Traders License.

The above documents in 4.1 must be contained in the technical proposal. Failure to adhere to the submission format will lead to immediate disqualification of the bid document.

4.2 Other Conditions

- a) Lesotho Taxation laws shall be applicable.
- b) The proposal shall clearly state the total bid price in Lesotho Loti (LSL). All prices shall include VAT if applicable.
- c) The proposals must be valid for 60 working days from the submission date.
- d) There will be a “**MANDATORY**” site visit on the premises on Tuesday the 29th March 2022 as follows:
 - Abia Monitoring Station Ha Abia at 0930Hrs
 - LCA Headquarters at 1100Hrs

A maximum of two representatives from the bidding companies will be allowed. All company representatives must produce COVID-19 vaccine certificates.

- e) Registration at Abia Monitoring Station will be from 0900Hrs to 0925Hrs. Late registrations shall not be allowed.
- f) Failure to attend Mandatory site visits automatically disqualifies the bidder.
- g) Late and incomplete submissions will be disqualified.

5. LCA'S RIGHTS

5.1 This RFP does not commit the Authority to pay for any expenses incurred by the bidder in preparation of responses to this invitation or for attending mandatory site visits.

5.2 The Authority reserves the right to accept or reject any response to this RFP.

5.3 The Authority reserves the right to cancel or withdraw this request for proposals as a whole or in part without furnishing any reasons and without attracting any liability.

5.4 The Authority shall not be bound to accept the lowest bidder.

6. SUBMISSION FORMAT

6.1 The sealed tender envelopes marked “**PROVISION OF CLEANING SERVICES AT LCA PREMISES**” must be submitted on or before **11 April 2022 at 1100Hrs** at LCA Offices at the reception on the 1st floor.

6.2 Bidders must submit the original and four copies clearly marked “ORIGINAL” and “COPIES” as appropriate for both technical and financial proposals.

- 6.3 The envelope containing the technical proposal must be sealed, clearly marked “TECHNICAL PROPOSAL”.
- 6.4 The envelope containing the financial proposal must be sealed, clearly marked “FINANCIAL PROPOSAL”.
- 6.5 Both envelopes must be placed in one outer envelope clearly marked “PROVISION OF CLEANING SERVICES AT LCA PREMISES”. Envelopes should not bear any identification of the bidder.
- 6.6 The technical proposal should **NOT** include any financial information.

Failure to adhere to the submission format will lead to immediate disqualification of the bid document.

7. GENERAL CONDITIONS

- 7.1 Requests for clarification on the RFP must be addressed in writing to the Chief Financial Officer on this email address: admin@lca.org.ls on or before 1st April 2022.
- 7.2 No electronic submissions will be allowed.
- 7.3 The selected Company will be informed in writing and invited for contract negotiations.

8. TIME FRAMES

- 8.1 The bids must be submitted at the LCA Offices, at the reception on the 1st floor, 30 Princess Margaret Road, Old Europa on or before 1100hrs on the 11 April 2022. No proposals will be received after the closing time.
- 8.2 Bid documents will be opened on the 11 April 2022 at 1115Hrs. Only one representative from the bidding companies will be allowed.

9. All submissions must be addressed to:

The Chief Financial Officer
Lesotho Communications Authority
30 Princess Margaret Road
Old Europa
P. O. Box 15896

LESOTHO

ANNEX “A” – TASKS

LCA HEADQUARTERS	
Activity	Frequency
Clean the premises at the basement parking	<ul style="list-style-type: none"> • Sweeping 5 days a week and • Scrubbing with water twice a month
Deep clean bath rooms and gym area	<ul style="list-style-type: none"> • Clean and disinfect 5 days a week
Clean the outside parking and surroundings	<ul style="list-style-type: none"> • Sweeping 5 days a week and • Cleaning with water once a month
Clean the security offices and toilets	<ul style="list-style-type: none"> • Clean and disinfect 5 days a week
Machine burnish/buff tile floors	<ul style="list-style-type: none"> • Twice a month
Clean the ground floor in all the public spaces	<ul style="list-style-type: none"> • 5 days a week
Clean the toilets on ground, first and second floors	<ul style="list-style-type: none"> • Clean and disinfect 5 days a week
Clean all the public spaces in the first and second floors (passages, lounges, kitchens, balconies, glass balustrades)	<ul style="list-style-type: none"> • 5 days a week
Clean ground floor reception desk, first and second floors exterior glass doors	<ul style="list-style-type: none"> • 5 days a week
Clean the stairs on all floors (main and emergency exits)	<ul style="list-style-type: none"> • Main stairs daily and emergency exits stairs once a week
Clean the lifts (both interior and exterior)	<ul style="list-style-type: none"> • 5 days a week
Clean all glass doors, windows and frames-interior & balconies	<ul style="list-style-type: none"> • Once a month
Clean all exterior windows	<ul style="list-style-type: none"> • Once a quarter
Clean all meeting rooms	<ul style="list-style-type: none"> • 5 days a week
Provide and maintain “she” bins to all the ladies toilets of the building	<ul style="list-style-type: none"> • Dispose contents every week
Refill soap in all toilets	<ul style="list-style-type: none"> • As and when necessary
Remove waste disposal	<ul style="list-style-type: none"> • 3 days a week
Clean all office blinds	<ul style="list-style-type: none"> • Once a quarter
Wash carpets in all offices	<ul style="list-style-type: none"> • Once a quarter

ABIA MONITORING STATION

Clean all offices	• 5 days a week
Clean the kitchen and the passages	• 5 days a week
Deep clean bath room and outside toilet	• Clean and disinfect 5 days a week
Wash carpets in all offices	• Once a quarter
Clean the veranda	• Twice a week
Clean the garage	• Twice a week
Clean the office blinds	• Twice a year
Clean all windows	• Twice a year