



**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**

ADVERTISEMENT FOR CLEANING SERVICES

Lesotho Communications Authority (LCA) invites tenders from local cleaning companies or firms to provide cleaning services at the LCA office complex at 30 Princess Margaret Road, Old Europa.

There will be a “**MANDATORY**” site visit on the premises on the 9th October **2017 at 10:00 hrs**. The sealed tender envelopes marked “**PROVISION OF CLEANING SERVICES AT LCA PREMISES**” must be submitted on or before 24 **October 2017 at 1200hrs** at LCA Offices, at the address below. Late and incomplete submissions will be disqualified.

Detailed RFP is available for collection at LCA reception at 30 Princess Margaret Road, and/or can be accessed from the Authority’s website <http://www.lca.org.ls>.

The tender submissions should be addressed to:

Chief Financial Officer
Lesotho Communications Authority
30 Princess Margaret Road, Old Europa
P. O. Box 15896
Maseru 100
LESOTHO.

For enquiries only

Tel: 266 2222 4300

Email: admin@lca.org.ls



L E S O T H O
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REQUEST FOR PROPOSALS

CLEANING SERVICES

1 BACKGROUND

The Lesotho Communications Authority (referred to as the Authority) is a statutory body established to regulate the communications sector in Lesotho. Its mandate includes 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, the Authority should ensure safety and cleanliness of its asset.

2 INTRODUCTION

LCA invites tenders from locally registered cleaning companies/firms to provide cleaning services at the LCA office complex at 30 Princess Margaret Road, Old Europa, Maseru.

2 SCOPE OF WORK

The cleaning Company/Firm will be expected to perform the following services:

- 2.1 Clean the premises at the basement Parking; Clean the outside parking and surroundings;
- 2.2 Clean the security offices and toilets;
- 2.3 Machine burnish/Buff tile floors;
- 2.4 Clean the ground floor in all the public spaces including the toilets and the kitchen;
- 2.5 Clean all the public spaces in the first floor and second floor including toilets
- 2.6 Clean ground floor reception desk, first floor and second floor;
- 2.7 Clean the stairs (main and emergency exits);
- 2.8 Clean the lifts (both interior and exterior) ;
- 2.9 Clean glass doors and frames; interior & balconies including meeting rooms once a month
- 2.10 Clean bathrooms at the basement on daily basis
- 2.11 Clean glass doors and windows at the basement once a month
- 2.12 Wash carpets in all offices once a year
- 2.13 Provide and maintain “she” bins to all the ladies toilets of the building;
- 2.14 Refill soap in all the toilets;
- 2.15 Remove waste disposal.

4 CONDITIONS

Submissions must meet all the conditions indicated below:

4.1 Bid Requirements

- a) Company Profile – the firm must submit its profile.
- b) References - the Firm must provide full information indicating names of companies where it performed a similar assignment, including contact persons, telephone numbers and physical addresses.

- c) Certified copy of current Tax Certificates.
- d) Certified copy of Traders License.
- e) Draft contract/ service level agreement.
- f) The above documents must be contained in the technical proposal.

4.2 LCA's Rights

- a) 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.
- b) The Authority reserves the right to accept or reject any response to this RFP.
- c) 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.
- d) The Authority shall not be bound to accept the lowest bidder.

4.3 Other Conditions

- a) Lesotho Taxation laws shall be applicable.
- b) The proposal shall clearly state the bid price for each floor as well as the total bid price in Lesotho Loti (LSL). All prices shall include VAT if applicable.
- c) The proposals must be valid for 30 working days from the submission date.
- d) Late submissions shall not be accepted.
- e) Bidders should be prepared to attend the MANDATORY site visit.
- f) All proposals shall be signed.

5 SUBMISSION FORMAT

1. The Company must submit the original and four copies clearly marked "ORIGINAL" and "COPIES" as appropriate for both technical and financial proposals.
2. The envelope containing the technical proposal must be sealed, clearly marked "TECHNICAL PROPOSAL", and the envelope containing the financial proposal must be sealed, clearly marked "FINANCIAL PROPOSAL",
3. 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.
4. The technical proposal should NOT include any financial information.

6 TIME FRAMES AND OTHER DETAILS

1. Any request for clarification on the RFP must be addressed in writing to the Chief Financial Officer at the address below at least five days prior to the deadline.
2. **A MANDATORY site visit will be held on the 9 October 2017 at 1000hrs.**

3. The bids must be submitted at the LCA Offices, 30 Princess Margret Old Europa on or before **1200hrs on the 24 October 2017**. No proposals will be received after the closing time.
4. The selected Company will be informed in writing and invited for contract negotiations.

7 All submissions must be delivered and addressed to:

Chief Financial Officer
Lesotho Communications Authority
30 Princess Margaret Road, Old Europa
P. O. Box 15896
Maseru 100
LESOTHO.

Annex 1

Activity	Frequency	Price
Clean the premises at the basement parking	-Sweeping 3 times a week and -cleaning with water once a month	
Clean the outside parking and surroundings	-Sweeping 3 times a week and -cleaning with water once a month	
Clean the security offices and toilets	Daily	
Machine burnish/buff tile floors	Twice a month	
Clean the ground floor in all the public spaces including the toilets and kitchen	Daily	
Clean all the public spaces in the first and second floors (passages, lounges, toilets, kitchens, balconies, glass balustrades)	Daily	
Clean ground floor reception desk, first and second floors exterior glass doors	Daily	
Clean the stairs (main and emergency exits)	Main stairs daily and emergency exits stairs once a week	

Clean the lifts (both interior and exterior)	Daily	
Clean glass doors and frames- interior & balconies	Once a month	
Provide and maintain “she” bins to all the ladies toilets of the building	Dispose contents twice a month	
Refill soap in all toilets	As and when necessary	
Remove waste disposal	3 times a week	
Clean bathrooms at the basement	Daily	
Clean glass doors at the basement- interior & exterior	Once a month	
Wash carpets in all offices	Once a year	