United Nations Lesotho

Delivering as One

Request for Expression of interest (EOI)

EOI/UNCS/LSO/2019/003_DOORS

For

Replacement of Interior Access Control Doors.

Closing Date:13th September 2019

INVITATION FOR EXPRESSION OF INTEREST

The United Nations Agencies in Lesotho would like to invite legally registered and experienced companies to submit their Expression of Interest (EOI) for the replacement of 4 interior access-controlled doors at UN House in Maseru, Lesotho.

All companies that wish to participate in the process are required to submit all required documents as per the instructions below. The information provided will be used to access your company's suitability to qualify for the next stage for goods and services mentioned in the EOI document. Interested companies also are encouraged to submit their interest only if they meet the eligibility criteria checklist. Only Companies that have submitted EOI and meet the eligibility criteria will be considered for the Bidding stage.

For any clarification on any aspect of this EOI, please send an e-mail to lesotho.common.services@one.un.org

Please return the completed form to the contact address below:

Attention: Common Services Procurement
EOI – EOI/UNCS/LSO/2019/003_DOORS
3RD FLOOR, UN HOUSE
13 UN ROAD
MASERU 100, LESOTHO

OR

EMAIL: lesotho.common.services@one.un.org ;
Subject: EOI – EOI/UNCS/LSO/2019/003_DOORS
Maximum Email Size :18MB
Attached documents should not be password protected.

We thank you for your interest.

Sincerely yours,

Pheea Mafethe
Operations Analyst
08/27/2019

1. Background:

The United Nations in partnership with The World Bank has launched the sustainable energy for all initiative with three main objectives to be achieved by 2030. One of the objectives of this initiative is to double the global rate of improvement in energy efficiency. It is as a result of these efforts that the United Nations Agencies in Lesotho are in the process of implementing energy efficient technologies at UN House, Maseru, Lesotho.

The UN House built in 1994 is a symmetrical building that occupies an area of 5541 m^2 distributed over 5 floors, with 2 elevators and 3 staircases. Approximately 210 staff members work in the building during any given day with approximately +/- 50 visitors accessing the building during any given day.

2. Summary of Requirement:

The purpose of this EOI is for interested companies to provide United Nations Lesotho with specific information regarding their suitability to participate in the bidding process for the replacement and maintenance Access control doors at UN House. The preferred service providers will be ones which can clearly demonstrate the adequate capabilities and resources to provide the required service

3. Scope of Work:

Stage 1	Assessment and submission of Recommendation for Replacing ground floor doors a UN House, Maseru.
Stage 2	Preparation and Submission of Tender Documents for providing the selected option for the replacement, installation and maintenance of Access control doors at UN House Maseru.
Stage 3	Implementation of the whole project

The contractors shall provide the following goods/services:

- Replacement and maintenance of Automatic swing doors at UN house Maseru.

4. Eligibility Criteria

All Applicants, whose core area of business is such that they can deliver the envisaged services as outlined in this request for expression of interest, are eligible to participate.

All Applicants must commit themselves to comply with UNDP General Terms and Conditions: https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

No.	Subject	Requirement
1. Submittal requirements		
1.1	Provision of EOI	EOI submitted in hard copy (1 original and 2 copies) in sealed copies and properly marked. Or emailed to lesotho.common.servces@one.un.org EOI documents converted into PDF format and attached on an email should not exceed 18MB
1.2	Signatures	Original submissions and all forms signed by authorized applicant
1.4	Language	EOI and documents written in English
1.5	Information about applicant	Applicant's general information sheet is presented, complete and duly signed
1.6	Documents of registration	Copies of registration documents are provided for applicant
1.7	Management & organization	Narrative description of management approach and entity organization presented including organization chart
1.8	Technical Capacity	A team of experienced staff and managers with experience in similar projects. CVs for every key personnel provided
1.9	Financial Capacity	Applicant should have necessary logistical and financial capability required to perform the proposed service (financial strength and adequate risk level indicator. The financial strength indicator will be examined using a minimum average turnover of LSL 500,000.00 for the last three financial year, i.e., 2016, 2017 and 2018 and a Current Ratio of not less than 1.0 in each of the three years. Applicants must submit audited financial statements (income statement and balance sheet) and management report prepared by a Certified Public Accountant
1.10	Litigation history	Present completed form
2. Eligibility requirement		
2.1	General eligibility	Not on the removed or suspended vendor list of the UN or other such list of other UN agencies
2.2	UNDP General Terms and Conditions	Commitment to UNDP General Terms and Conditions

<table>
<tr><td colspan="4">3. Specific Experience Requirements</td></tr>
<tr><td>3.1</td><td>Past experiences</td><td colspan="2">Applicant shall have 5 years' experience. Applicant to identify big completed works in the form provided</td></tr>
<tr><td colspan="4">4. Recommendations</td></tr>
<tr><td>4.1</td><td>Options</td><td colspan="2">Provision of one or more recommended options for reliable, efficient, low energy consumption Automatic swing doors and Estimated Cost for the doors.</td></tr>
<tr><td>4.2</td><td>Minimum Technical Specifications</td><td colspan="2"><table>
<tr><td>Drive type</td><td>electromechanical
spring closing / opening if no power is available</td></tr>
<tr><td>Motor</td><td>AC permanent magnet, synchronous motor</td></tr>
<tr><td>Mains connection</td><td>230-240 V AC, 50 Hz, 10 A</td></tr>
<tr><td>Power consumption</td><td>max. 500 W</td></tr>
<tr><td>Inputs</td><td>>3</td></tr>
<tr><td>Outputs</td><td>>2</td></tr>
<tr><td>Sensor power supply</td><td>24 V DC / 1,5 A</td></tr>
<tr><td>Ambient temperature:</td><td>-20°C to +45°C</td></tr>
<tr><td>Protective class</td><td>IP 22</td></tr>
<tr><td>Options</td><td>Monitored battery backup unit: 24 V DC
integration into building Access Control Systems</td></tr>
</table></td></tr>
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An applicant must meet all requirements to be successfully pre-qualified. ***Only short-listed firms shall be considered for the bid***

5. Cost of Submission

The Applicants shall bear all costs associated with the preparation and submission of their application.

UN Lesotho will in no case be responsible or liable for those costs, regardless of the outcome of the prequalification process.

6. Language

All correspondence and documents relating to the EOI exchanged by the Applicant and the UN Lesotho procuring entity shall be written in the English language only.

Supporting documents (certificates, financial statements, etc.) and any printed literature that are part of the application may be written in other languages, so long as accompanied by an English translation of its pertinent passages in which case, for purpose of interpretation of the EOI, the English translation shall govern.

7. Firm(s) Profile

The applicants shall provide a brief description of their firm(s) profiles with legal mandates/authorized business activities, year and country of incorporation, core area of specialization, expertise and types of activities undertaken, structure and organization diagram, total employees, type of staff and total professionals in each major category, capability and approximate annual budget and resources to adequately handle the implementation big print orders. The profile should not be more than 15 pages.

8. Relevant Specific Experience

Applicants shall have at least **five (5) years of relevant experience** installing automatic door systems. Applicants shall provide at least three (3) references (Names and Contacts) of its top clients **which** demonstrate their specific experience over the past ten (10) years. The Applicant shall fill in form 3 and form 6 as required.

9. Financial Documents

The Applicant should demonstrate proven financial reporting and accounting capability and stability to implement high value contracts.

Applicants should provide key financial information by filling **Section II Form 4**: Financial Capability Situation.

Key financial data required in Section II Form 4 has to be expressed in Local Currency LSL (Maloti), South African Currency ZAR (Rands) or USD.

10. Applicant's Key Personnel

CVs for staff with demonstrated qualifications in areas of specialization relevant to the Scope of Services shall be presented on Section II Form 5.

11. Litigation History

The Applicant should present all information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the

parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded in accordance with Section II Form 7.

12. Request for Clarifications

Any request for clarifications shall be submitted in writing by e-mail to the UN Lesotho Common Services procurement unit at the following email addresses:

lesotho.common.services@one.un.org

Replies to the queries, together with the text of queries will be posted without referencing their source from the same email.

13. Submission of EOI

EOI along with requested documents shall be submitted by email or hard copy to the following address (inside the bid box)

United Nations Lesotho
UN House, United Nations Road
P.O Box 301
MASERU, LESOTHO
Tel: +266 2222 8000
lesotho.common.services@one.un.org

EOI submission should be clearly marked **"EOI/UNCS/LSO/2019/003_DOORS"** on the envelopes.

The applicant shall prepare one original set of the documents comprising the EOI and required documents as described in ITA clause 6 and clearly mark it "ORIGINAL". The original of the EOI shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant.

The applicant shall also submit two (2) copies of the signed original EOI in a separate envelope, and clearly mark it "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail. Hard copy of EOI documents should be bound together using plastic or spiral binding.

The Applicant shall enclose the original and the copies of the application in large sealed envelopes, bearing the name and address of the Applicant. UN Lesotho will accept no responsibility for not processing any envelope that was not identified as required.

EOI and attached documents shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Applicant, in which case such corrections shall be initialed by the person signing the EOI.

For email submissions the entire EOI shall be scanned or otherwise converted into preferably one electronic PDF (Adobe Acrobat) format file and attached to an email or shared through Dropbox. EOI submitted by fax will not be accepted.

Applications shall be received not later than 12 noon (GMT+2) on 13th September 2019.

UN Lesotho may, at its discretion, extend the deadline for the submission of applications, in which case all rights and obligations of the UN Lesotho and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

Any EOI received by UN Lesotho after the deadline of submission of EOI will not be considered eligible for this prequalification exercise.

14. Confidentiality

Information relating to the evaluation of EOI, and recommendation for qualification, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of prequalification is made to all Applicants.

15. Evaluation of EOI and required documents

UN Lesotho may reject any EOI which is not responsive to the requirements of the prequalification document.

UN Lesotho will use a set of unified criteria to evaluate the qualifications of Applicants. Prequalification will be based on compliance with all mandatory requirements related to Applicants specific experience, managerial and financial capabilities, staffing experience and quality of sample products, as demonstrated by the Applicants in their submitted EOI.

Applicants will be assessed in one-stage process for compliance with the requirements set out in the request for expression of interest. Each Applicant will be assessed on a "Pass/Fail" basis as to whether each criterion is satisfactorily met as set in section 4. An assessment of "Fail" against any criterion shall eliminate the Applicant from further consideration.

All Applicants that have been able to meet the eligibility and qualification criteria as set in section 4 shall form the list of pre-qualified firms that will be invited to participate in further tender (ITB or RFP) processes.

To assist in the evaluation of applications, UN Lesotho may, at its discretion, ask any Applicant for a clarification of its EOI which shall be submitted within a stated reasonable period.

UN Lesotho may arrange site visits and personal interviews to examine the experience and capabilities of applicants.

16. Right to Accept or Reject Applications

UN Lesotho reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications at any time, without thereby incurring any liability to Applicants.

17. Notification of Prequalification

Once the UN Lesotho has completed the evaluation of the applications it shall notify by email to all Applicants about the outcome of evaluation.

18. Documents Comprising EOI

The Applicant shall prepare the EOI including all requirements mentioned in ITA sections and using the forms set in Section II. All forms must be completed without any alteration to its format. All forms must be signed by the Applicant

The Applicant shall structure the EOI as follows:

A. *Submission Form (Form1);*
B. *Applicant's General Information Sheet (Form 2);*
C. *Firm(s) Profile; not more than 15 pages*
D. *Applicant's Specific Experience (Form 3, Form 6);*
E. *Management and Organization Documents;*
F. *Quality, Environment, Health & Safety Management System;*
G. *Financial Capability Situation (Form 4);*
H. *Applicant's key personnel (Form 5);*
I. *Litigation history (Form 7);*
J. *Tax Registration/Clearance Certificate issued by the Internal Revenue Authority evidencing that the Bidder is up to dated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ;*
K. *Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation;*
L. *Quality Certificate (e.g., ISO, etc.) and/or other similar certificates (certificate of registration with the National Security and Civil Defense Corps), accreditations, awards and citations received by the Bidder, if any;*
M. *Proposed options and Cost Estimates*