**Sehlabathebe Lodge Facility Concession**

**Request for Pre-Qualification Applications**

**RPQA No. MTEC/PPP/2019-02: Sehlabathebe Lodge Facility Concession**

**Ministry of Tourism, Environment and Culture**

**7th Floor, Post Office Building, Kingsway Road**

**Ministry of Tourism, Environment and Culture**

**Maseru 100**

The Ministry of Tourism, Environment and Culture (MTEC) is currently leading initiatives within the tourism sector in Lesotho to develop key tourism destinations areas. As part of this endeavor, MTEC has decided to undertake the renovations and operation of the Sehlabathebe Lodge Facility through a concession and has decided to commence the procurement process for selection of a private entity as the bidder to whom the Project may be awarded.

The existing Sehlabathebe Lodge Facility is located in Sehlabathebe National Park, in a remote area in eastern Lesotho in the Maloti-Drakensberg Park, a beautiful and remote facility in the southeast of the country. Sehlabathebe National Park was proclaimed a UNESCO World Heritage site in 2013. The park is known for its biodiversity and extensive endemic plant species. Hiking, fishing, birdwatching, and pony trekking are all activities available in the park. The Sehlabathebe Lodge accommodates approximately 44 people and includes the following:

* A campsite for 4
* Eleven twin rooms for 2 people
* Seven double twin rooms for 2
* A luxury suite accommodating 4

The Sehlabathebe Lodge is currently equipped to be self-catering, while also having restaurant facilities.

**Pre-Qualification Application:**

MTEC now invites interested and experienced accommodation sector operators to submit a Pre-Qualification Application for a concession contract. The interested parties must complete and submit the following in order to be considered and invited to submit proposals:

* Application Submission Form
* Pre-Qualification Application
* All requested supporting documentation

The Pre-Qualification Application and supporting documents should be submitted in one document. All submissions should mention “*Pre-Qualification Application for Sehlabathebe Lodge Facility Concession*”. Please note that any submissions received will not be regarded as an offer to render the aforementioned services and MTEC is under no obligation to respond to or consider the submission(s) made.

The Pre-Qualification Application should be delivered by 12.00 pm (12:00 hrs) on September 13th, 2019,to the following address:

**Head Procurement**

**7th Floor, Post Office Building, Kingsway Road**

**Ministry of Tourism, Environment and Culture**

**Maseru 100**

**Or**

**Email to: [mtecfacilityprocurement@gmail.com](mailto:mtecfacilityprocurement@gmail.com)**

**Procurement Process**

Pursuant to this request for Pre-Qualification Applications, MTEC intends to adopt a two-stage process for selection of the bidder for award of the Project.

The first stage (the "Pre-Qualification Stage") of the process involves qualification of interested parties who make an Application in accordance with the provisions of this document.

At the end of this stage, MTEC expects to announce a list of all pre-qualified Applicants who shall be eligible for participation in the second stage of the Process (the "Bid Stage") comprising Request for Proposals (the “Request for Proposals” or “RFP”). Only those Applicants that are pre-qualified and short-listed by MTEC shall be invited to submit their Bids for the Project. More detailed information regarding this stage will be furnished as the commencement date of this stage approaches.

MTEC envisions the following estimates preliminary dates for the procurement process:

|  |  |
| --- | --- |
| **Item** | **Timeline** |
| Mandatory Site Visit | September 4th, 2019 at 10:30am |
| Deadline for Pre-Qualification Applications | September 13th, 2019, at 12.00pm (12.00 hrs) |
| Announcement of Shortlisted Firms | September 20th, 2019 |
| Release of RFP | September 24th, 2019 |

Further information and key dates shall be provided in more detail as the procurement process advances.

# Pre-Qualification Application

# Pre-Qualification Data Sheet

|  |  |  |
| --- | --- | --- |
| Section II. Prequalification Data Sheet | | |
| **A. General** | | |
| **A.1** | | The identification of the Invitation for Prequalification is:  *RPQA No. MTEC/PPP/2019-02*  The Procuring Entity is:  *Ministry of Tourism, Environment and Culture (MTEC)*  *7th Floor, Post Office Building, Kingsway Road*  *Ministry of Tourism, Environment and Culture*  *Maseru 100* |
| **A.2** | | The name of the Project is:  *Sehlabathebe Lodge Facility Concession* |
| **A.3** | | Maximum number of members in the JV shall be:  *Not limited* |
| **B. Contents of the Prequalification Document** | | |
| **B.1** | | For **clarification purposes,** the Employer's address is:  Same as in A.1 above  Email: [mtecfacilityprocurement@gmail.com](mailto:mtecfacilityprocurement@gmail.com)  Attention: Head Procurement  The deadline for clarification questions is 5 days before the Pre-Qualification Application submission. |
| **B.2** | | Pre-Application Meeting will be held:  *No* |
| **C. Preparation of Applications** | | |
| **C.1** | The Applicant shall submit with its Application, the following additional documents:    *Supporting documents as indicated in the Pre-Qualification Questionnaire* | |
| **C.2** | The source for determining exchange rates is *Central Bank of Lesotho* | |
| **D. Submission of Applications** | | |
| **D.1** | **The deadline for Application submission is:**  Date: September 13th, 2019  Time: 12.00 pm (12.00 hrs)  Applicants *shall* have the option of submitting their Applications electronically. Submissions should include the procurement number listed in A.1 in the subject line of the email for electronic submissions.  Tenders will be opened at 2.00 pm (14.00 hrs) on September 13th, 2019, at the address listed in the presence of bidders or representatives.  For **application submission purposes only,** the Employer's address is:  *Employer’s address is the same as that indicated in A.1*  *Email:* [*mtecfacilityprocurement@gmail.com*](mailto:mtecfacilityprocurement@gmail.com) | |
| **D.2** | Late Applications will not be considered. | |

# Application Submission Form

Date: ­­­­\_\_\_\_\_\_\_\_\_\_

**To:** Ministry of Tourism, Environment, and Culture

We, the undersigned, apply to be prequalified for the Sehlabathebe Lodge Facility Concession and declare that:

1. We have examined and have no reservations to the Pre-Qualification Document.
2. We have no conflict of interest in accordance the following directive: *Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Employer as Engineer for contract implementation of the works that are the subject of this prequalification*.
3. We plan to subcontract the following key activities and/or parts of the works:
   * *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
   * *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*[Insert any of the key activities identified in Section III- 4.2(a) or (b) which the Employer has permitted under the Prequalification document and which the Applicant intends to subcontract along with complete details of the sub-contractors, their qualification and experience]*

1. We declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the prequalification process, the corresponding bidding process or execution of the Contract:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Recipient | Address | Reason | Amount |
| *[insert full name for each occurrence]* | *[insert street/ number/city/country]* | *[indicate reason]* | *[specify amount currency, value, exchange rate and US$ equivalent]* |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*[If no payments are made or promised, add the following statement: “No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Application]*

1. We have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud and corruption as per the principles described hereunder, during the prequalification process:
2. We shall not, directly or through any other person or firm, offer, promise or give to any of the MTEC’s employees involved in the prequalification or to any third person any material or immaterial benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during prequalification.
3. We shall not enter with other applicants into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to submission or non-submission of applications or any other actions to restrict competitiveness or to introduce cartelization in the prequalification process.
4. We shall not use falsified documents, erroneous data or deliberately not disclose requested facts to obtain a benefit in a procurement proceeding.

We understand that transgression of the above is a serious offence and appropriate actions will be taken against such applicants.

1. We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any Application that you may receive nor to invite the prequalified Applicants to bid for the contract subject of this prequalification process, without incurring any liability to the Applicants.
2. All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Pre-Qualification Questionnaire

The following questionnaire must be completed by all firms intending on submitting a proposal for the **Sehlabathebe Lodge Facility Concession**. The requirements for Pre-Qualification are provided in *Annex I: Pre-Qualification Requirements*. The interested parties must submit the Application Submission Form and the completed Pre-Qualification Questionnaire, along with the corresponding supporting documents attached, to the Ministry of Tourism, Environment, and Culture to the following address by September 13th, 2019, at 12.00 pm (12.00 hrs):

Head Procurement

Ministry of Tourism, Environment and Culture

7th Floor, Post Office Building, Kingsway Road

Ministry of Tourism, Environment and Culture

Maseru 100

Email: [mtecfacilityprocurement@gmail.com](mailto:mtecfacilityprocurement@gmail.com)

Late responses will not be accepted.

| **No.** | **Questions** | **Response** |
| --- | --- | --- |
| 1. **General and Technical Requirements** | | |
| 1 | What is the name of your firm? In what country is your firm registered? Please provide a copy of the Certificate of Incorporation/Registration. |  |
| 2 | In what year was your firm established? Please list the number of years your firm has been in business. |  |
| 3 | Please list the core operations of your firm, including the number of facilities currently being operated in Lesotho, South Africa, or a similar market. Please specifically list your firm’s experience operating tourism accommodation and restaurant facilities. |  |
| 4 | Please provide details on your firm’s organizational structure, with a list of the management staff and their qualifications (years of experience and degrees). Please highlight those staff which be involved in the management of this contract or list the additional staff to be retained (listing their years of experience and degrees). |  |
| 5 | Does your firm intend to subcontract certain aspects of the contract? If so, please list what aspects of the services envisioned will be subcontracted and provide details on the anticipated subcontractor. |  |
| 1. **Administrative and Financial Requirements** | | |
| 6 | Has your firm ever i) been insolvent, ii) in receivership, iii) entered into an arrangement with creditors to avoid bankruptcy, or iv) had business operations suspended? If so, please list and provide details with copies of the legal documents. |  |
| 7 | Has your firm ever failed to fulfil its tax or levy obligations under the legislation of Lesotho or country of firm establishment? If so, please list and provide details with copies of the legal documents. |  |
| 8 | Is your firm wholly or partially owned by, or otherwise dependent, the Government of Lesotho? If so, please provide details on the structure of this arrangement and copies of the supporting documentation. |  |
| 9 | Has your firm had legal action taken against it in relation to violated procurement procedures or contractual terms in the past 3 years? If so, please list and provide details with copies of the legal documents. |  |
| 10 | Does your firm have any common interests with the Ministry of Tourism, Environment, and Culture or Planet Partnerships, LLC? Are MTEC or Planet Partnerships staff member or immediate family an owner, officer, partner or board member in the firm or have a financial interest in the firm? If so, please list and provide details. |  |
| 11 | Has your firm or staff members been found guilty in a court of law of a crime related to corruption in the last three years? If so, please list and provide details with copies of the legal documents. |  |
| 12 | Does the firm have the appropriate licenses to fulfil the services envisioned under this contract? If so, please provide a copy of the license. |  |
| 13 | Is your firm currently involved in any other court cases or legal action outside of any listed above in the responses to the earlier questions? If so, please list and provide details with copies of the corresponding legal documents. |  |
| 14 | Please provide copies of the firm’s financial statements for the last three years. |  |

**Certification:**

I, \_\_\_\_\_\_\_\_\_ (name), as \_\_\_\_\_ (position) of \_\_\_\_\_ (firm) certify that by signing this Pre-Qualification Questionnaire that all information stated here is accurate and true and that signing the Questionnaire is within the scope of my powers as \_\_\_\_ (position).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Annex I: Pre-Qualification Requirements

The following Pre-Qualification Requirements will be applied to applications received.

| **No.** | **Subject** | **Requirement** | **Single Entity** | **Joint Venture (existing or intended)** | | | **Submission Requirements** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **All Parties Combined** | **Each Member** | **One Member** |
| 1. General and Technical Requirements | | | | | | | |
| 1 | **Registration of Firm** | Formal and current registration of firm | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Questionnaire and corresponding documentation |
| 2 | **Years of experience (years of operation)** | Minimum of 5 years of operational experience | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Questionnaire |
| 3 | **Core Operational Focus** | Minimum of 5 years of experience managing at least 1 accommodation facility within the tourism sector or a related industry, and a minimum of 2 years of experience operating a restaurant | Must meet requirement | Must meet requirement | N/A | N/A | Questionnaire |
| 4 | **Management Competency** | Proposed management team must have staff members in leadership positions with a minimum of 3 years of experience managing a similar facility and a minimum of 7 years working in the sector or a related industry | Must meet requirement | Must meet requirement | N/A | N/A | Questionnaire |
| 5 | **Subcontracting** | Firm must outline the planned subcontracting arrangements | Must meet requirement | Must meet requirement | N/A | N/A | Questionnaire |
| 1. Administrative and Financial Requirements | | | | | | | |
| 6 | **Financial Stability** | Firm must demonstrate that it has not previously been insolvent; in receivership; bankrupt; or had operations suspended due to financial mismanagement | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Questionnaire and corresponding documentation (if response is yes) |
| 7 | **Tax Compliance** | Firm must not have ongoing legal action related to tax compliance | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Questionnaire and corresponding documentation (if response is yes) |
| 8 | **Government Ownership** | Firm must highlight any ownership or linkages to a government entity | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Questionnaire and corresponding documentation (if response is yes) |
| 9 | **Contractual Legal Action** | Firm must not have ongoing legal action related to contractual violations | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Questionnaire and corresponding documentation (if response is yes) |
| 10 | **Conflict of Interest** | Firm must not demonstrate conflicts of interest of the kind indicated in the questions | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Questionnaire |
| 11 | **Corruption** | Firm and firm management must not have prior convictions related to corruption | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Questionnaire and corresponding documentation (if response is yes) |
| 12 | **Appropriate Licensing** | Firm must have appropriate licensing in place for operation of the facility | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Questionnaire and corresponding documentation (if response is yes) |
| 13 | **Other Legal Action** | Firm must not have ongoing legal action of other kinds not covered in the questions above which could impact the operation of the facility | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Questionnaire and corresponding documentation (if response is yes) |
| 14 | **Financial Security** | Firm must demonstrate that the firm has not incurred losses on average over the last 3 years (unless accounted for through refits, expansions, etc.) | Must meet requirement | Must meet requirement | N/A | N/A | Questionnaire and corresponding documentation |