Bokong Chalets Concession
Request for Pre-Qualification Applications

RPQA No. MTEC/PPP/2019-01: Bokong Chalets 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 Bokong Chalets 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 Bokong Chalets are situated in a world-class location at the top of a mountain and overlooking a beautiful valley. The Bokong area is known for birdwatching and trekking and is linked to Ts'ehlanyane Nature Reserve by a 25-kilometer hiking trail. Therefore, the Bokong Chalets have a wide range of outdoor experiences to offer visitors opportunities for multiple-night stays.

The Bokong Chalets consist of 5 separate buildings each with 4 bedrooms, along with a reception building, restaurant (currently non-operational), and laundry. Housing for staff is also provided. As a designated nature reserve, the area surrounding the chalets is undeveloped and owned by the Government of Lesotho, restricting any future private development which might adversely affect Bokong's continuing attractiveness as a nature site.

Pre-Qualification Application:

MTEC now invites interested and experienced domestic and international 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 Bokong Chalets 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 October 24th, 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

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
Deadline for Pre-Qualification Applications	October 24th, 2019, at 12.00pm (12.00 hrs)
Announcement of Shortlisted Firms	November 7th, 2019
Release of RFP	November 8th, 2019

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

Pre-Qualification Application

1. 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/2019-01* 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: *Bokong Chalets Concession*
A.3	Maximum number of members in a Joint Venture 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 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 Application Submission Form and the Pre-Qualification Questionnaire), 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: October 24th, 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 October 24th, 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*
D.2	Late Applications will not be considered.

2. Application Submission Form

Date: _____

To: Ministry of Tourism, Environment, and Culture

We, the undersigned, apply to be prequalified for the Bokong Chalets Concession and declare that:

a) We have examined and have no reservations to the Pre-Qualification Document.

b) 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.*

c) We plan to subcontract the following key activities and/or parts of the works:

. _____

. _____

[Insert any of the key activities which the Applicant intends to subcontract along with complete details of the sub-contractors, their qualification and experience]

d) 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]

e) 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:

i. 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.

ii. 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.

iii. 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.

f) 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.

g) 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: _____

3. Pre-Qualification Questionnaire

The following questionnaire must be completed by all firms intending on submitting a proposal for the **Bokong Chalets 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 October 24th, 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

Late responses will not be accepted.

No.	Questions	Response
I.	**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.	

No.	Questions	Response
II.	**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 operating 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 a copy of the firm's financial statements for 2018.	

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	
I.	**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 3 years of operational experience for firm or the shareholding members of the firm (if a new company is created for bid)	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Questionnaire
3	**Core Operational Focus**	Minimum of 3 years of experience of relevant operational experience (real estate, accommodation management, restaurant management etc.) for firm or shareholding members of the firm	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 5 years working in the sector or a related industry	Must meet requirement	Must meet requirement	N/A	N/A	Questionnaire

No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Parties Combined	Each Member	One Member	
5	**Subcontracting**	Firm must outline the planned subcontracting arrangements	Must meet requirement	Must meet requirement	N/A	N/A	Questionnaire
II. 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 meet	Must meet	Must meet	N/A	Questionnaire

No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Parties Combined	Each Member	One Member	
		must not have prior convictions related to corruption	requirement	requirement	requirement		and corresponding documentation (if response is yes)
12	**Appropriate Licensing**	Firm must have appropriate licensing in place for operation of the facility (in cases of new firms, certificate of registration is instead required)	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 provide financial statements (or similar proof of financial security) for 2018	Must meet requirement	Must meet requirement	N/A	N/A	Questionnaire and corresponding documentation