



Maseru Tourism Information and Crafts Centre Request for Expression of Interest Applications

EOIA No. MTEC/PPP/October/2020/MTICC/004: Maseru Tourism Information and Crafts Centre
Ministry of Tourism, Environment and Culture
7th Floor, Post Office Building, Kingsway Road

The Ministry of Tourism, Environment and Culture (MTEC) is currently leading initiatives within the tourism sector in Lesotho to develop key tourism destination areas. As part of this endeavor, MTEC has decided to undertake the renovations and operation of the Maseru Tourism Information and Crafts Centre 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 Maseru Tourism Information and Crafts Centre (TICC) is designed to provide information and guidance to tourists visiting Lesotho and is directly linked with the promotion of the arts and crafts sector in the country. The project is proposed to be managed through a concession agreement, wherein the private player would largely be involved in the operations and management of the TICC and in the promotion of the arts and crafts sector.

TICC project is located at the old UN Club site, Maseru downtown in one of the busiest and important commercial business areas. Being centrally located, the site enjoys good accessibility from the main road passing along the Pioneer Mall. The Tourism Information and Crafts Centre will focus on providing information to tourists, offering displays and the sale of arts & crafts products, offer leisure, entertainment, and retail facilities that would support in the capacity building and business development support for creative arts and handicrafts enterprises and SMMEs. The facility comprises of an amphitheatre, information centre, shops (10 medium spaces), food court (5 food kiosks), arts and crafts (7 shops), ablutions block services (4), ATMs (2), conference room, parking bay (35 cars and 2 buses), training centre, workshop and office spaces.

MTEC intends to engage a private operator to undertake management services (“the Services”) that shall entail management, operation and maintenance of a tourism information as per the Terms of the Concession Agreement that will be entered into with the Ministry of Tourism, Environment and Culture. **The operator will play a vital role in providing inputs to the furnishing and installation of fittings. Once the construction of the Centre is complete, the Operator will operate and manage the Centre and carry out all maintenance whenever necessary.**

Expression of Interest Application:

MTEC now invites interested and experienced accommodation sector operators to submit an Expression of Interest Application for a concession contract. Interested parties must complete and submit the following in order to be considered and invited to submit proposals:



- Application Submission Form
- Expression of Interest Application
- All requested supporting documentation

The Expression of Interest Application and supporting documents should be submitted in one document. All submissions should mention “**Expression of Interest Application for Maseru Tourism Information and Crafts Centre 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 Expression of Interest Application should be delivered by 12.00 pm (12:00 hrs) on **Thursday, November 10th, 2020**, to the following address:

**Head Procurement
6th 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 Expression of Interest Applications, MTEC intends to adopt a two-stage process for selection of the bidder for award of the Project.

The first stage (the "Expression of Interest 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 Expression of Interest Applications	November 10 th , 2020 at 12.00pm (12.00 hrs)
Announcement of Shortlisted Firms	November 16 th , 2020
Release of RFP	November 18 th , 2020

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

Expression of Interest Application

1. Expression of Interest Data Sheet

Section II. Prequalification Data Sheet	
A. General	
A.1	The identification of the Invitation for Expression of Interest is: <i>EOIA No. MTEC/PPP/October/2020/MTICC/004</i> The Procuring Entity is: <i>Ministry of Tourism, Environment and Culture (MTEC) 6th Floor, Post Office Building, Kingsway Road Maseru 100</i>
A.2	The name of the Project is: <i>Maseru Tourism Information and Crafts Centre</i>
A.3	Maximum number of members in a Joint Venture shall be: <i>Not limited</i>



B. Contents of the Prequalification Document	
B.1	<p>For clarification purposes, the Employer's address is:</p> <p>Same as in A.1 above Email: mtecfacilityprocurement@gmail.com Attention: Head Procurement</p> <p>The deadline for clarification questions is 3 days before the Expression of Interest Application submission.</p>
B.2	<p>Pre-Application Meeting will be held:</p> <p>No</p>
C. Preparation of Applications	
C.1	<p>The Applicant shall submit with its Application (the Application Submission Form and the Expression of Interest Questionnaire), the following additional documents:</p> <p><i>Supporting documents as indicated in the Expression of Interest Questionnaire</i></p>
C.2	<p>The source for determining exchange rates is <i>Central Bank of Lesotho</i></p>
D. Submission of Applications	
D.1	<p>The deadline for Application submission is:</p> <p>Date: November 10th, 2020 Time: 12.00 pm (12.00 hrs)</p> <p>Applicants <i>shall</i> 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.</p> <p>Tenders will be opened at 2.00 pm (14.00 hrs) on November 10th, 2020, at the address listed in the presence of bidders or representatives.</p> <p>For application submission purposes only, the Employer's address is:</p> <p><i>Employer's address is the same as that indicated in A.1</i> Email: mtecfacilityprocurement@gmail.com</p>
D.2	<p>Late Applications will not be considered.</p>



2. Application Submission Form

Date: _____

To: Ministry of Tourism, Environment, and Culture

We, the undersigned, apply to be prequalified for the Maseru Tourism Information and Crafts Centre and declare that:

- a) We have examined and have no reservations to the Expression of Interest 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
<i>[insert full name for each occurrence]</i>	<i>[insert street/number/city/country]</i>	<i>[indicate reason]</i>	<i>[specify amount currency, value, exchange rate and US\$ equivalent]</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

[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. Expression of Interest Questionnaire

The following questionnaire must be completed by all firms intending on submitting a proposal for the **Maseru Tourism Information and Crafts Centre**. The requirements for Expression of Interest are provided in *Annex I: Expression of Interest Requirements*. The interested parties must submit the Application Submission Form and the completed Expression of Interest Questionnaire, along with the corresponding supporting documents attached, to the Ministry of Tourism, Environment, and Culture to the following address by **November 10th, 2020, at 12.00 pm (12.00 hrs):**

Head Procurement
Ministry of Tourism, Environment and Culture
6th Floor, Post Office Building, Kingsway Road
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 copies of the firm's financial statements for the last three years.	



Certification:

I, _____ (*name*), as _____ (*position*)
of _____ (*firm*) certify that by signing this Expression of Interest Questionnaire that
all information stated here is accurate and true and that signing the Questionnaire is within the scope of my
_____ (*position*).

Signed: _____
Name: _____
Position: _____
Firm: _____
Address: _____
Date: _____



Annex I: Expression of Interest Requirements

The following Expression of Interest 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 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	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	
		a related industry					
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 not have prior	Must meet	Must meet	Must meet	N/A	Questionnaire and corresponding



No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Parties Combined	Each Member	One Member	
		convictions related to corruption	requirement	requirement	requirement		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