



Pre-Qualification of Service Providers Questionnaire

1.0 Introduction

This Pre-Qualification Questionnaire (“PQQ”) has been issued by the Lesotho Revenue Authority (LRA) in connection with a competitive procurement to be conducted in accordance with the International Competitive Bidding Procedure under the LRA Supply Chain Management Policy.

This PQQ sets out the information which is required by the Authority in order to assess the suitability of Potential Providers in terms of their technical knowledge and experience, capability/capacity, organisational and financial standing to meet the requirement. During the PQQ stage, the intention is to arrive at a Short List of between [3] and [5] qualified Potential Providers for formal Invitation to Tender against the requirement as advertised in EOI Notice.

No information contained in this PQQ, or in any communication made between the “Authority” and any Potential Provider in connection with this PQQ, shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this PQQ. The Authority reserves the right, subject to the appropriate procurement regulations, to change without notice the basis of, or the procedures for, the competitive tendering process or to terminate the process at any time. Under no circumstances shall the Authority incur any liability in respect of this PQQ or any supporting documentation.

The object of the qualification process is to assess the responses to the PQQ and select Potential Providers to proceed to the next stage of the procurement.

In assessing the answers to the following questions, the Authority will be seeking evidence of the Potential Provider’s suitability to perform the services in terms of economic and financial standing, technical and professional ability. Qualification criteria will be a combination of both financial and non-financial factors and will be in accordance with the Authority’s procurement regulations.

The Authority will not reimburse any costs incurred by Potential Providers in connection with preparation and submission of their responses to this PQQ.

1.1 Background Information

The Lesotho Revenue Authority (LRA) was established by Act of Parliament in 2001, and starts its operations in January 2003. It is mandated; to assess, collect and account for the Tax revenues and non-tax revenue on behalf of the Government of Lesotho. The LRA has a commitment to embody a service culture that will enhance the efficiency and effectiveness of revenue collection. The LRA is further committed to building financial sustainability and establishing a culture of voluntary compliance. To ensure these commitments, it has embarked on a comprehensive LRA 2018-23 “Rea Aha” Strategy. One of its coherent actions which will lead towards achieving the Strategy through the Financial Capital is to Build LRA House Project.

The purpose of the project is for the service provider/property developer to propose and provide the best applicable financing model that will achieve the objective. The property developer will be expected to provide details of the projects delivery method that will encompass a solution for the LRA to ultimately acquire a House of their own. The estimated duration of the project is 18 months.

1.2 Authority Named Contact Point

The Authority's named contact point for the procurement is:

Mrs Emma George – Manager Supply Chain Management (Acting)
52215133

1.3 Instructions for Completion

Recipients are invited to complete the attached PQQ and to submit it, together with any requested supporting information, to the Authority by the due date for return in accordance with the procedures set out in the paragraph below entitled "Submission of Completed Pre-Qualification Questionnaires".

Potential Providers should follow the instructions outlined below when completing this PQQ.

Potential Providers should answer all questions as accurately and concisely as possible in the same order as the questions are presented. Where a question is not relevant to the Potential Provider's organisation, this should be indicated, with an explanation.

Questions should be answered in English.

The information supplied will be checked for completeness and compliance with the instructions before responses are evaluated.

Failure to provide the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the specified timescale, may mean that a Potential Provider is not invited to participate further. In the event that none of the responses are deemed satisfactory, the Authority reserves the right to terminate the procurement and where appropriate re-advertise the procurement.

Potential Providers must be explicit and comprehensive in their responses to this PQQ as this will be the single source of information on which responses will be scored and ranked. Potential Providers are advised neither to make any assumptions about their past or current supplier relationships with the Authority nor to assume that such prior business relationships will be taken into account in the evaluation procedure.

1.4 Queries about the procurement

All requests for clarification or further information in respect of this PQQ should be addressed to the Authority's named contact point. No approach of any kind in connection with this PQQ should be made to any other person within, or associated with, the Authority.

Any questions about the procurement should be submitted **in writing** by email or letter for the attention of the named contact point at the address given in paragraph 1.20 above.

If the Authority considers any question or request for clarification to be of material significance, both the question and the response will be communicated, in a suitably anonymous form, to all Potential Providers who have responded; have expressed an interest; or those that show an interest before the closing date for the submission of the PQQ.

All responses received and any communication from Potential Providers will be treated in confidence.

1.5 Additional Information

The Authority expressly reserves the right to require a Potential Provider to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in this PQQ. The Authority may seek independent financial and market advice to validate information declared, or to assist in the evaluation.

1.6 Consortia and sub-contracting

Where a consortium or sub-contracting approach is proposed, all information requested should be given in respect of the proposed prime contractor or consortium leader. Relevant information should also be provided in respect of consortium members or sub-contractors who will play a significant role in the delivery of services or products under any ensuing contract. Responses must enable the Authority to assess the overall service proposed.

Where the proposed prime contractor is a special purpose vehicle or holding company, information should be provided about the extent to which the SPV/holding Company will call upon the resources and expertise of its members to fulfil the Requirement.

The Authority recognises that arrangements in relation to consortia and sub-contracting may be subject to future change. Service providers/suppliers should therefore respond in the light of such arrangements as are currently envisaged. Potential Providers are reminded that any future change in relation to consortia and sub-contracting must be notified to the Authority so that it can make a further assessment by applying the selection criteria to the new information provided.

Details should also be provided in relation to the proportion of any contract awarded that the Potential Provider proposes to subcontract.

1.7 Potential Provider contact point

Potential Providers are asked to include a single point of contact in their organisation for their response to the PQQ. The Authority will not be responsible for contacting the Potential Provider through any route other than the nominated contact. The Potential Provider must therefore undertake to notify any changes relating to the contact promptly.

Pre-Qualification Questionnaire

1. PART 1

Organisation Details

1.1. Full legal name, address and website of the Potential Provider in whose name the tender will be submitted (the Prime or Single contractor):

Company Name	
Address	
Town/City	
Postcode	
Country	
Website, LinkedIn, twitter, facebook (if any)	

1.2. Name, position, telephone number and e-mail address of main contact for this project.

Name	
Position	
Telephone Number	
LinkedIn url	
E-mail (if available)	

1.3. Current legal status of the Potential Provider (e.g. partnership, private limited company, etc.)

	Please (tick one box)	
Sole Trader		
Partnership		
Public Limited Company		
Private Limited Company		
Other (<i>please state</i>)		

- 1.4. Date and place of formation of the Potential Provider and, registration under the Companies Act. Please provide copies of Certificates of Incorporation and any changes of name, registered office and principal place of business.

Date of formation	
Place of formation	
Date of registration	
Company registration number	
Certificates enclosed	YES / NO (<i>please delete</i>)
Registered Office details	
Principal place of business	

- 1.5. Ownership structure

- a) Full legal name and address of Parent Company if applicable:

Company Name	
Address	

Town/City	
Postcode	
Country	
Company registration number	

b) Full legal name and address of (ultimate) Parent Company if applicable:

Company Name	
Address	
Town/City	
Postcode	
Country	
Company registration number	

c) If the Potential Provider is a division or subsidiary, what is its relationship with the Parent Company (ownership, directorship, authority, etc)

Relationship	
---------------------	--

d) Please provide a one-page chart illustrating the ownership structure of the Potential Provider including relations to any parent or other group or holding companies.

Ownership structure enclosed (please tick <input type="checkbox"/>)	
--	--

1.6. Please provide a brief history of the Potential Provider's organisation.

Brief history of the Potential Provider's organisation, no more than 400 words, including details of any parent and associated	
---	--

companies and any changes of ownership over the last 5 years including details of significant pending developments, changes in financial structure or ownership, prospective take-over bids, buy-outs and closures, etc which are currently in the public domain.	
--	--

1.7. Is the Potential Provider a consortium joint venture or other arrangement? If so, and if it is available, please provide details of the constitution and percentage shareholdings. (Please refer to the paragraph Consortia and subcontracting in the Introduction to this PQQ)

Consortium	YES / NO <i>(please delete)</i>
<i>If yes please complete the table below</i>	

Organisation	Percentage shareholding

1.8. Registration with professional body

Provide information on the registration status with a relevant professional body.

Evidence of registration with appropriate professional/trade body <i>Either insert required details or state 'None'</i>

1.9. Financial capability – Attach audited financial statements for the past three years.

Registering body	
Registration number	

1.10. VAT registration number

VAT Registration number	
--------------------------------	--

Subcontracting and consortia

All Potential Providers should answer question 2.1. Where a Potential Provider at this stage of the process intend to sub-contract they should also answer questions 2.2 and 2.3 below. Where a Potential Provider becomes aware of the intention to subcontract at later stages in the procurement they are required to notify the Authority of this and provide the information requested below at that time. Where a Potential Provider is a consortium they should indicate which members are proposing to deliver the services.

1.11. Please tick the box below which applies

a) Your organisation is bidding to provide the services required itself (if ticked, go to question 3)	
b) Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services	
c) The Potential Provider is a consortium	

1.12. If your answer to 2.1 is (b) or (c) please indicate in the table below (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain (which may include the Potential Provider itself or solely be the Potential Provider) will be responsible for the elements of the requirement.

Requirement	Company / Organisation	How much of the requirement and what will they directly deliver (%)

1.13. If your answer to 2.1 is (b) and you are unable to confirm all sub-contractors (complete supply chain) at this stage, you will need to demonstrate a satisfactory methodology and track record of delivering a supply chain. Please give a brief outline on policy regarding the use of sub-contractors and, if applicable, the extent to which it is envisaged they may be used in any contract.

Methodology for procuring supply chain ([300] words or fewer)

2. Capability

2.1. Please provide details of the Potential Provider's principal areas of business activity, main products and services

Brief Description of the Potential Provider's primary business and main products and services.	
---	--

2.2. Please provide details of the Potential Provider's staff numbers. Please provide details of the average annual numbers of both staff and managerial staff over the previous 3 years.

Staff numbers	
Managerial Staff	

3.3 Please provide information relating to the Potential Provider's experience of contracts for similar procurement.

Potential Providers should provide details of up to five significant private or public sector contracts for the delivery of services similar to those under this procurement which it has performed during the past ten years.

The contracts should have been for services and/or works similar to those outlined in the Requirement.

Potential Providers should ensure that the companies listed would be willing to provide a reference for them and be willing to discuss the Potential Provider's performance with the Authority. The Authority reserves the right to contact any or all of these companies for a reference and may wish to visit their premises.

<i>Customer name and address</i>	<i>Contact name, telephone number and email address</i>	<i>Date contract awarded plus, start and finish dates</i>	<i>Contract reference and brief description of requirements undertaken (and value of contract)</i>	<i>Certificate of Acceptance/ Completion attached? (Y/N)</i>	<i>Names of supply chain members (sub contractors) and/ or consortium members and their role</i>
1.					
2.					
3.					

3.4 Please provide details of the engineers/technicians or technical services available to the Potential Provider to carry out the works or provide the goods or services in the requirement, particularly those involved with quality control, whether or not they are independent of the Potential Provider.

Statement of technical services and technicians available to the Potential Provider, including qualifications. (Attach certificates)	
---	--

3.5 In relation to the requirement please provide details of whether there is already a site available for the proposed development. Full details to be disclosed; size in square meters, location, lease availability, pictures from Google Maps may be attached.

If not yet available, service provider to make an indication of where the company proposes to get land and the probability of getting such land.

Statement of available land for development	
--	--

3.6 The requirement is for the service provider to finance the project in full. Pls make an indication:

Is funding available to construct the required structure?	
If not, what are the proposed funding methodology? And the timelines to get funding?	
Disclose proposed funding Agency	

3.7 Please provide details of the Potential Provider's technical ability to perform the contract, including details of skills, efficiency, experience and reliability relevant to the contract.

Details of the Potential Provider's technical ability	
--	--

3.8 Please provide details of the Potential Provider's measures for ensuring quality in relation to the services provided under the contract.

Details of the Potential Provider's measures to ensure quality such as Quality Management systems	
--	--

6. Disputes

6.1 Is there any material pending or threatened litigation or other legal proceedings against the Potential Provider and/or any of its named supply chain members (sub-contractors) that may affect delivery of this project?

a)

Legal proceedings pending	YES / NO
----------------------------------	----------

b) If you have answered 'Yes' to 6.1(a) please give an explanatory statement:

Brief statement (300 words or fewer) <i>Either insert required details or state 'None'</i>

6.2 Has there been any material litigation or other legal proceedings against the Potential Provider and/or any of its named supply chain members (sub-contractors) that may affect delivery of this project in the last three years?

a)

Legal proceedings	YES / NO <i>(please delete)</i>
--------------------------	---------------------------------

b) If you have answered 'Yes' to 7.3(a) please give an explanatory statement:

Brief statement (300 words or fewer) <i>Either insert required details or state 'None'</i>

Grounds for mandatory rejection (ineligibility)

The Potential Provider or its directors or any other person who has powers of representation, decision or control of the named organisation has not been convicted of any of the following offences:

- (b) conspiracy within where that conspiracy relates to participation in a criminal organisation
- (c) corruption
- (d) the offence of bribery;
- (e) fraud, within the meaning of:
 - (i) the offence of cheating the tax system and other legal systems;
 - (ii) the offence of conspiracy to defraud;
 - (iii) theft;
 - (iv) fraudulent trading;
 - (v) defrauding the Customs within the meaning of the Customs and Excise and the Value Added Tax Laws;
- (f) money laundering or
- (g) any other offence as defined by the national laws of Lesotho.

Organisation's name	
Signed	
Position	
Date	

Discretionary grounds for rejection

The Potential Provider confirms that it:

- (a) being an individual is not bankrupt or has not had a receiving order or administration order or bankruptcy restrictions order made against him or has not made any composition or arrangement with or for the benefit of his creditors or has not made any conveyance or assignment for the benefit of his creditors or does not appear unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of the Insolvency Act.
- (b) being a partnership has not granted a trust deed or become otherwise apparently insolvent, or is not the subject of a petition presented for sequestration of its estate;
- (c) being a company or any other entity has not passed a resolution or is not the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, nor had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is not the subject of similar procedures under the law of any other state;
- (d) has not been convicted of a criminal offence relating to the conduct of his business or profession;
- (e) has not committed an act of grave misconduct in the course of his business or profession;
- (f) has fulfilled obligations relating to environmental laws;

- (g) has fulfilled obligations relating to the payment of relevant taxes;
- (h) is not guilty of serious misrepresentation in providing any information required of him under this regulation;

Organisation's name	
Signed	
Position	
Date	