



Council on Higher Education (CHE)

Request for Proposals to Undertake A National Baseline Skills Audit Study

1. The Ministry of Education and Training (MOET) through the Council on Higher Education (CHE) in collaboration with the Ministries of Development Planning, Labour and Employment, and the Public Service has received financial support from the Government of Lesotho and intends to utilize the funding to undertake a National Baseline Skills Audit Study in Lesotho, and hence it requires the services of a consulting firm to undertake the study.

2. The **Chief Executive of CHE** now invites **“Technical and Financial Proposals in SEPARATE envelopes”** to provide the following services: **A National Baseline Skills Audit Study** from interested firms. More details on the services are provided in the Request for Proposals (RFP) referred to under 5 below.

3. The technical proposal shall clearly demonstrate the consulting firm’s understanding of the expected outputs, the proposed approach to the services involved, necessary equipment, comments on the Scope of Service or Terms of Reference, relevant experience, and interested firms will also be expected to provide detailed and updated curricula vitae for the proposed key personnel for carrying out the assignment. The financial proposal (in separate envelope from that of Technical Proposal) should clearly reflect the breakdown of the professional fees and all other associated costs (equipment, reimbursable expenses, etc.) for carrying out the assignment.

4. Consultants will be selected in accordance with the current Government Public Procurement Regulations 2007 and amendments thereto, and the procedures described in the RFP. It is mandatory for consultants to submit copies of their valid Traders Licence and Tax Clearance Certificate or proof of exemption (where applicable) and VAT Registration Certificate (all certified at source) with their Technical Proposals. Furthermore, in order to enable application of the requirements of Clause 12 (Granting of Margin of Preference) of the said regulations, interested firms should include authentic shareholders’ certificate(s) (certified copies of their identity documents (passports)) in their technical proposals.

5. Detailed RFP which comprises the following documents is available at the following email address from **21st January 2021**: nmotsetse@che.ac.ls

Section 1 - Letter of Invitation

Section 2 – Information to Consultants

Section 3 – Technical Proposal Formats

Section 4 – Financial Proposal Formats

Section 5 – Terms of Reference/Scope of Service

Section 6 - Draft Agreement and Conditions of Contract.

6. Interested consultants' sealed proposals (bearing no identification of the firm) should be submitted at the following address by **12:00 noon on 5th March, 2021**. **They will be publicly opened on the same day at: 12h15 at:**

**Council on Higher Education Boardroom
Matji Investments Building
Old Europa, 5 Bowker Road
P. O. Box 14046
Maseru 100, Lesotho**

Tel: (+266) 22313503

Attention: The Chief Executive

7. The submissions should be clearly marked: **"A National Baseline Skills Audit Study (CHE-Cons-2020/21(1))"**. It is the Consultants' responsibility to ensure that their proposals are received on or before the closing date whether posted or hand-delivered (Electronic submissions are not permitted).

8. The selection criteria shall take both technical quality and costs into consideration to determine the overall preferred company or firm. Therefore, it should be noted that technical proposals will be opened first and evaluated, and only those companies attaining the technical scores equal to or above the minimum pass mark will qualify for their financial proposals to be opened and evaluated as stated in Section 2: Information to Consultants.

9. Interested consultants from different firms may submit as an association or partnerships or joint ventures (if they so wish) provided they submit a pertinent letter of intent signed by all parties with a clear indication of the representative of such association or partnership or joint venture.

10. Interested consultants must be aware that the CHE is not bound to award the assignment to any consulting firm that has submitted a proposal and/or even attach reasons whatsoever for not awarding.