

REQUEST FOR PROPOSALS

Re: PUBLIC OFFICERS' DEFINED CONTRIBUTION PENSION FUND – RETIREMENT FUND INVESTMENT CONSULTING SERVICES

Tender Name: PODCPF – RETIREMENT FUND INVESTMENT CONSULTING SERVICES

Tender No: PODCPF/TENDER/ICS/04/2023

BACKGROUND

The Public Officers' Defined Contribution Pension Fund (The Fund) is established by the Public Officers' Defined Contribution Pension Fund Act No.8 of 2008 as amended (the Act) to deliver pension benefits to contributing Members in the Public Service of the Government of Lesotho.

The Fund provides for retirement benefits and related matters to permanent and pensionable Public Officers. As at 31st March 2023, the Fund had 37,623 active Members and 175 pensioners, with total assets under management amounting to around M 10,8 billion. The Fund is primarily a defined contribution plan, however, there is a significant proportion of the Fund's membership that has a defined benefit underpin.

EXTENSION OF SUBMISSION DEADLINE

The Fund seeks eligible and suitably qualified service providers for the provision of the Retirement Fund Investment Consulting Services for a period of three (3) years. **Bidders are hereby notified that the Fund has extended the deadline for the submission of tenders to 06th November 2023, 12:00 noon.**

SEALING, FORMAT AND SIGNING OF TENDERS

Proposals may be submitted either physically or electronically.

FOR PHYSICAL SUBMISSIONS:

The bidder shall prepare an original and 5 copies of a tender, clearly marking each **"Original Tender"** and **"Copy of Tender"**; as appropriate. In the event of any discrepancy between them, the Original Tender shall govern.

The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the bidder or a person or persona duly authorized to bind the bidder

to the contract.

The Proposals should consist of two parts, Technical and Financial. **The Technical and Financial Proposals should be in two separate sealed envelopes**, indicating the name and address of the bidder to enable the tender to be returned unopened in case it is declared non-responsive, then sealed in one outer envelope and clearly marked:

“Tender Name: PODCPF – RETIREMENT FUND INVESTMENT CONSULTING SERVICES

Tender No: PODCPF/TENDER/ICS/04/2023”

with the words, ***“DO NOT OPEN BEFORE 06TH NOVEMBER 2023 AT 12:00 NOON.”***

The outer envelope shall bear no identification of the Bidder.

If the outer envelope is not sealed and marked as required, the Fund will assume no responsibility for the tender’s misplacement or premature opening. **If the outer envelope bears the name of the bidder, such a tender shall be regarded as non-responsive and shall therefore be disqualified.**

FOR ELECTRONIC SUBMISSIONS:

Please note that tender documents can be submitted electronically to procurement@pensionfund.org.ls.

Two separate emails should be send, kindly ensure that the following is included on the subject line.

- For Technical Proposal, the subject line should read:
Technical Proposal- PODCPF/TENDER/ICS/04/2023

AND

- For Financial Proposal, subject line should read:
Financial Proposal- PODCPF/TENDER/ICS/04/2023

All proposals must reach the allocated email address on or before the closing time. It

remains the responsibility of the bidders to ensure that their proposals reach the Fund before the closing date and time. No proposals will be accepted should they be received beyond the stipulated time. **Late submissions on the basis of electronic delays or malfunctions will not be accepted by the Fund.**

DEADLINE FOR SUBMISSION OF TENDERS

Tenders must be received by the Fund at the address specified not later than the **06TH NOVEMBER 2023 at 12:00 Noon.**

Interested and eligible companies must obtain the tender documents on the Fund website www.pensionfund.org.ls.

All proposals will be opened the same day at 12:00 noon, in the presence of the bidders who wish to attend. All correspondence and queries may be addressed to the below address or emailed to Principal Officer at procurement@pensionfund.org.ls

All submissions marked as above must be addressed to:

**The Principal Officer
Public Officers' Defined Contribution Pension Fund Secretariat Office
4th Floor, Pension Fund House,
Constitution Road, Private Box 14395, Maseru 100.
Tel: (+266) 22313088 Fax: (+266) 22323301
Maseru 100- Lesotho**

NB: No submissions will be received after stipulated date and time. The Fund reserves the right to withdraw, change or cancel this tender at any time; and to accept or reject any or all bids without assigning any reasons thereof.