



PF/RFP/2025/2026-07
REQUEST FOR PROPOSAL –
PETROLEUM FUND HEADQUARTERS
INTERIOR DECORATOR

NOVEMBER 2025

Terms of Reference for Petroleum Fund

Headquarters Interior Decorator

1. Background

The Petroleum Fund (referred to herein as the Fund) is a statutory organisation under the Ministry of Finance and Development Planning, which was established through Legal Notice No. 96 of 1997 under the Finance Order of 1988. The organisation is further delegated, under the Fuel and Services Control (Delegation Notice) Number 32 of 2021, the powers to set the price and time at which Petroleum Products may be adjusted. It is managed by the Board of Directors, while day-to-day activities are administered by the Secretariat, headed by the Chief Executive Officer, and its operations are guided by the Lesotho (Petroleum Fund) Regulations of 2021.

The Petroleum Fund is in the final stages of constructing its new five-story headquarters located at Lower Prison Gardens, Old Europa, Maseru, Lesotho. To ensure the building's interior environment reflects the organisation's professionalism, national identity, and modern energy sector values, the Fund seeks to engage a qualified and experienced Interior Decorator to enhance the aesthetics and functionality of interior spaces by selecting and arranging decorative elements in an appealing, professional and cost-effective manner.

2. Objective

The objective of this assignment is to design and oversee the implementation of high-quality, functional, and aesthetically cohesive interior spaces across all five floors of the headquarters building. The Fund desires an interior design that will:

- Apply creativity to bring up a unique, warm look and feel of the interior spaces.
- Reflect the prestige and strategic role of the Petroleum Fund.
- Be durable, cost-effective, and maintainable over time.

3. Scope of Work

The selected interior design consultant will be responsible for the following:

- a) Conduct site visits to assess the building layout and architecture.
- b) Propose creative interior design concepts that reflect professionalism, functionality, and modern corporate identity.
- c) Develop design concepts for executive offices, open workspaces, meeting rooms, lobbies, corridors, reception areas, restrooms, cafeteria, and utility spaces.
- d) Provide detailed layouts, mood boards, color schemes, and furniture specifications
- e) Advise on suitable furniture, fixtures, and fittings (where applicable).
- f) Ensure high-quality finishes in alignment with international standards and the Petroleum Fund's brand image.
- g) Incorporate Petroleum Fund branding, signage and cultural symbolism appropriately.
- h) Work in close collaboration with the Fund's management to tailor designs to organisational needs.
- i) Manage the interior decoration project timelines, coordinate with contractors and vendors, and supervise the installation of decorative and branding material where necessary.
- j) Conduct quality inspections, provide documentation, warranties, and staff guidance on furniture use.
- k) Ensure compliance with all laws, codes, and Petroleum Fund policies.

4. Deliverables

- a) An Inception Report with a clear Workplan
- b) Concept Design, layouts, 3D renderings, mood boards, and color schemes for all floors.
- c) Visual samples of furniture, fixtures, and décor items meeting quality and safety standards.
- d) Progress reports as needed
- e) Final presentation and walk-through
- f) Final report

5. Reporting

The consultant will generally report to the Interim Chief Executive Officer, but on a day-to-day basis, will be answerable to the Head of Human Capital and Administration. Regular coordination meetings will be necessary for the duration of the assignment.

6. Petroleum Fund Responsibilities

The responsibilities of the Fund will be the following:

- a) Provide accurate building plans, measurements, corporate identity, and branding guidelines.
- b) Review and approve designs, materials, and budgets in a timely manner.
- c) Ensure supplier access to premises and coordinate with building management.
- d) Make payments according to contract terms.
- e) Assign a project liaison for communication, feedback, and approvals.
- f) Inspect completed work and formally accept delivery before final payment.

7. Expected Duration of Assignment

The consultancy is expected to span approximately 3 - 4 months, with a detailed schedule to be agreed upon at contract signing.

8. Payment Terms

The payment schedule shall be in accordance with the terms to be agreed upon during contract stage, and will be linked to specific deliverables and approved milestones.

NB: Payments shall be made in Maloti no later than thirty (30) days after the Consultant submits a final, accurate, and approved report for each phase, along with an invoice in duplicate to the Fund.

9. Qualification and Experience

The interested Bidders must have the skills and experience necessary to undertake a range of tasks set out in the Terms of Reference, and must possess the following qualifications, experience and competencies:

- A formal qualification in Interior Design, Interior Architecture, or a related field (Bachelor's degree or higher).

- Membership or accreditation from a recognised professional body in interior design or architecture (desirable).
- Proven track record of at least **10 years** in interior design, preferably in corporate or commercial projects or buildings.
- Experience in managing **full turnkey interior decoration projects**, including design, procurement, and installation at a corporate or commercial building of more than three storeys.
- Demonstrated ability to deliver projects on time, within budget, and to a high standard of quality.
- Portfolio of at least three completed projects with references from previous clients aligned to the above experience.

9.1. Additional Skills and Competencies:

- **Design and creativity:** Ability to conceptualise and implement innovative and functional interior design solutions.
- **Project management:** Planning, organising, and coordinating all phases of the project efficiently.
- **Technical proficiency:** Skilled in design software such as AutoCAD, SketchUp, 3D Max, Revit, or similar.
- **Communication and collaboration:** Strong ability to interact with clients, contractors, and suppliers, and present design ideas effectively.
- **Attention to detail:** Ensuring accuracy in design specifications, furniture selection, finishes, and installation.
- **Budgeting and cost management:** Ability to prepare cost estimates and manage project budgets.

10. Instructions to Bidders

a) Pre-bid Meeting

All interested Bidders must attend a compulsory pre-bid meeting to be held at the Petroleum Fund Headquarters construction site offices at Lower Prison Garden, Old Europa, Maseru, on Wednesday, 3rd December 2025.

The Proposals must be submitted in sealed packages that include the Technical Proposals and the Financial Proposals, each enclosed in a separate sealed envelope. The proposals shall entail:

b) Technical Proposals

The interested Bidders' submission must include Technical Proposals comprising the following:

- i. A clear methodology outlining the proposed approach to the assignment;
- ii. A work plan with clear timelines
- iii. Signed CVs and proof of certified qualifications of key personnel who will be involved in the exercise;
- iv. A Company Profile entailing the following:
 - Company background and service offerings;
 - A valid Tax Clearance;
 - A Valid Trader's license;
 - A Vat Registration Certificate (if registered)
 - Company Extract and ID copies of Shareholders
 - Portfolio of completed projects with contacts of previous clients
- v. Provide three reference letters attesting to comparable work completed within the last ten (10) years, with referees consenting to site visits by Fund representatives.

c) Financial Proposal

A Financial Proposal, sealed separately, containing the final and all-inclusive total price offer for the services required, broken down into all major cost components associated with the service.

NB: The Financial Proposal should not include the cost of material, furniture, branding, fittings, but just the service fees.

d) Submission of Proposals

The Bids must be submitted in sealed packages with the outer package **bearing no identification** of the Bidder, clearly marked '**PF/RFP/2025/2026-07, INTERIOR DECORATION SERVICES**', and containing the Technical Proposal and the Financial

Proposal **enclosed in separate and sealed envelopes**. Two Inner envelopes must bear the name of the Bidder, one (1) marked '**Technical Proposal**' and the other marked '**Financial Proposal**'. The proposal submission address and important dates are indicated under **Section 13**.

Online Submission of Proposals: The Technical and Financial Proposals must be encrypted separately and named '**Technical Proposal**' and '**Financial Proposal**'. The documents may be sent through email in a password-protected PDF format, with the subject '**PF/RFP/2025/2026-07, INTERIOR DECORATION SERVICES**', through a file-sharing platform. The link and password must be emailed on the day of proposal submission, between 08:00 and 12:00, to supplier@petroleum.org.ls.

e) Clarifications

Requests for clarification must be made in writing on or before Friday, December 5th 2025, to the following email address: supplier@petroleum.org.ls.

11. Evaluation Criteria

a) Preliminary Evaluation

Bidders will be screened for adherence to mandatory requirements during the public tender opening, which are as follows:

Criteria
A. A valid Tax Clearance Certificate indicating the relevant service category
B. A Traders License / Business Identity Card indicating relevant service category
C. A VAT registration certificate for companies registered to collect VAT
D. A Company extract and ID copies of Directors
E. Compliance with Proposal packaging and marking for hard copy submissions
F. Compliance with instructions for electronic submissions

b) Technical Proposals Evaluation

Technical proposals that meet all the preliminary requirements will be evaluated based on the Criteria shown below:

Criteria	Points
A. Understanding of the Assignment requirements and scope	20
B. Quality of proposed design methodology and approach ▪ Design approach and creativity ▪ Technical execution ▪ Project Management and delivery ▪ Budget Monitoring and Cost Effectiveness	30
C. Relevant experience and quality of portfolio ▪ Client reference letters ▪ Record and Relevance of Prior Experience	30
D. Team composition and CVs of key personnel ▪ Key personnel's experience and roles ▪ Proof of educational qualifications	20
Total	100

- c) Only bidders who score a minimum of 70% in the Technical Proposals Evaluation will be qualified for the Financial Proposals Evaluation. Technical Evaluation score will constitute 70% of the overall score.
- d) Financial Proposals of Bidders who have obtained 70% and above on the Technical Proposal Evaluations will be opened publicly in their presence.
- e) The Financial Proposal Evaluations score will constitute 30% of the overall score.
- f) Margins of domestic preference shall apply per **Section 78** of the Public Procurement Act.

12. Disclaimer

- a) The Petroleum Fund may invite one or more finalists to make presentations.
- b) In its sole discretion, the Fund may negotiate with one or more firms that have submitted qualifications to submit more detailed proposals on specific projects as they arise.
- c) This Request for Proposal does not constitute a commitment from the Petroleum Fund to undertake the work set forth in these Terms of Reference

- d) The Petroleum Fund reserves the right to reject any and all proposals. It may also choose to rebid the original or amended scope of services, and to enter into negotiations with one or more respondents
- e) The Petroleum Fund's decision on these matters is final. All bidders will be notified of the outcome, and debriefing sessions may be offered to provide feedback on their submissions.
- f) All submissions must adhere to the guidelines outlined in the Terms of Reference, including timelines and required documentation. Incomplete proposals may be disqualified to ensure all submissions meet the Fund's standards.

13. Schedule of Dates and Contact Details

Date of Issue	17 th November 2025
Compulsory Pre-bid meeting (Construction site offices)	3 rd December 2025, at 10:00hrs
Deadline for submission of Questions	5 th December 2025 at 12:00hrs
Tender Submission date	6 th January 2026 at 12:00hrs
Public Opening of Technical Proposals	6 th January 2026 at 12:15hrs
Delivery Address	Petroleum Fund Offices Lesotho Chamber of Commerce and Industry Complex (LCCI), Orpen Road, Maseru
Contact Person	Ms. Nxoyi Tshabalala Head of Human Capital and Administration
Contact	22312137 supplier@petroleum.org.ls
Category	Professional Service

Approved By:

Name: Adv. Makananelo Kome (Mrs)

Designation: Interim Chief Executive Officer

Signature:  _____

Date Signed: 14/11/2025