



# Lesotho Highlands Development Authority

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## REQUEST FOR QUOTATIONS

**FOR THE SUPPLY AND DELIVERY OF  
INTERPOWER GAMES 2017 SPORTS ATTIRE**

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ANNEXURE A - INTERPOWER GAMES 2017 SPORTS ATTIRE SPECIFICATION

## 1. INTRODUCTION

The Lesotho Highlands Development Authority (LHDA) is a statutory body constituted under the Lesotho Highlands Development Authority Order no 23 of 1986. The LHDA is charged with the responsibility for the implementation, operation and maintenance of the Lesotho Highlands Water Project (LHWP) in Lesotho.

LHDA now invites competent and efficient suppliers for the supply and delivery of Interpower Games 2017 Sports Attire.

## 2. INSTRUCTIONS TO BIDDERS – ADMINISTRATIVE REQUIREMENTS

### 2.1 INVITATION TO BID INFORMATION

#### 2.1.1 Submission of Bids

All documents relating to this invitation **must** be submitted in separate envelopes as **the original and 5 copies** of both technical and financial proposals and marked **“TENDER FOR THE SUPPLY AND DELIVERY OF INTERPOWER GAMES 2017 SPORTS ATTIRE”**, and deposited into the LHDA Tender box located on the 7<sup>th</sup> floor Lesotho Bank Tower – Kingsway Road Maseru, on or before *12H00 24 February 2017*.

**Note:** Bidders must attach Valid **Traders License, Tax Clearance and/or VAT Registration Certificate** certified at source.

#### 2.1.2 Proposal Time Frames

- a. This Request for Quotation (RFQ) is issued on 09 February 2017
- b. Submission of Proposals *12:00hrs Friday, 24 February 2017*
- c. Completion of Evaluation *Friday, 03 March 2017*
- d. Notification of Award of Contract, *Friday, 07 March 2017*
- e. Delivery of Sports Attire *Friday, no later than 12h00 on 28 March 2017*

#### 2.1.3 Contact Person

Request for further information and/or clarification **must only** be directed in writing to the following e mail:

[procurement@lhda.org.ls](mailto:procurement@lhda.org.ls) who will send copies of the clarification response to other bidders.

## 2.2 PREPARATION AND EVALUATION OF BID DOCUMENTS

### 2.2.1 The Technical Bid

#### 2.2.1.1 Format of the Technical Bid

In order to make it easier, consistent and ensure that each bid receives full consideration, the following format should be followed when preparing the technical bid documents.

- i. Title Page with a title of the bid, bidder's name and address, contact person and contact telephone and email details;
- ii. An introductory letter addressed to **the Chief Executive – LHDA** identifying full details of the bidder and signed by the person or persons authorized to sign on behalf of, and bind the bidder to statements made in the bid document.
- iii. Table of contents including page numbers;
- iv. Company Experience on similar projects;
- v. References letters from previous clients- at least 2 (Two);
- vi. Confirmation of delivery date
- vii. Certifications of Company to carry out the supply.
- viii. Financial Statement of the last two years or bank statement for the last twelve (12) months period prior to the closing date.

#### 2.2.1.2 The Evaluation Criteria for all Proposed Item(s) is:

|   | <b>Technical Evaluation</b>   |            |
|---|---|------------|
| a | <b>Overall Quality of Proposal</b>  | <b>10%</b> |
|   | - Demonstrate an understanding of LHDA's requirement.<br>- Format of proposal and compliance with LHDA's requirements.                                  |            |
| b | The Bidders will demonstrate their relevant experience of not less than five (5) years with products proposed of a similar scope and organization size. | <b>25%</b> |
| c | Provision of Samples as per the provided Specification  | <b>25%</b> |
| d | Financial Capability - Financial Statement of the last two years or bank statement for the last twelve (12) months                                      | <b>30%</b> |
| e | Two (2) contactable written references from customers that are in receipt of similar products.  | <b>10%</b> |
|   | <b>Total</b>  | <b>100</b> |

2.2.1.3 Note to Bidders

Only those bidders scoring a minimum of 70 or more points on their technical bid will be selected to proceed to the financial evaluation stage.

Proposals should all have Valid traders license, Certificate of Incorporation and Tax Clearance and/or VAT Registration Certificate attached.

2.2.2 **The Financial Bid**

2.2.2.1 General Financial Proposal Layout

The financial bid documents must be in a separate envelope from the technical proposal. The prices shall be itemized as per the list on **ANNEXURE A.**

2.2.2.2 The Financial Evaluation

- The lowest price proposal will score 100 points
- Proposals that are 30% or higher above the average of all financial proposals will score zero (0) points.

$$FS = \frac{P_0}{P} \times 100$$

Where:

- FS = Financial Score of company being evaluated
- P = Price of company being evaluated
- P0 = Lowest price

The procedure will provide for the ranking of the acceptable proposals in descending order.

2.2.3 **Combined Technical and Financial Score**

The combined technical and financial score for each qualifying proposal will be the addition of the Technical Score (FT) weighted by 25% and Financial Score (FS) weighted by 75% as follows:

$$\text{Total Score (TS)} = 0.25\text{FT} + 0.75\text{FS}$$

Where:

$$\text{TS} = \text{Total Score}$$

FT = Technical Score  
FS = Financial Score

#### 2.2.4 **Bidding Costs**

Bidders are solely responsible for their own expenses in preparation and submission of tenders and any other costs relating to subsequent negotiations with the LHDA. If the LHDA elects to reject a proposal, the LHDA will also not be liable to any bidder for any claims relating to this bid whatsoever.

#### 2.2.5 **Bid Validity and Pricing**

Bids will be valid for at least thirty (30) days after the closing date and Prices will be firm for the entire Delivery period.

#### 2.2.6 **Currency and Taxes**

Prices quoted are to be:

- i. In either Maloti or Rand (1 Loti = 1 S.A Rand) where other currencies are inevitable, then the rate of exchange must be indicated and an indication whether it shall hold despite fluctuations or shall be determined at the time of contract signing;
- ii. The successful bidder will be subject to taxation laws applicable in the Kingdom of Lesotho at time of tendering.

### 2.3 **ADDITIONAL INFORMATION**

#### 2.3.1 **Acceptance of Bids**

This Invitation to Bid should not be construed as an agreement to supply the required solution. LHDA is not bound to enter into a contract with the bidder who submits the lowest priced bid. Bids will only be assessed in terms of the evaluation criteria.

#### 2.3.2 **Modification of Terms**

LHDA reserves the right to modify the terms of this Request for Quotation (RFQ) to Bid at any time in its sole discretion. This includes the right to cancel this Request for Quotation (RFQ) at any time prior to entering into a contract with the successful bidder; notice to that effect shall be given to all bidders.

#### 2.3.3 **Ownership of Bids**

All documents, including bids, submitted to the LHDA shall become the property of the LHDA.

#### 2.3.4 Confidentiality of Information

All bids submitted by bidders shall be held in strict confidence and will not be revealed to any other party.

All Information pertaining to the LHDA obtained by the bidder as a result of participation in this project is confidential and must not be disclosed without written authorisation from the LHDA.

#### 2.3.5 Acceptance of Terms

All terms and conditions of this Request for Quotation (RFQ) are assumed to be accepted by the bidders and incorporated by reference in their bids, except such conditions and provisions that are expressly excluded. There will be an opportunity to review these conditions upon selection of the successful bidder and during subsequent negotiations.

The proposal or sections thereof of the successful bidder may form part of the final contract.

### 3. SCOPE OF WORKS

The scope of works shall be as follows:

- i. To supply and deliver the attached items to LHDA stores within the agreed period of time as stipulated on the bid. **(See Annexure A)**.
- ii. To keep the price fixed for a period of not less than thirty **(30) days**.
- iii. To ensure that the delivered items adhere to agreed LHDA specifications.
- iv. To deliver the required items within twenty- one (21) days from date of receipt of Purchase Order.
- v. To provide samples of each items listed as below.

## ANNEXURE A

### INTERPOWER GAMES 2017 SPORTS ATTIRE

| Item no. | Description  | Quantity Required                           |
|----------|--|---|
| 1        | <p><b>WIND BREAKER JACKET (Men – TEC-JAC and Ladies – LTEC-JAC)</b></p> <p><b>Make</b> - Barron Techno Jacket<br/> <b>Colour</b> - Navy</p> <p>LHDA LOGO Embroidery on Left Chest (Full Colour)</p>  | <p>Men – 65<br/> Ladies – 46</p> <p>111</p> |
| 2        | <p><b>OUTDOOR HAT – HW024</b></p> <p><b>Make</b> - Barron<br/> <b>Colour</b> - Navy</p> <p>LHDA LOGO Embroidery on Left side (Full Colour)</p>   | <p>111</p>                                  |
| 3        | <p><b>GOLF SHIRTS (Men – FEL and Ladies – L-FEL)</b></p> <p><b>Make</b> - Barron Felton Golf Shirt 100% Polyester<br/> Moisture Management Fabric<br/> <b>Colour</b> - Navy/Lime</p> <p>LHDA LOGO Embroidery on Left Chest (Full Colour)<br/> IPG LOGO Embroidery on Right Chest (Full Colour)</p> | <p>Men – 65<br/> Ladies – 46</p> <p>111</p> |

#### NOTE

- Samples should be provided for each item.
- Quantities may be liable to increase.