



# **Lesotho Highlands Development Authority**

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## **REQUEST FOR PROPOSAL (RFP)**

### **TENDER FOR THE SUPPLY AND DELIVERY OF LHDA PHOTOCOPIERS**

**TENDER NO: T34-2016**

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## 1.0 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 currently operates offices from the following locations: Headquarters at LHDA Tower in Maseru, 'Muela, Katse, Mohale and Mokhotlong. We seek to replace photocopiers at these office locations and therefore invite accredited, competent and efficient suppliers to submit tenders for "The Supply and Delivery of Photocopiers". We shall procure on the basis of specification as stated in this document and competitive price.

## 1.1 Instructions to Bidders – Administrative Requirements

### 1.1.1 Submission of Bid Proposal

All documents relating to this invitation must be submitted **separately** as Technical and Financial Proposals marked "Supply and Delivery of Photocopiers" and deposited into the LHDA Tender Box located on the 7th floor LHDA Tower – Kingsway Road Maseru, on or before **12:00 noon, 14<sup>th</sup> October 2016.**

All the submitted Bids will be announced on the same day in the presence of the interested parties or their representatives at 12:05 HRS at Finance Boardroom, 7<sup>th</sup> floor.

**NB: PLEASE SUPPLY YOUR RELEVANT RESELLER CONFIRMATION LETTER WHEN SUBMITTING YOUR TENDER. FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED.**

### 1.1.2 Technical Proposal Layout

In order to make it easier, consistent and to 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 details of the bidder and signed by the person or persons authorised to sign on behalf of the bidding company; and binding the bidder to statements made in the bid document
- iii) Table of contents including page numbers
- iv) Description of experience in similar projects, including at least two references from previous clients
- v) Proposed work plan and operational arrangements, including expected support for the photocopiers post project completion.
- vi) Trading licence and tax clearance certificate
- vii) CVs of project manager and supporting project technical staff, detailing relevant training and experience
- viii) Technical specification of the photocopiers as outlined in section **1.7 (1) & (2)** of this document
- ix) Support contract as outlined in **1.7 (3)** of this document
- x) Supply details of joint ventures where applicable; bidders may also add any other information that they deem relevant.

### **1.1.3 Technical Evaluation Criteria**

All Technical Bids shall be evaluated using the following criteria:

- i) Photocopier specifications and support as stated under *Scope of Services* in Section 1.7 of this document **[80 marks]**
- ii) Company experience in similar projects **[5 marks]**
- iii) Warranty period (3 years) **[5 marks]**
- iv) Valid trader's licence and current tax certificate **[5 marks]**
- v) Delivery date (30 working days) **[5 marks]**.

Technical Bids shall account for 70% of the total bidder's score, and only those bidders scoring a minimum of 70 points will be selected to proceed to the Financial Evaluation stage.

### **1.1.4 Financial Proposal Layout**

The following format should be followed when preparing the financial 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) The validity of the price must be shown on the bid, and must extend up to at least the last delivery date
- iii) Cost of warranties must be shown on the bid, and duly separated from the cost of the photocopiers & scanner
- iv) Financial bid should clearly show the: Unit Price, Net Price, and VAT should be shown separately on this two prices
- v) Bidders may add any other relevant financial information.

The financial proposal will account for 30% of the total score of the bidders, and the financial evaluation will be done as follows:

FS	=	Po	X 100		
		P			
<b>Where:</b>					
FS	=	Financial Score of company being evaluated			
P	=	Price of company being evaluated			
Po	=	Lowest price			

## 1.2 Cost of Proposal

The Bidder shall bear all costs associated with the preparation and submission of its proposal, and LHDA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. LHDA is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to tender award, without thereby incurring any liability to the Bidder.

## 1.3 Currency and Taxes

Prices quoted are to be:

- i) In either Maloti or Rand (1 Loti = 1 RSA Rand), and where inevitable, then the rate of exchange must be indicated and stated whether it shall hold despite fluctuations or shall be determined at the time of contract signing
- ii) Subjected to taxation laws applicable in the Kingdom of Lesotho at time of tendering.

## **1.4 Proposal Time Frames**

- i) This RFP is issued as an Open Tender on 30<sup>th</sup> September, 2016  
LHDA Website [www.lhwp.org.ls](http://www.lhwp.org.ls) and Newspapers
- ii) Submission of proposals 14<sup>th</sup> October, 2016
- iii) Completion of evaluation 21<sup>st</sup> October, 2016
- iv) Notification of award of contract 4<sup>th</sup> November, 2016.

## **1.5 Additional Information**

### **1.5.1 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.

### **1.5.2 Modification of Terms**

LHDA reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a contract with the successful bidder, notice to that effect shall be given to all bidders.

### **1.5.3 Ownership of Bids**

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

### **1.5.4 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.

### **1.5.5 Acceptance of Terms**

All terms and conditions of this RFP 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.

## **1.6 Contact Person**

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

Principal Procurement Officer (PPO)

Mrs. M. Takalimane

8<sup>th</sup> Floor – Lesotho Bank Tower

Tel +266 22311280

Email – [procurement@lhda.org.ls](mailto:procurement@lhda.org.ls)

PPO shall include all other bidders in any response to clarification.

## 1.7 Scope of Services

<b>1) LHDA LARGE PHOTOCOPIER MINIMUM SPECIFICATION (x7)</b>			
	<b>Printer</b>	<b>Copier</b>	<b>Scanner</b>
35 pages per minute	✓	✓	✓
First page out response 5sec	✓	✓	✓
Paper size (A3-A6, Legal, Letter)	✓	✓	✓
Output resolution 600dpi	✓	✓	✓
Output capacity (100sheets at a time)	✓	✓	✓
Input capacity (100sheets at a time)	✓	✓	✓
Monthly load (Min 30 000 pages)	✓	✓	✓
Output format (TIFF, JPEG, XPS, PDF, PCL6, etc.)	✓	✓	✓
Duplexing	✓	✓	✓
Automatic sorting	✓	✓	N/A
Create secure searchable PDFs	N/A	N/A	✓
Transform originals into editable files and/or fillable forms	N/A	N/A	✓
<b>Additional Features</b>	<ul style="list-style-type: none"> <li>▪ 33.6Kbps Internet fax</li> <li>▪ Directs inbound faxes to Email or Network folder</li> <li>▪ Connectivity: Ethernet, USB 2.0, Wireless</li> <li>▪ Compatible with LDAP</li> <li>▪ Three trays with combined capacity of 1100 sheets</li> <li>▪ Finishing: Stapler, Binder, Hole puncher, Sorter &amp; Booklet maker</li> <li>▪ 40GB HDD &amp; 1GB RAM</li> <li>▪ One hundred (100) users configured</li> <li>▪ Supports Suse Linux &amp; Windows environments (Win 7, Server 2008)</li> <li>▪ Device management software</li> <li>▪ Toner and drum</li> <li>▪ Movable stand</li> <li>▪ Anti-electric shock plug</li> </ul>		

<b>2) LHDA MEDIUM PHOTOCOPIER MINIMUM SPECIFICATION (x5)</b>			
	<b>Printer</b>	<b>Copier</b>	<b>Scanner</b>
20 pages per minute	✓	✓	✓
First page out response 6sec	✓	✓	✓
Paper size (A4-A5)	✓	✓	✓
Output resolution 600dpi	✓	✓	✓
Output capacity (250 pages)	✓	✓	✓
Input capacity (1350 pages)	✓	✓	✓
Monthly load (Min 30 000 pages)	✓	✓	✓
Output format (TIFF, JPEG, PDF)	Also PCL5e, PCL6, XPS	✓	✓
Duplexing	✓	✓	✓
Scan to Email, Network folder	N/A	N/A	✓
<b>Additional Features</b>	<ul style="list-style-type: none"> <li>▪ 33.6Kbps Internet fax</li> </ul>		



	<ul style="list-style-type: none"> <li>▪ Directs inbound faxes to Email or Network folder</li> <li>▪ Connectivity: Ethernet, USB 2.0, Wireless</li> <li>▪ Compatible with LDAP</li> <li>▪ 40GB HDD &amp; 1GB RAM</li> <li>▪ One hundred (100) users configured</li> <li>▪ Supports Suse Linux &amp; Windows environments (Win 7, Server 2008)</li> <li>▪ Device management software</li> <li>▪ Toner and drum</li> <li>▪ Anti-electric shock plug</li> </ul>
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<b>3) SUPPORT CONTRACT</b>	
	<ul style="list-style-type: none"> <li>▪ Provide scheduled maintenance for all photocopiers at least once a month</li> </ul>
	<ul style="list-style-type: none"> <li>▪ No additional charges in respect of maintenance done within 50km of supplier's authorised service centre</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Replace toner cartridge after every 11 000 copies</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Pricing for a standard copy and scan charge</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Quote for any repairs outside of this SLA at a fixed hourly rate</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Train at least three LHDA IT technicians as principal operators of the photocopiers (free of charge)</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Prove an account manager to attend LHDA requests</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Clearly state response times for each of Maseru, Katse and Mohale</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Maintain service agreement for minimum of three (3) years, thereafter subject to LHDA or supplier giving sixty (60) days written warning.</li> </ul>