



Lesotho Highlands Development Authority

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REQUEST FOR QUOTATIONS

FOR THE DESIGN, PRINTING, SUPPLY AND DELIVERY OF DIARIES AND CALENDARS FOR 2017

30th Anniversary of the LHWP and bilateral co-operation

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1. BACKGROUND

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.

2. THE REQUEST FOR QUOTATIONS

LHDA wishes to invite competent and efficient suppliers for the design, printing, supply and delivery of Diaries and Calendars for 2017. The LHDA intends to enter into a renewable negotiable three-year contract with the successful bidder.

LHDA will procure these services giving priority to supply date and quality so as to ensure that LHDA receives the goods at the earliest date possible, optimal quality and at the best prices.

3. INSTRUCTIONS TO BIDDERS – ADMINISTRATIVE REQUIREMENTS

3.1 INVITATION TO QUOTE INFORMATION

3.1.1 Submission of Quotations

- Quotations must be made for the complete Scope of Services and contain all documents as specified in Section 5 - Preparation of Bid Documents.
- Bids must have a detailed quotation breaking down the tasks and cost of each task.
- The full proposal must be submitted in one original copy marked “Original” and accompanied by five (5) copies.
- The proposals (original + 5 copies) should be bundled together in one envelop.
- The Bidder shall enclose the original and all copies of the proposal, including alternative proposals, if permitted in the Instructions to Bidders, in separately

sealed envelopes, duly marking the envelopes as “ORIGINAL”, “ALTERNATIVE” and “COPY”. These envelopes containing the original and the copies shall then be enclosed in one single envelope.

The inner and outer envelopes shall:

(a) Bear the name and address of the Bidder

(b) Be addressed to the following address:

Lesotho Highlands Development Authority
LHDA Tower Building (formerly Lesotho Bank Tower)
7th Floor
Kingsway
Maseru, Lesotho
Email: procurement @lhda.org.ls

(c) Bear the name and specific identification of the assignment (“**QUOTATIONS FOR THE DESIGN, PRINTING, SUPPLY & DELIVERY OF DIARIES AND CALENDERS**”); and

(d) Bear a warning not to open until [insert the time and date of the submission deadline]

If the envelopes and/or packaging with the proposal are not sealed and marked as required, the LHDA will assume no responsibility for the misplacement, loss or premature opening of the bid.

- The proposals are to be deposited into the LHDA Tender box located on the 7th floor, LHDA Tower – Kingsway Road Maseru, **on or before 12H00 (noon), the 28th SEPTEMBER, 2016.**
- The bids will be opened on the same day in the presence of the interested parties or their representatives at 12H15 in the Finance Branch board room, situated on the 7th floor, LHDA Tower.
- **NO Late submissions will be accepted.**
- The use of couriers is at the Bidders own risk.

3.1.2 Proposal Time Frames

- a) Submission of proposals: 28th September, 2016.
- b) Completion of Evaluation: 3rd October, 2016.
- c) Negotiations with the Preferred Bidder 4th October
- d) Award of contract: 5th October, 2016.

3.1.3 Contact Person

Request for further information and/or clarification **may only** be directed in writing to the following: procurement@lhda.org.ls

3.1.4 Delivery date

The required date of delivery of the 2017 diaries and calendars is the 22nd November, 2016.

All subsequent delivery dates will be agreed in advance by the Parties.

4. SCOPE OF SERVICES

The Diaries and Calendars to be supplied must be according to the following specifications. Bidders that would like LHDA to consider other designs, in addition to that stipulated below must state “ALTERNATIVE” at the top of their alternative proposal and advise LHDA of the specifications, costs and timelines associated with their additional proposal.

4.1 ITEM 1 - 2017 DIARIES

SPECIFICATIONS FOR 2017 DIARIES

4.1.1.1 Diaries Features - A4 Novula Full colour

Quantity

- 300 copies of the A4 size diaries required

External Appearance

- A4 size (Executive Diaries)
- Diary covers should be made of a novalite material, with a Novula finish that has a leather like appearance
- Diaries should be entirely or predominantly navy blue in colour with white pages.
- LHDA logo incorporated on the cover page
- The contact details & logo on the covers should be embossed or in silver foil

Inner Pages/Leaves

- Must have 2 full colour lead-in pages
- Personal Details Page
- Calendar for preceding, current and the following year
- Correct Lesotho Public and School Holidays
- Lesotho School Terms
- Religious Holidays
- Metric Conversion Guide
- Year Planner
- Monthly Planner
- Work days should be full page
- Telephone numbers of Lesotho government Ministries should be included
- Any other relevant or useful information and facts

4.1.1.2 Diaries Features – A5 Novula Full colour

Quantity

- 300 copies of the A5 diaries required

External Appearance

- A5 size (Executive Diaries)
- Diary covers should be made of a novalite material, with a novula finish that has a leather like appearance
- Diaries should be entirely or predominantly navy blue in colour with white pages.
- LHDA logo incorporated on the cover page
- The contact details & logo on the covers should be embossed or in silver foil

Inner Pages/Leaves

- Must have 2 full colour lead-in pages
- Personal Details Page
- Calendar for preceding, current and the following year
- Correct Lesotho Public and School Holidays
- Lesotho School Terms
- Religious Holidays
- Metric Conversion Guide
- Year Planner
- Monthly Planner
- Work days should be full page
- Telephone numbers of Lesotho government Ministries should be included
- Any other relevant or useful information and facts.

4.2 ITEM 2 - 2017 WALL CALENDARS

SPECIFICATION FOR 2017 WALL CALENDARS

Calendar Features – A2 size

Quantity

- 5000 copies of the wall calendar required

Specifications

- A2 size calendar
- 7 Pages (cover page + 6 calendar pages/leaves + full back page)
- Cover printed in full colour + spot UV gloss varnished on one side
- Wiro-bound at top edge with 7mm wire + 200mm hanger
- Correct Lesotho Holidays to be incorporated.

4.3 LAYOUT

- Design an electronic version of the required product/mockup based on the LHDA's approved design
- Supply proofs to Client in PDF format via e-mail
- Incorporate the Client's corrections until final sign-off
- Ensure final colour proofs are signed-off before printing

4.4 PHOTOGRAPHY

LHDA will provide photographs to be used in the dairies and calendars. This should be solely for the production of the calendars and diaries under this RFP and may not be used for any other purpose.

NB: Prices to include and should clearly indicate delivery cost. The supplier must show Delivery date for both Items 1 and 2 above.

5. PREPARATION OF BID DOCUMENTS

5.1 Format of the Proposals

The Bidder shall submit the proposals, as described in this section. The proposal should follow the format detailed hereunder:

- i. Title Page with a title of the Bid, Bidder's name and address, contact person and contact telephone number and email address;
- ii. An introductory letter addressed to the Chief Executive of the LHDA, identifying full details of the Bidder and signed by the person or persons authorized to sign on behalf of the Bidder, and bind the Bidder to statements made in the Bid document;
- iii. Table of contents including page numbers.
- iv. Company Experience on similar projects, preferably in Lesotho.
 - Client's name & contract details
 - Brief project description
 - Project duration e.g. commencement and completion dates
 - Project cost
 - Exact service performed
 - The Bidder must provide full but concise information on the company or firm's experience in relation to the production of Diaries and calendars. This should include resources, equipment and machinery available.
 - Bidders must provide samples of diaries and wall calendars they have produced for other clients, which are of similar standard and quality
 - Note: The name of your company must be given on the samples so that LHDA can easily identify each sample.

- v. Reference letters of at least two previous clients within the past three (3) years for the supply of calendars and diaries.
- vi. Company profile.
 - The Bidder shall submit the company profile together with any relevant Certifications of the company to carry out the works
 - Traders License certified at source
 - Tax Clearance Certificate or Certificate of Incorporation certified at source

5.2 Pricing of The Quotation

Bidders are to price their quotations in the following format;

- Quote prices excluding VAT
- VAT to be show separately below the price (excludes VAT)
- Below the VAT amount, the bidder is to state the total (Price Net VAT + VAT)
- The quotation must have a detailed cost breakdown for each task e.g. design & layout, photo touch-ups etc.
- Delivery date in 2016 must be indicated on the proposals. Subsequent delivery dates for 2017 and 2018 will be agreed with LHDA.
- The validity of the price for the 2017 calendars and diaries must be shown on the bid, but must extend up to at least the last supply/delivery date
- For subsequent years where the contract is renewed, an escalation is to be applied on the anniversary of the Contract.

Note that it is the LHDA's prerogative to vary procurement quantities between alternative suppliers, in order to achieve best delivery dates for LHDA.

6. EVALUATION OF THE QUOTATIONS

The Technical Proposal will account for 70% of the total Bid score while the Financial Proposal (cost) will account for 30% of the Bid score.

6.1 Items to be included in the Quotation

In order to make it easier, consistent and to ensure that each quotation receives full consideration, the following format given in Section 6.2 of this document should be strictly adhered to, and the following should be clearly stated:

- i. The item to be supplied,
- ii. The quantity to be supplied
- iii. The date of delivery
- iv. The unit price excluding VAT and VAT applicable
- v. VAT- RSA Suppliers must also raise VAT on Tax Invoices and ensure that the Lesotho Border Tax Authorities declaration of the imported goods is done when goods are brought to Lesotho i.e. it is imperative that the copy of the tax invoice that LHDA receives from RSA suppliers, bear the border Lesotho Revenue Authority (LRA) stamp.

6.2 Evaluation Criteria for the technical proposal

The Bidders' Technical Proposals/submissions will be evaluated on the following criteria:

a) Overall quality of quotation documents - Clarity - Completeness - Conformity with RFP	5
b) Company experience in similar projects - Printing diaries of specified standard - Production of calendars - Company References	30
c) Adequacy of organization and adequacy of resources	10
d) Two (2) written reference letters from current Lesotho clients with contactable details to whom the bidder has supplied diaries and calendars within the past three (3) years.	10
e) Current Trader's license for dealing with publications and Tax Clearance certificate	5
f) Delivery date of goods to LHDA	15
g) Copies of samples of diaries and calendars that were supplied to one of the bidder's clients, to the required LHDA standard	25
Total	100

7. IRREVOCABILITY OF BIDS

All bids submitted are irrevocable after the due submission date until the expiry of the bid validity period indicated below, and as such the bidder binds himself that he will enter into negotiations with LHDA based on the submitted bid.

8. QUOTATION COSTS

The LHDA's Request for Quotations is obtainable free of charge. However, bidders are solely responsible for their own expenses in the preparation and submission of quotations and any other costs relating to subsequent negotiations with the LHDA.

If the LHDA elects to reject a quotation, the LHDA will also not be liable to any bidder for any claims relating to this quotation whatsoever.

9. QUOTATION VALIDITY AND PRICING

The price for the 2017 calendars and diaries will be valid for at least 90 days after the closing date.

For subsequent years where the contract is renewed, the rate of escalation to be applied on the anniversary of the Contract will be as determined by the Central Bank Lesotho rates.

10. CURRENCY AND TAXES

Prices quoted are to be:

- i) In either Maloti or Rand (1 Loti = 1 SA 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 Mountain Kingdom of Lesotho at time of tendering.

11. ADDITIONAL INFORMATION

11.1 Acceptance of Bids

This Request for Quotations 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 quotation. Quotations will only be assessed in terms of the evaluation criteria.

11.2 Modification of Terms

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

11.3 Ownership of Quotations Documents

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

11.4 Confidentiality of Information

All quotations 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.

11.5 Acceptance of Terms

All terms and conditions of this Invitation to Bid are deemed 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.