



Lesotho Highlands Development Authority

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REQUEST FOR QUOTATIONS (RFQ)

SUPPLY AND DELIVERY OF LHDA COMPUTERS

TENDER NO: T10-2017

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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 now invites accredited, competent and efficient Acer suppliers to submit tenders for The Supply and Delivery of Computers.

1.1 Instructions to Bidders – Administrative Requirements

1.1.1 Submission of Bid Proposal

All documents relating to this invitation must be submitted as Technical and Financial Proposal and marked “Supply and Delivery of Computers” with the Bidder’s Name clearly specified underneath, and deposited into the LHDA Tender Box located on the 7th floor LHDA Tower – Kingsway Road Maseru, on or before **12:00 noon, 20th November 2017.**

All the submitted Bids will be announced on the same day in the presence of the interested parties or their representatives at 12:15 HRS at Finance Boardroom, 7th floor.

NB: PLEASE NOTE THAT THE FOLLOWING ITEMS ARE PREREQUISITE AND FAILURE TO SUPPLY THEM WILL RESULT IN YOUR BID BEING DISQUALIFIED:

- i) ACER RE-SELLER LETTER
- ii) VALID TRANDER’S LICENSE
- iii) VALID TAX CERTIFICATE

1.1.2 Combined 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) Acer reseller letter
- v) Trading license and tax certificate
- vi) Technical specification of the desktop and laptop as outlined in section **1.6 (1) & (2)** of this document (options should be separated and clearly labelled option1 or option2)
- vii) Pricing of the desktop and laptop (for each option where applicable) should clearly show the: Unit Price, Net Price, Total VAT and Total Price separately
- viii) The validity of the price must be shown on the bid, and must extend up to at least the last delivery date
- ix) Warranties must be shown on the bid as requested under **1.6** below

1.1.3 Evaluation Criteria

The evaluation criteria shall be based solely on 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 Proposed Time Frames

- i) This RFQ is issued as an Open Tender on 03rd November, 2017
LHDA Website www.lhwp.org.ls and Newspapers
- ii) Submission of proposals 20th November, 2017
- iii) Completion of evaluation 24th November, 2017
- iv) Notification of award of contract 30th November, 2017
- v) Delivery of computers 14th December, 2017.

1.5 Contact Person

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

Procurement

8th Floor – Lesotho Bank Tower

Tel +266 22311280/ 22246000/ 52252100

Email – procurement@lhda.org.ls

NB: The deadline for the request for clarifications is 17th November 2017.

1.6 Scope of Services

1) LHDA Laptop Specification – October 2017

Quantity	:	Thirty-six (36)
Brand	:	Acer TMP M459-G2-M-768S <u>Loaded with Microsoft Windows 10 Professional 64-bit</u>
Processor	:	Intel Core i7-7500U
Speed	:	2.7 GHz
Hard Drive	:	1TB
Memory	:	8 GB – DDR4 SDRAM
Connection	:	100/1000 Ethernet with Wireless capabilities & Bluetooth
Monitor	:	15.6” LED Display
Accessory	:	Carry Bag, Internal DVD Combo, Mouse, 8hrs Battery Life, USB 3.0(x2), USB 2.0
Warranty	:	Two(2)-year carry-in warranty

2) LHDA Desktop Specification – October 2017

Quantity	:	Fifty (50)
Brand	:	Acer Veriton VX2640G <u>Loaded with Microsoft Windows 10 Professional 64-bit</u>
Monitor	:	19.5” TFT FlatTop Display (Acer)
Processor	:	Intel Core i5-6400
Speed	:	3.2 GHz
Hard Drive	:	1TB
Memory	:	8 GB – DDR4
Accessory	:	DVD Combo, Numeric Keypad on Keyboard
Connection	:	100/1000 Ethernet with Bluetooth
Warranty	:	Two(2)-year carry-in warranty