



Lesotho Highlands Development Authority

P.O.Box 7332, Maseru 100, Lesotho. Telephone: 311280 Fax: 22310632

REQUEST FOR PROPOSALS

TENDER FOR THE SUPPLY OF MICROSOFT OFFICE 2010 AND WINDOWS 7 VOLUME LICENSES

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 Microsoft Office 2010 Professional and Windows 7 Professional licenses.

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 combined as the original and 5 copies of both technical and financial proposal bearing no identification of the bidder and marked **“TENDER FOR THE SUPPLY AND DELIVERY OF MICROSOFT OFFICE 2010 PROFESSIONAL AND WINDOWS 7 PROFESSIONAL”**, and deposited into the LHDA Tender box located on the 7th floor, Lesotho Bank Tower – Kingsway Road Maseru, on or before 12:00 HRS, 10th February, 2012.

The bids will be opened on the same day in the presence of the interested parties or their representatives at 12:05 HRS at Finance board room, 7th floor.

2.1.2 Proposal Time Frames

- a) This RFP is issued as an Open Tender on 27 January, 2012

- b) Submission of proposals 10 February, 2012
- c) Completion of evaluation 17 February, 2012
- d) Notification of Award of contract 02 March, 2012

2.1.3 Contact Person

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

Principal Procurement Officer

Mrs. M. Takalimane

8th Floor – Lesotho Bank Tower

Tel +266 22311280

Email – procurement@lhda.org.ls who will make copies of the clarification response to other bidders.

3. SCOPE OF SERVICES

<u>Item No</u>	<u>Item Description</u>	<u>Package</u>	<u>Quantity</u>
<u>3.1</u>	<u>SUPPLY MICROSOFT OFFICE 2010 PROFESSIONAL PLUS 32BIT</u>	<u>VOLUME LICENSES</u>	<u>150</u>
<u>3.2</u>	<u>SUPPLY WINDOWS 7 PROFESSIONAL 32BIT</u>	<u>VOLUME LICENSES</u>	<u>100</u>

For both Items include the following:

1. Licensing parameters

- i. Licensing program – Open License (with Software Assurance) only
- ii. Option – Company Wide
- iii. Organization Type – Corporate
- iv. Organization Size - < 250 computers

- v. Product – Microsoft Professional Office Plus and Windows 7 Professional, 32 bit
 - vi. Payment Method - Upfront
2. Attach Microsoft accreditation letter (Failure to provide this letter will result in automatic disqualification)
 3. Product brochures including product specifications, requirements and benefits.

4. PRICING OF THE BID

4.1 Quote VAT Exclusive prices clearly indicating:

- Net VAT exclusive price – but show VAT separate on quote;
- State separately all additional benefits of the package supplied
- Delivery date must be indicated on the proposal – failure to honour your specified delivery date, will result in any order issued to yourselves automatically be deemed cancelled. Note that LHDA may select different suppliers per item.
- The validity of the price must be shown on the bid, but must extend up to at least the last supply/delivery date – subject to any National Price Increase by the supplier.

5. PREPARATION AND EVALUATION OF BID DOCUMENTS

5.1 Format of the Bid

In order to make it easier, consistent and ensure that each bid receives full consideration, the points in paragraph (3) above must be strictly adhered to when preparing the proposals.

– ALL Suppliers must charge VAT.

NB: The LHDA is not bound to accept any or all tenders and reserves the right to withdraw this RFP from Public tenders without notice.