



Lesotho Highlands Development Authority

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REQUEST FOR QUOTATIONS (RFQ)

REQUEST FOR QUOTATION FOR THE SUPPLY AND DELIVERY OF LHDA PHOTOCOPIERS

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1.0 Introduction

The Lesotho Highlands Development Authority (LHDA) is a statutory body established under the Lesotho Highlands Development Authority Order No. 23 of 1986. LHDA is responsible for the implementation, operation, and maintenance of the Lesotho Highlands Water Project (LHWP) in Lesotho.

LHDA operates from the following locations: Headquarters at LHDA Tower, Kingsway in Maseru, and site offices in 'Muela, Katse, Mohale, and Polihali. LHDA seeks to replace ten (11) photocopiers at LHDA Tower, Kingsway, Maseru, one (1) at Katse and two (2) at 'Muela in Butha-Buthe. In this regard, we invite accredited and competent suppliers to submit quotations for the "Supply and Delivery of Photocopiers." Procurement will be based on the technical specifications provided in this document and competitive local pricing.

1.1 Instructions to Bidders – Administrative Requirements

1.1.1 Submission of Quotations

Bidders must submit two separate documents: a **Technical Proposal** and a **Financial Proposal**, clearly marked "**Supply and Delivery of Photocopiers.**" These must be deposited in the LHDA Tender Box located on the **7th Floor, LHDA Tower, Kingsway, Maseru**, on or before **12:00 noon, 29th September 2025**.

All bids will be opened at **12:30 HRS** on the same day in the presence of interested bidders or their representatives in the **Finance Boardroom, 7th Floor, LHDA Tower**.

Note: *A valid reseller confirmation letter must accompany the submission. Failure to include this letter will result in disqualification.*

1.1.2 Technical Proposal Layout

To ensure consistency and fair evaluation, bidders must structure their Technical Proposals as follows:

1. Title Page with bid title, bidder's name and address, contact person, and contact details.
2. Introductory letter addressed to the **Chief Executive – LHDA**, signed by an authorized person, and binding the bidder to statements in the proposal.
3. Table of Contents with page numbers.
4. Company experience in similar projects, including at least **two (2) references**.
5. Valid trading license and current tax clearance certificate.
6. CVs of the project manager and key technical staff detailing relevant qualifications and experience.
7. Technical specifications of the photocopiers as per Section 1.7 (a), (b) and (c).
8. Support contract details as per Section 1.7 (d).

9. Details of joint ventures (if applicable), and any other relevant information the bidder wishes to include.

1.1.3 Technical Evaluation Criteria

Technical Proposals will be evaluated based on the following criteria:

Criteria	Marks
Compliance with photocopier specifications and support terms (Section 1.7)	80
Company experience in similar projects	5
Warranty period (minimum 3 years)	5
Valid trading license and tax clearance	5
Delivery within 30 working days	5

Only bidders scoring a **minimum of 70 points** out of 100 on the Technical Proposal will proceed to the Financial Evaluation. The Technical Proposal will account for **70%** of the final score.

1.1.4 Financial Proposal Layout

The Financial Proposal must include:

1. Title Page with bid title, bidder's name, contact details.
2. Validity period of the prices, which must cover the latest delivery date.
3. Clearly separated costs for photocopiers and warranties.
4. Detailed financial breakdown showing Unit Price, Net Price, and VAT separately.
5. Any additional relevant financial information.

The Financial Proposal will account for **30%** of the total score.

Financial Score (Fs) will be calculated as:

$$Fs = (Po / P) \times 100$$

Where:

Po = Lowest Price

P = Price of the company being evaluated

The **Combined Score (Cs)** is calculated as:

$$Cs = 0.7 \times Ts + 0.3 \times Fs$$

The bidder with the highest combined score will be selected as the preferred supplier, subject to successful negotiations.

1.2 Cost of Proposal

All costs associated with the preparation and submission of the bid shall be borne by the bidder. LHDA is not responsible for any such costs, regardless of the outcome of the selection process. LHDA reserves the right to cancel the tender process at any stage.

1.3 Currency and Taxes

Prices must be:

- Quoted in **Maloti or South African Rand** (1 Loti = 1 Rand). If foreign currency is unavoidable, the exchange rate must be stated, along with whether it will be fixed or variable.
- Inclusive of all applicable taxes in the Kingdom of Lesotho.

1.4 Proposal Timeline

- **RFQ Issued:** 12th September 2025 (Published via LHDA website and newspapers)
- **Proposal Submission Deadline:** 29th September 2025
- **Evaluation Completion:** 05th October 2025
- **Notification of Award:** 12th October 2025

1.5 Additional Information

1.5.1 Acceptance of Bids

Submission of a quotation does not constitute an agreement. LHDA is not obligated to accept the lowest or any bid and will only consider bids that meet all evaluation criteria.

1.5.2 Modification of Terms

LHDA reserves the right to amend or cancel the RFQ at any time prior to awarding a contract, with notification to all bidders.

1.5.3 Ownership of Bids

All documents submitted become the property of LHDA.

1.5.4 Confidentiality

All submitted information will be treated as confidential and will not be disclosed to third parties. Bidders must also treat all project-related information from LHDA as confidential unless otherwise authorised in writing.

1.5.5 Acceptance of Terms

All terms and conditions in this RFQ are deemed accepted by the bidder unless explicitly excluded. These terms may be reviewed and confirmed during contract negotiations. Sections of the successful proposal may be incorporated into the final contract.

1.6 Contact Person

All queries must be addressed in writing to:

Principal Procurement Officer

Lesotho Highlands Development Authority
7th Floor – Lesotho Bank Tower

Tel: (+266) 2224 6000
Email: procurement@lhda.org.ls

All responses to requests for clarification will be shared with all bidders.

1.7 Scope of Services

a) Table 1: **Lot 1** - Monochrome Large Photocopier x 5

Feature / Requirement	Minimum Specification / Description
Copy speed	35 prints per min
Print Resolution	1200 x 1200 dpi
Copy Resolution	600 x 600 dpi
Paper size	B6 – A3
Paper weight	80 gsm
Paper Trays	2 x 500 pages
Document feeder (SPDF)	100 pages
Double sided	Standard
Connectivity	RJ-45 Ethernet, Wi-Fi
Printing	Simplex and Duplex
Scan Features	Scan to Email and Network Folder, colour scanning options
Hard drive	250GB
Memory	2GB
Credenza	Mobile Stand for machine
User code Management	Lock Printing and User code access
Monthly Print Volume	5,000 to 15,000 prints
Finisher	Automatic Sorting
Supported Output Formats	TIFF, PDF, JPEG
Operating System Compatibility	Windows 11
Security	TLS Security

b) Table 2: Lot 2 – Monochrome Medium-sized Photocopier x 7

Feature / Requirement	Minimum Specification / Description
Copy speed	27 prints per min
Print Resolution	1200 x 1200 dpi
Copy Resolution	600 x 600 dpi
Paper size	B6 – A3
Paper weight	80 gsm
Paper Trays	1 x 500 pages
Document feeder (SPDF)	100 pages
Double sided	Standard
Connectivity	RJ-45 Ethernet, Wi-Fi
Printing	Simplex and Duplex
Scan Features	Scan to Email and Network Folder, colour scanning options
Hard drive	80GB
Memory	2GB
Credenza	Mobile Stand for machine
User code Management	Lock Printing and User code access
Monthly Print Volume	5,000 to 15,000 prints
Finisher	Automatic Sorting
Supported Output Formats	TIFF, PDF, JPEG
Operating System Compatibility	Windows 11
Security	TLS Security

c) Table 3: Lot 3 - Large Multifunction (Colour) Photocopier x 2

Feature / Requirement	Minimum Specification / Description
Copy speed	30 prints per min
Print Resolution	1200 x 1200 dpi
Copy Resolution	600 x 600 dpi
Paper size	B6 – A3
Paper weight	80 gsm
Paper Trays	2 x 500 pages
Document feeder (SPDF)	100 pages
Double sided	Standard
Connectivity	RJ-45 Ethernet, Wi-Fi
Printing	Simplex and Duplex
Scan Features	Scan to Email and Network Folder, colour scanning options
Hard drive	250GB
Memory	2GB
Credenza	Mobile Stand for machine
User code Management	Lock Printing and User code access
Monthly Print Volume	5,000 to 15,000 prints
Finisher	Automatic Sorting
Supported Output Formats	TIFF, PDF, JPEG
Operating System Compatibility	Windows 11
Security	TLS Security

d) Table 4: Support Contract Requirements

Support Requirement	Details
Scheduled Maintenance	Every three (3) months.
Maintenance Radius	No additional charges within 50 km of supplier's authorized service centre.
Toner Replacement	As per manufacturer's specifications
Toner Supply	Must be supplied at no additional charge throughout the contract period.
Click Charge	Standard charge covering maintenance, parts, labour, consumables (excluding paper).
Click Charge Type	Separate pricing for black-and-white and colour copies (if applicable).
Out-of-Scope Repairs	Fixed hourly rate to be quoted.
Training	Free training for at least two (2) LHDA IT technicians.
Account Management	Assign a dedicated account manager for LHDA
Response Time Commitment	4-hours response time
Workaround Provision	If the 24-hour response time is exceeded, a workaround solution shall be provided.
Contract Duration	Valid for five (5) years; auto-expiry at end of the term.
Contract Renewal	Requires written agreement between both parties.
Early Termination Clause	Either party may terminate with 60 days' written notice.
Warranty Period	Minimum of three (3) years

Note: *This is a **purchase**, not a rental or lease. Ownership of the photocopiers must be transferred to LHDA.*