



**L E S O T H O
C O M M U N I C A T I O N S
A U T H O R I T Y**

**REQUEST FOR PROPOSAL (RFP)
FOR THE RENTAL OF
HIGH-END MULTIFUNCTION
COLOUR PRINTER/COPIER**

22 NOVEMBER 2022

1. BACKGROUND

The Lesotho Communications Authority (LCA) is the statutory body established under the Communications Act of 2000 and perpetuated under the Communications Act of 2012. Its primary mandate is to facilitate the deployment of communications infrastructure, development and provision of affordable and sustainable communications services while promoting free and fair competition and ensuring consumer protection.

2. INTRODUCTION

The Authority invites tenders from locally registered and suitable service providers for rental of a high-end multifunction colour printer/copier. The printer/copier will be supplied to the LCA office complex at 30 Princess Margaret Road, Old Europa for a contract period of two years.

3. SCOPE OF WORK

For scope of work, refer to Annexure 1.

4. CONDITIONS

Tender submissions must meet all the conditions indicated below, failure to comply with conditions 4.1 (a) and 4.1 (b) will lead to immediate disqualification of the tender submission upon tender opening:

4.1 Specific terms and conditions

- a) Valid Tax Clearance Certificate.
- b) Valid Traders Licence.
- c) VAT registration certificate (where applicable).
- d) Company Profile – the company or firm must submit its profile.
- e) The submission shall include three (3) references where similar assignment(s) were undertaken and should specify full names of client companies, the contact person(s), their email addresses and telephone numbers. All references will be contacted for further information on those assignments.

NB: The above documents must form part of technical proposal document of the tender.

4.2 General terms and conditions

- a) Lesotho laws SHALL be applicable.

- b) The proposal shall clearly state the tender price for the rental of a high-end multifunction colour printer/copier in Lesotho Loti (LSL). All prices shall include VAT where applicable.
- c) The proposals must be valid for at least 60 working days from the submission deadline.
- d) The proposal must clearly show the escalation percentage for the 2nd year
- e) Late submissions shall not be accepted.
- f) Tenderers not contacted within 60 working days should consider their submissions unsuccessful.

4.3 LCA's Rights

- a) This Request for Proposal (RFP) does not commit the Authority to pay for any expenses incurred by the tenderer in the preparation of responses to this invitation or for attending mandatory site visits.
- b) The Authority reserves the right to accept or reject any response to this RFP.
- c) The Authority reserves the right to cancel or withdraw this RFP as a whole or in part without furnishing any reasons and without attracting any liability.
- d) The Authority reserves the right to call company representatives to make presentations.
- e) The Authority shall not be bound to accept the lowest bid price tendered.

5. SUBMISSION FORMAT

Tender submissions must meet all the conditions indicated below, failure to comply with the submission format will lead to immediate disqualification of the tender submission:

- 5.1 The company must submit one original and four copies of its tender submission document clearly marked "ORIGINAL" and "COPIES" as appropriate for both technical and financial proposals.
- 5.2 Technical proposals must be in a separate package from the Financial proposals.
- 5.3 The package containing the technical proposal must be sealed, clearly marked "TECHNICAL PROPOSAL", and the package containing the financial proposal must be sealed, clearly marked "FINANCIAL PROPOSAL".
- 5.4 The technical proposal should NOT include any financial information.
- 5.5 Both packages must be placed in one outer package clearly marked "TENDER FOR RENTAL OF A HIGH-END MULTIFUNCTION

COLOUR PRINTER/COPIER". Packages should not bear any identification of the bidder.

5.6 All bids shall be physically delivered. Neither electronic nor late submissions will be accepted.

6. TIME FRAMES AND OTHER DETAILS

6.1 Any request for clarification on the RFP must be addressed in writing to the Chief Financial Officer at admin@lca.org.ls at least five days prior to the deadline.

6.2 The tenders must be submitted in the tender box located at the LCA reception on the 1st Floor, Lesotho Communications Authority, 30 Princess Margaret Road, Old Europa, Maseru, Lesotho on or before Wednesday, the 11th January 2023 at 11:00 hours. No submission will be accepted after the closing time.

6.3 Opening of bid documents will be on the 11th January 2023 at 11:15 hours at LCA premises.

6.4 Interested bidders are invited for the bid opening and only one representative from a bidding company will be allowed to attend.

6.5 The selected company or entity will be informed in writing and invited for contract negotiations.

7. All submissions must be delivered and addressed to:

The Chief Financial Officer
1st Floor Lesotho Communications Authority Building
30 Princess Margaret Road, Old Europa
P. O. Box 15896
Maseru, LESOTHO.

ANNEXURE 1
MINIMUM SPECIFICATIONS FOR A MULTI-FUNCTION COLOUR PRINTER

STANDARD FUNCTIONS

Colour Printing, Colour Copying, Black-And-White Printing, Faxing (Black-And-White), Scan Kit (Scan To USB, Email, Mailbox, Network Folder), Document Finishing (Stacker and Stapler).

SYSTEM SPECIFICATIONS

Specifications	Description
Processor	1.5 GHz
Memory	4 GB
Hard drive	160 GB
Connectivity	High Speed USB, Gigabit Ethernet, Wi-Fi
Control Panel	User Interface configured in English
Supported Operating systems	MS Windows, Mac OS, Unix/Linux

Output Speed (Printing and Copying)	
Colour	Up to 70 ppm
Black and White	Up to 70 ppm

First-Copy-Out time	
Colour	7 seconds
Black and White	4 seconds
Copying	
Sides (input/output)	1-1,1-2,2-2,2-1
Resolution	600 x 600 dpi

Paper Handling	
Duplex Automatic Document Feeder	110 sheets with up to 70 images per minute in mono and colour
Tray Options	Trays 1-4: Up to 520 sheets each tray
Tray sizes	A3 (ISO), A4 (ISO), A4-R (ISO), A5 (ISO), B5 (ISO), B4 (JIS), B5 (JIS), D Postcard (JIS), executive (JIS), 8K, 16K, envelopes (B5, C5, DL)
Paper out Trays	Dual Offset Catch - up to 250 sheets Left-side Face up - up to 100 sheets
Stapling	Single and multi-position stapling Auto Stapling: 50 sheets max

Printing /Scan/Fax	
Resolution	1200 x 2400 dpi
Scan Destination	Scan to USB / Email / Network (FTP/SMB), HTTP, HTTPS, SFTP
Max Scan area	11 x 17" dpi / A3
Duty cycle	Up to 300,000 images/month
Concurrency	Scan while the system is printing, copying, etc.

Security	
Ability for the use of password to release printed documents. The supplier shall configure this feature to work on the LCA LAN.	
Direct Access	Address list via LDAP
Authentication	LDAP

Device Management	
Management support	SNMP
Other Applications	Should be able to work with any SNMP-managing application

Accounting	
Tracking	Should be able to track copy, print, fax, email and scan usage
Accounting	Should be able to identify individual user accounts