



**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)

PROVISION AND INSTALLATION OF NETWORK EQUIPMENT FOR WI-FI PROJECT FOR POST OFFICES

31 MARCH 2023

1.0 INTRODUCTION

The Lesotho Communications Authority (LCA) is a statutory body established under the Lesotho Communications Act of 2000 and perpetuated under the Communications Act of 2012 and it is mandated to primarily regulate the communications sector comprising telecommunications, postal and broadcasting services in Lesotho.

In order for LCA to meet this specific obligation, the Universal Service Fund was established under section 33 of the Lesotho Communications Act, 2000 to amongst others fund projects aimed at promotion of universal access to communication services especially in the unserved and underserved areas of the country.

1.1 Background

Pursuant to LCA's mandate and strategic objective of increasing access to technology and services, the USF Committee has embarked on a project that provides broadband and broadband infrastructure to post offices across the country.

The main objective of this project is to increase Internet access by installing infrastructure and providing free Wi-Fi access at the post offices for a period of three years during which an evaluation will be conducted to assess the effectiveness of the project to inform decisions.

LCA invites proposals from suitably qualified companies to submit bids in response to this RFP for the provision and installation of network equipment Wi-Fi project at the following post offices.

1. Ha Makhakhe Post Office
2. Mamathe Post Office
3. Kolonyama Post Office

2.0 SCOPE OF WORK

The purpose of this RFP is to get professional and credible service providers to provide a **working solution**. The service provider is required to provide the following at the post offices:

1. Supply, install, and configure network equipment
2. Create Wi-Fi hotspot access around the post office
3. Provide and configure Multi-Function Printer
4. Build cybercafé cubicles and provide suitable ergonomic chairs.

The bid is divided into four different lots as shown below. Bidders may bid for one or all of the lots.

1. LOT1 – Ha Makhakhe Post Office
2. LOT2 – Mamathe Post Office
3. LOT3 – Kolonyama Post Office
4. LOT4 – Wi-Fi Hotspot Management Software

3.0 REQUIREMENTS AND TECHNICAL SPECIFICATIONS

Tables 1 to 4 below provide the technical specifications including description and quantities of required equipment.

3.1 Bidders are required to use Tables 1 to 4 to specify the equipment items to be supplied. The order of the listed items should be maintained to facilitate ease of evaluation.

3.2 The bidder shall provide a detailed methodology or approach and the project plan that they will apply to ensure that the assignment is carried out in a way that will bring the recipients of the services value for money.

3.3 The methodology should indicate a clear understanding of the scope of work and it should have clear timelines and allocation of responsibility of the tasks with emphasis on quality. In the event that the bidder wishes to specify additional item(s) in order to complete the work, the bidder is free to include such item(s) at the bottom of the list in Tables without amending the order of items as listed.

TABLE 1 : LOT 1 - HA-MAKHAKHE POST OFFICE

ITEM #	ITEM	ITEM DESCRIPTION	QUANTITY	PART NUMBER
1.	16-Port PoE Access Switch	Unify Layer 2, PoE switch with (16) GbE, PoE+ and 24V passive PoE RJ45 ports and (2) 1G SFP ports.	1	
2.	Access Points (Outdoor)	1GbE Dual band Ubiquiti PoE Wi-Fi Access Point with all its accessories	2	
3.	All-in-One Personal Computers with Headset and software	<p>Lenovo IdeaCentre AIO 3i - 2022 - All-in-One Desktop - 22" FHD - HD Camera - Windows 11 64bit -16GB DDR4 Memory - 256GB SSD Storage - Intel Core i5-1240P - Mouse & Keyboard Included.</p> <p>The PC should also come with:</p> <ol style="list-style-type: none"> 1. Wired USB Headset with Active Noise Cancellation and microphone 2. Licensed Kaspersky Antivirus Software 3. Licensed MS Office Standard 	5	
4.	Multifunction Printer	<p>Print Speed: Colour/Black=36ppm; Std Functions: Copy, Email, Fax, Print, Scan; Duty Cycle: Up to 85K images/month; 2-Sided output: Std; Capacity: 50 sheets.</p>	1	
5.	Power Points	For Printer and PCs.	7	


6.	Data Points - CAT 6	For connecting APs, Printer, PCs. This include office data point.	7	
7.	Uninterruptible Power Supply (UPS)	Rackmount 2.0 KVA UPS with 30 minutes backup time for all facility equipment.	1	
8.	Cabinet	19U Cabinet	1	
9.	Cybercafé Cubicles	Build cybercafé cubicles and provide suitable ergonomic chairs (with no wheels). Dimensions (cm): 90(L) x 90(W) x 150(H), and the desktop depth should be 60 	5	

TABLE 2 : LOT 2 - MAMATHE POST OFFICE

ITEM #	ITEM	ITEM DESCRIPTION	QUANTITY	PART NUMBER
1.	16-Port PoE Access Switch	Unify Layer 2, PoE switch with (16) GbE, PoE+ and 24V passive PoE RJ45 ports and (2) 1G SFP ports.	1	
2.	Access Points (Outdoor)	1GbE Dual band Ubiquiti PoE Wi-Fi Access Point with all its accessories	2	
3.	All-in-One Personal Computers with Headset and software	<p>Lenovo IdeaCentre AIO 3i - 2022 - All-in-One Desktop - 22" FHD - HD Camera - Windows 11 64bit -16GB DDR4 Memory - 256GB SSD Storage - Intel Core i5-1240P - Mouse & Keyboard Included.</p> <p>The PC should also come with:</p> <ol style="list-style-type: none"> 1. Wired USB Headset with Active Noise Cancellation and microphone 2. Licensed Kaspersky Antivirus Software 3. Licensed MS Office Standard 	8	
4.	Multifunction Printer	<p>Print Speed: Colour/Black=36ppm; Std Functions: Copy, Email, Fax, Print, Scan; Duty Cycle: Up to 85K images/month; 2-Sided output: Std; Capacity:50 sheets;</p>	1	
5.	Power Points	For Printer and PCs	10	


6.	Data Points - CAT 6	For connecting APs, Printer, PCs. This include office data point.	10	
7.	Uninterruptible Power Supply (UPS)	Rackmount 2.0 KVA UPS with 30 minutes backup time for all facility equipment.	1	
8.	Cabinet	19U Cabinet	1	
9.	Cybercafé Cubicles	Build cybercafé cubicles and provide suitable ergonomic chairs (with no wheels). Dimensions (cm): 90(L) x 90(W) x 150(H), and the desktop depth should be 60 	8	

TABLE 3 : LOT 3 - KOLONYAMA POST OFFICE

ITEM #	ITEM	ITEM DESCRIPTION	QUANTITY	PART NUMBER
1.	16-Port PoE Access Switch	Unify Layer 2, PoE switch with (16) GbE, PoE+ and 24V passive PoE RJ45 ports and (2) 1G SFP ports.	1	
2.	Access Points (Outdoor)	1GbE Dual band Ubiquiti PoE Wi-Fi Access Point with all its accessories	2	
3.	All-in-One Personal Computers with Headset and software	<p>Lenovo IdeaCentre AIO 3i - 2022 - All-in-One Desktop - 22" FHD - HD Camera - Windows 11 64bit -16GB DDR4 Memory - 256GB SSD Storage - Intel Core i5-1240P - Mouse & Keyboard Included.</p> <p>The PC should also come with:</p> <ol style="list-style-type: none"> 1. Wired USB Headset with Active Noise Cancellation and microphone 2. Licensed Kaspersky Antivirus Software 3. Licensed MS Office Standard 	4	
4.	Multifunction Printer	<p>Print Speed: Colour/Black=36ppm; Std Functions: Copy, Email, Fax, Print, Scan; Duty Cycle: Up to 85K images/month; 2-Sided output: Std; Capacity:50 sheets;</p>	1	
5.	Power Points	For Printer and PCs	6	


6.	Data Points - CAT 6	For connecting APs, Printer, PCs. This include office data point.	6	
7.	Uninterruptible Power Supply (UPS)	Rackmount 2.0 KVA UPS with 30 minutes backup time for all facility equipment.	1	
8.	Cabinet	19U Cabinet	1	
9.	Cybercafé Cubicles	Build cybercafé cubicles and provide suitable ergonomic chairs (with no wheels). Dimensions (cm): 90(L) x 90(W) x 150(H), and the desktop depth should be 60 	4	

TABLE 4 : LOT 4 - WI-FI HOSTPOT MANAGEMENT SOFTWARE

ITEM #	ITEM	ITEM DESCRIPTION	QUANTITY	PART NUMBER
1.	Wi-Fi Hotspot Management Software Solution	A centralised cloud-based hotspot management software that manages all connected Access Points (APs) and Personal Computers (PCs) in a Cybercafé setup at different post offices to a central cloud server for authentication, accounting and management.	1	
2.	Licences for Devices	Licenses for connected client devices that provide Internet services. APs and PCs	APs - 6 PCs - 17	

4. CONDITIONS

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

4.1 Specific terms and conditions

- a) Valid Tax Clearance Certificate.
- b) Valid Traders Licence.
- c) Bidders shall attend a MANDATORY site visit at the above-mentioned post offices.
- d) The bidder shall submit full personal details and profiles or curriculum vitae of minimum of 3 key personnel that have relevant experience, knowledge and project management skills of the project team.
- e) Company Profile – the company or firm must submit its profile.
- f) The proposal shall include minimum of three (3) references where similar assignments were undertaken and should specify the contact person(s) and telephone numbers.
- g) The bidder must demonstrate financial capability to undertake the task by providing the banker's reference confirming bidder's financial liquidity.
- h) For the supply of network equipment, the bidder shall provide:
 - i. A letter from vendor confirming receipt of a quotation from the bidder for this tender.
 - ii. A certificate or letter, dated not earlier than 31 September 2022 from manufacturer (e.g. Lenovo, Ubiquity, etc.) as proof of the bidder's authorized partnership.

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 financial proposal shall clearly state the tender price in Lesotho Loti (LSL), inclusive of VAT if applicable.
- c) All bidders must note that the LCA shall make payment by milestones. A retention of 10% of the total project cost shall apply, which will be payable after expiry of the standard defects liability period of one year.
- d) The financial proposal must be valid for at least 90 working days from the submission deadline.
- e) Late submissions shall not be accepted.

- f) LCA will contact the successful tenderer only. If you are not contacted within 90 working days from the date of submission, please consider your submission unsuccessful.

4.3 LCA's Rights

- a) This Request for Proposal (RFP) does not commit LCA to pay for any expenses incurred by the tenderer in the preparation of responses to this invitation or for attending mandatory site visits.
- b) LCA reserves the right to accept or reject any response to this RFP.
- c) LCA 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) LCA reserves the right to call company representatives to make presentations.
- e) LCA 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 Each "LOT" must be tendered independently; bidders are not expected to combine tender submissions for different LOTs.
- 5.2 The bidder 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.
- 5.3 Technical proposals must be in a separate package from the Financial proposals.
- 5.4 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".
- 5.5 The technical proposal should NOT include any financial information.
- 5.6 Both packages must be placed in one outer package clearly marked "PROVISION AND INSTALLATION OF NETWORK EQUIPMENT FOR WI-FI PROJECT FOR POST OFFICES specifying the LOT number and the post office. For example, "*Provision and Installation of Network Equipment for Wi-Fi Project – Kolonyama Post Office – LOT 3.*" Packages should not bear any identification of the bidder.
- 5.7 All bids shall be physically delivered to the address provided in 7 below. 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 MANDATORY site visits will be held on the following dates and times at the specified post offices.

POST OFFICE	DATE	TIME
Kolonyama	11/04/2023	10:30 AM
Mamathe	11/04/2023	02:00 PM
Ha-Makhakhe	12/04/2023	10:00 AM

- 6.3 Interested bidders are advised to organise own transport.
- 6.4 The tenders must be submitted in the tender box located at the reception on the 1st Floor, LCA building, 30 Princess Margaret Road, Old Europa, Maseru, Lesotho on or before Thursday, 04 May 2023 at 11:00 hours. No submission will be accepted after the closing time.
- 6.5 Opening of bid documents will be on the Thursday, 04 May 2023 at 11:15 hours at LCA premises.
- 6.6 Interested bidders are invited for the bid opening and only one representative from the bidder will be allowed to attend.
- 6.7 The preferred bidder 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.