

REQUEST FOR PROPOSALS (RFP) FOR

SUPPLY AND DELIVERY

OF

LAPTOP COMPUTERS

1. BACKGROUND

The Lesotho Communications Authority (LCA) is the regulatory body for the communications sector in Lesotho. 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 empowerment and protection. In its attempt to meet its strategic objectives and service delivery, LCA intends to procure laptop computers.

2. INTRODUCTION

LCA invites sealed bids from suitably qualified local service providers to bid for the opportunity to supply and deliver laptop computers at LCA office complex at 30 Princess Margaret Road, Old Europa Maseru (LCA Premises).

3. SERVICE REQUIREMENT AND SCOPE

The bidder shall supply and deliver eight laptop computers of the following categories as per the technical specifications in Annexure 1 and summary of price schedule as per Annexure 2. The bid is divided into TWO (2) different LOTS as shown below. A bidder may choose to bid for all or any of LOT 1 and LOT 2.

LOTS	CLASSIFICATION	QUANTITY	RELATED SPECIFICATIONS TABLE
LOT 1	High-End HP Laptop Specifications	2	Table 1.1
LOT 2	Standard HP Laptop Specifications	6	Table 1.2
	Summary of Price Schedule for Goods Supplied		Table 2.1

4. CONDITIONS

Bid submissions must meet all the conditions indicated below, failure to comply with conditions 4.1 (a) and 4.1 (b) will lead to disqualification:

4.1 General terms and conditions

- a) Valid Tax Clearance Certificate.
- b) Valid Traders Licence.
- c) VAT registration certificate (where applicable).
- d) Company Profile.
- e) The submission should 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.
- f) Lesotho laws shall be applicable.
- g) Late submissions will not be accepted.

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

4.2 Specific terms and conditions

- a) The proposal shall clearly state the bid price for the supply of laptop and desktop computers in Lesotho Loti (LSL). All prices shall include VAT where applicable.
- b) The proposals must be valid for at least 60 working days from the submission deadline.
- c) Bidders not contacted within 60 working days should consider their submissions unsuccessful.
- d) The bidder must demonstrate financial capability to undertake the task by providing the banker's reference confirming bidder's financial liquidity.

4.3 LCA's Rights

- a) This Request for Proposal (RFP) does not commit the Authority to pay for any expenses incurred by the bidder in the preparation of responses to this invitation.
- 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

Bid submissions must meet all the conditions indicated below, failure to comply with any submission format will lead to disqualification:

- 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 bid 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 "TENDER FOR THE SUPPLY OF LAPTOP AND DESKTOP COMPUTERS", specifying the LOT number. For example, "Supply and delivery of Laptop Computers – HP- 15.6"- LOT 1". Packages should not bear any identification of the bidder.
- 5.7 All bids shall be physically delivered. Electronic submissions shall not 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 Monday, the 11th November 2024 at 11hr00. No submission will be accepted after the closing time.
- 6.3 Opening of bid documents will be on the 11th November 2024 at 11hr15 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

TECHNICAL SPECIFICATIONS

1. GENERAL

- a) The specifications describe the requirements of goods.
- b) Bidders must indicate on each specifications table how the goods offered compare to the minimum specified requirements.
- c) All the dimensions and capacities of the goods to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any, shall be explained in detail in writing in the offer with supporting data such as calculation sheets, data sheets, etc.
- d) LCA reserves the right to reject the products if they do not meet the minimum prescribed specifications.
- e) Bidders are requested to provide the delivery time of the goods, and the time shall not exceed 6 weeks from receipt of the purchase order.

2. TECHNICAL REQUIREMENTS

This RFP covers the **SUPPLY AND DELIVERY OF LAPTOP COMPUTERS**.

The Tables 1.1 – LOT 1 and 1.2 – LOT 2 below provide the minimum requirements. Bidders are required to duly fill the column in each table labelled “Bidder’s Response”, irrespective of any attachments included. Failure to conform to this condition will render the bid being treated as non-responsive.

3. MINIMUM TECHNICAL SPECIFICATIONS FOR LAPTOP COMPUTERS

INSTRUCTIONS TO BIDDERS

1. Bidders **MUST** provide substantive responses **FOR ALL FEATURES** irrespective of any attached technical document. Use of YES/NO, TICK, BLANK/EMPTY SPACE, and the word COMPLIANT, will be considered non-responsive in the tables below. The bidder must give full details of the specification.
2. Any attached brochures and write-ups should be cross-referenced to the technical specifications.

Table 1.1- LOT 1 High-End HP Laptop Specifications

FEATURE	HIGH-END HP LAPTOP SPECIFICATIONS	BIDDERS' RESPONSE
Brand Name	HP - 15.6"	
Manufacturer Authorisation	Manufacturers' Authorization letter or certificate of partnership, or any equivalent recognized document from the manufacturer or their Authorized Tier 1 Distributors. Where the distributor has issued the Authorization, it should be supported by Manufacturer Authorization to that Distributor issuing the Authorization.	
Processor (CPU)	12th Generation Intel Cores i7 or higher Or AMD Ryzen 7 Pro equivalent or higher	
Processor Max Turbo Speed	4.5 GHz or higher	
Memory (RAM)	16 GB DDR4 or higher	
Internal Storage (HDD/SSD)	512 GB SSD PCIe NVMe or better	
Operating Systems	Preinstalled with Windows 11 Pro 64-bit	
Connectivity	<ul style="list-style-type: none"> • Bluetooth 5.0 • Dual Band Wireless-AC (802.11ac/a/b/g/n) 	
Graphics	Integrated FHD Graphics or better	
Ports and Connectors	<ul style="list-style-type: none"> • 2 x USB 3.1 Gen1 (1 always on) • USB-C 3.0, • HDMI 2.0, • stereo microphone/headphone combo jack, • RJ45 Gigabit Ethernet 	
Pointing Devices	Touch pad and external wireless optical mouse (must be compatible with the laptop)	
Keyboard	Precision spill-resistant keyboard with numeric pad	
Inbuilt Camera	1080p HD Camera or better	
Inbuilt Speakers	Inbuilt Dolby Audio stereo speakers	
Battery Life	Minimum 8 hours battery life	
Portability	Back pack (35L, two compartments)	
Input power	220-240V AC, 50HZ	
Warranty	3 years carry-in	
After sales support	Must be authorised to provide warranty support (provide a letter or certificate or reference of 3	

	clients with full names, position and contact numbers, or equivalent)	
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Table 1.2- LOT 2 Standard HP Laptop Specifications

FEATURE	STANDARD HP LAPTOP SPECIFICATIONS	BIDDERS' RESPONSE
Brand Name	HP - ~15.6"	
Manufacturer Authorisation	Manufacturers' Authorization letter or certificate of partnership, or any equivalent recognized document from the manufacturer or their Authorized Tier 1 Distributors. Where the distributor has issued the Authorization, it should be supported by Manufacturer Authorization to that Distributor issuing the Authorization.	
Processor (CPU)	12th Generation Intel Cores i7 or higher Or AMD Ryzen 7 Pro equivalent or higher	
Processor Max Turbo Speed	3.2 GHz or higher	
Memory (RAM)	8 GB DDR4 or higher	
Internal Storage (HDD/SSD)	512 GB SSD PCIe NVMe or better	
Operating Systems	Preinstalled with Windows 11 Pro 64-bit	
Connectivity	<ul style="list-style-type: none"> • Bluetooth 5.0, • Dual Band Wireless-AC (802.11ac/a/b/g/n) 	
Graphics	Integrated FHD Graphics or better	
Ports and Connectors	<ul style="list-style-type: none"> • 2 x USB 3.1 Gen1 (1 always on) • USB-C 3.0, • HDMI 2.0, • stereo microphone/headphone combo jack, • RJ45 Gigabit Ethernet 	
Pointing Devices	Touch pad and external wireless optical mouse (must be compatible with the laptop)	
Keyboard	Precision spill-resistant keyboard with numeric pad	
Inbuilt Camera	1080p HD Camera or better	
Inbuilt Speakers	Inbuilt Dolby Audio stereo speakers	
Battery Life	Minimum 8 hours battery life	

Portability	Back pack (35L, two compartments)	
Input power	220-240V AC, 50HZ	
Warranty	3 years carry-in	
After sales support	Must be authorised to provide warranty	

ANNEXURE 2

SUMMARY OF PRICE SCHEDULE FOR GOODS SUPPLIED IN MALOTI

INSTRUCTIONS TO BIDDERS

INSTRUCTIONS TO BIDDERS MUST BE INCLUDED IN THE FINANCIAL PROPOSAL.

1. Bidders **MUST** provide a summary of price schedule for goods to be supplied by filling Table 2.1. The unit price, total price and grand total **MUST** be inclusive of VAT. **This should not be part of the technical specifications.**

Table 2.1 SUMMARY OF PRICE SCHEDULE FOR GOODS SUPPLIED

LOT	Goods Supplied	Quantity	Unit Price (Incl. Vat)	Total Price (Incl. Vat)
LOT 1	High-End HP Laptop Specifications	2		
LOT 2	Standard HP Laptop Specifications	6		