



**L E S O T H O
COMMUNICATIONS
A U T H O R I T Y**

REQUEST FOR PROPOSALS (RFP) FOR THE SUPPLY AND DELIVERY OF BUSINESS LAPTOPS

17 JUNE 2025

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 Business Laptops.

2. INTRODUCTION

The Authority invites tenders from locally registered and suitable service providers for the supply and delivery of Business Laptops at LCA office complex at 30 Princess Margaret Road, Old Europa Maseru (LCA Premises).

3. SCOPE OF WORK

The bidder shall supply and deliver the following Business Laptops shown in Table 1 below. The minimum technical specifications are in Annexure 1.

Table 1: Scope of Work

Brand	Equipment Classification	Quantity	Related Specification Table
HP	2 in 1 Laptops	7	Table 2
	High-End Laptops	2	
	Standard HP Laptops (Level 2)	9	
	Standard HP Laptops (Level 1)	5	

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 submissions:

4.1 Specific 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.

NB: The above documents must form part of the 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 total tender price 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) Bidders not contacted within 60 working days should consider their submissions unsuccessful.
- e) The bidder must demonstrate financial capability to undertake the task by providing the banker's reference confirming the bidder's financial liquidity.
- f) Late submissions shall not be accepted.

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

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

- 5.1 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.
- 5.2 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 THE SUPPLY AND DELIVERY OF BUSINESS LAPTOPS.**" Packages should not bear any identification of the bidder.
- 5.6 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 no later than five days before 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 21st July 2025 at 11hr00**. No submission will be accepted after the closing time.
- 6.3 Interested bidders are invited for the bid opening and only one representative from a bidding company will be allowed to attend.
- 6.4 Opening of bid documents will be on the **21st July 2025 at 11hr15** at LCA premises.
- 6.5 The selected company or firm 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 minimum requirements of equipment.
- b) Tenderers must indicate on the specifications table how the equipment offered compares to the minimum specified requirements.
- c) Tenderers 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 RESPONSE REQUIREMENTS

- (a) This RFP covers the **SUPPLY AND DELIVERY OF BUSINESS LAPTOPS**.
- (b) Table 2 below provides minimum requirements.
- (c) Bidders are required to duly fill the column in each table labelled "Bidder's Response," by providing 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. The bidder must give full details of the specification.
- (d) Any attached brochures and write-ups should be cross-referenced to the technical specifications.
- (e) Bidders are required to provide 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.

Table 2: Minimum Specifications

Feature	Specifications	Bidders' Response
Category 1: HP (2 in 1) Laptops Specifications		
Brand Name	HP	
Processor (CPU)	Intel Core Ultra 7 / its equivalent or higher	
Processor Max Turbo Speed	4.8 GHz	
Memory (RAM)	16 GB DDR5 or higher	
Internal Storage	512 GB SSD PCIe NVMe or better	
Operating Systems	Preinstalled with Windows 11 Pro 64-bit	
Connectivity	Wi-Fi 6 or higher and Bluetooth 5.4 wireless card	
Graphics	Integrated: Intel® Arc™ Graphics	
Ports and Connectors	3 x USB-C	
	Stereo microphone/headphone combo jack	
Pointing Devices	Touch pad	
Display	14 Inches	
Inbuilt Camera	FHD webcam	
Inbuilt Speakers	Inbuilt Dolby Audio stereo speakers	
Battery Life	16 hours	
Carry Case	Backpack (two compartments)	
Input power	65 W USB Type-C power adapters	
Accessories (7)	Multiport USB-C Adapter (HDMI, RJ-45, and USB-A); One adapter per laptop	
Warranty	3 years carry-in	
Category 2: High-End HP Laptops Specifications		
Brand Name	HP	
Processor (CPU)	Intel Core Ultra 9 or similar category	
Processor Max Turbo Speed	5.1 GHz or Higher	
Memory (RAM)	32 GB DDR5 or higher	
Internal Storage	512 GB SSD PCIe NVMe or better	
Operating Systems	Preinstalled with Windows 11 Pro 64-bit	
Connectivity	Wi-Fi 6 or higher and Bluetooth 5.3 wireless card	
Graphics	Integrated: Intel Graphics	
Ports and Connectors	2 x USB-C	
	2x USB-A	
	1 x HDMI 2.1	
	Stereo microphone/headphone combo jack	
	RJ45	
Pointing Devices	Touch pad	
Display	15.6 Inches	
Inbuilt Camera	FHD webcam	
Inbuilt Speakers	Inbuilt stereo speakers	
Battery Life	16 hours	
Carry Case	Backpack (two compartments)	
Input power	65 W USB Type-C power adapters	
Warranty	3 years carry-in	

Category 3: Standard Laptops Specifications – Level 2

Brand Name	HP	
Processor (CPU)	Intel Core Ultra 7 or similar category	
Processor Max Turbo Speed	4.3 GHz or higher	
Memory (RAM)	16 GB DDR5 or higher	
Internal Storage	512 GB SSD PCIe NVMe or better	
Operating Systems	Preinstalled with Windows 11 Pro 64-bit	
Connectivity	Wi-Fi 6 or higher and Bluetooth 5.3 wireless card	
Graphics	Integrated: Intel Graphics	
Ports and Connectors	2 x USB-C	
	2x USB-A	
	1 x HDMI 2.1	
	Stereo microphone/headphone combo jack	
	RJ45	
Pointing Devices	Touch pad	
Display	15.6 Inches	
Inbuilt Camera	FHD webcam	
Inbuilt Speakers	Inbuilt stereo speakers	
Battery Life	16 hours	
Carry Case	Backpack (two compartments)	
Input power	65 W USB Type-C power adapters	
Warranty	3 years carry-in	

Category 4: Standard Laptops Specifications – Level 1

Brand Name	HP	
Processor (CPU)	Intel Core Ultra 5	
Processor Max Turbo Speed	4.3 GHz	
Memory (RAM)	8 GB DDR5 or higher	
Internal Storage	512 GB SSD PCIe NVMe or better	
Operating Systems	Preinstalled with Windows 11 Pro 64-bit	
Connectivity	Wi-Fi 6 or higher and Bluetooth 5.3 wireless card	
Graphics	Integrated: Intel Graphics	
Ports and Connectors	2 x USB-C	
	2x USB-A	
	1 x HDMI 2.1	
	Stereo microphone/headphone combo jack	
	RJ45	
Pointing Devices	Touch pad	
Display	15.6 Inches	
Inbuilt Camera	FHD webcam	
Inbuilt Speakers	Inbuilt stereo speakers	
Battery Life	16 hours	
Carry Case	Backpack (two compartments)	
Input power	65 W USB Type-C power adapters	
Warranty	3 years carry-in	

