



**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 LEASING OF HIGH-END
MULTIFUNCTION COLOUR PRINTER/COPIER**

12 NOVEMBER 2025

1. INTRODUCTION

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. BACKGROUND

The Authority invites bids from locally registered and credible service providers for leasing 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 attached.

4. CONDITIONS

Bid submissions must meet all the conditions indicated below, failure to comply with conditions 4.1 (a), 4.1 (b) and 4.2 (e) 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 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.
- f) Lesotho laws SHALL be applicable.
- g) Late submissions shall 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 leasing of a high-end multifunction colour printer/copier 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) The proposal must clearly show any price escalation within the contract period.
- d) Bidders not contacted within 60 working days should consider their submissions unsuccessful.
- e) **The password feature for release of printed documents shall be mandatory for multi-function printer/copier to be supplied.**
- f) Bidders must fill their proposed specifications in the table provided. The use of Yes /No, compliant or ticks will be considered non-responsive.
- g) The Bidder will be responsible for the maintenance and consumables of the printer for the period of the contract.
- h) The Bidder will respond to any emergencies regarding the printer within the time period that will be agreed upon in the contract.
- i) The Bidder must submit the proposed Service Level Agreement which shall be adopted during the contract period.

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 The company 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 LEASING 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 Friday, the 12th December 2025 at 11:00 hours. No submission will be accepted after the closing time.
- 6.3 Opening of bid documents will be on the 12th December 2025 at 11:30 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, Network Folder), Document Finishing (Stacker and Stapler).

SYSTEM SPECIFICATIONS

Specifications	Minimum specifications	Bidder's response
Processor	1.9 GHz	
Memory	8 GB	
Hard drive	160 GB	
Connectivity	High Speed USB 3.0, Gigabit Ethernet, Wi-Fi	
Control Panel	User Interface configured in English	
Supported Operating systems	MS Windows, Mac OS, Unix/Linux	

Output Speed and (Printing and Copying)	Minimum specifications	Bidder's response
Colour	Up to 70 ppm	
Black and White	Up to 70 ppm	

First-Copy-Out time	Minimum specifications	Bidder's response
Colour	4 seconds	
Black and White	3 seconds	
Copying		

Sides (input/output)	1-1,1-2,2-2,2-1	
Resolution	600 x 600 dpi	

Paper Handling	Minimum specifications	Bidder's response
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	Minimum specifications	Bidder's response
Resolution	1200 x 2400 dpi	
Scan Destination	Scan to USB / Email / Network (FTP/SMB), HTTP, HTTPS, SFTP	
Scan formats	PDF, JPEG, XPS, PDF/A, TIFF	
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.	
First-print-out time	Colour, 3.8 seconds	
	Black and white, 3 seconds	

Security	Minimum specifications	Bidder's response
Password Feature	Use of password to release printed documents. The bidder shall configure this feature to work on the LCA LAN.	
Device Access	Firmware Verification, User Access and Internal Firewall, Port/IP/Domain Filtering, Audit Log, Access Controls, User Permissions	
Network Security	IPsec, HTTPS, SFTP and Encrypted Email, Network Authentication, SNMPv3, SHA-256 Hash Message Authentication, SSL, TLS, Security Certificates, Automatic Self-signed Certificate	
Authentication	Local and LDAP	

Accounting	Minimum specifications	Bidder's response
Tracking	Should be able to track copy, print, fax, email and scan usage	

Accounting	Should be able to identify individual user accounts	
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NB:

When compiling the bid documents, bidders should note the following:

- a) Order of the specifications above should not be altered.
- b) Provide a clear description of the multifunction colour printer/copier they intend to supply. Any catalogues or manuals may be submitted as annexures.