

INVITATION FOR PRE-QUALIFICATION OF VENDORS FOR THE SUPPLY OF COMMON GOODS AND SERVICES

1. Introduction

The Lesotho Communications Authority (referred to as the Authority) is a statutory body established to regulate the communications sector in Lesotho. Its primary mandate includes facilitation of communications infrastructure deployment and provision of good-quality communication services throughout the country; as well as protection and empowerment of consumers.

In pursuit of continuous improvement and sustained service delivery in a fast evolving information and communications environment, the Authority intends to pre-qualify vendors for the supply of goods and services that are routinely procured throughout the year. Inclusion on the list allows vendors the opportunity to be directly solicited to do business with the Authority when a need arises without additional advertisements. However, vendors should note that inclusion in the database of common goods and services does not automatically qualify the vendor to supply common goods and services. Selection of vendors will continue to be made on competitive basis and on merit, as well as consideration for best value for money, good quality, acceptable delivery period and reliability using only suppliers that exist in the database.

The Authority will procure goods and services over the next two years from those suppliers that are determined pre-qualified in response to this invitation. The Authority invites local suppliers for the supply of goods and services in the categories listed in the subsequent section.

2. Categories of Common Goods and Services

The common goods and services to be supplied by vendors are on the following individual **categories**:

- Stationery and office consumables;
- IT Supplies and consumables;
- Computer equipment;
- Corporate items and promotional materials;
- Advertising, design and printing services;

- Catering;
- Refreshments and
- Cleaning services (windows & blinds for a 3-storey building).

3. Submission Conditions

Submissions must meet all conditions indicated below.

- a) Full details of goods and or services offered;
- b) At least four (4) references where a similar assignment was undertaken, including contact persons, telephone numbers and physical address;
- c) A Company profile which summarises an organisation's purpose, history, functions, and experience as well as contact details;
- d) Certified copy of current Tax Certificate;
- e) Certified copy of Traders License;
- f) Copies must be certified at source and
- g) All submissions shall be signed.

4. Submission Format

- a) All submissions must be in a sealed envelope clearly marked **“Invitation for pre-qualification of vendors for the supply of common goods and services and the category applied for;”**
- b) The bidder must submit the original and four copies clearly marked **“ORIGINAL”** and **“COPIES”** and
- c) **No electronic submissions will be allowed.**

5. Other Details

- a) Any requests for clarification on this invitation must be addressed in writing to the Chief Financial Officer at admin@lca.org.ls at least five days prior to the deadline. The Authority will respond to written inquiries or queries only.

- b) Submissions must be made at Lesotho Communications Authority Offices, 30 Princess Margaret Road, Old Europa, Maseru, Lesotho on or before 12:00 noon on the 16 November 2017. No submissions will be accepted after the closing date and time.
- c) The Authority reserves the right to cancel or withdraw this invitation for pre-qualification of vendors as a whole or in part without furnishing any reasons and without attracting any liability.
- d) Late submissions shall not be accepted.



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

ADVERTISEMENT FOR PRE-QUALIFICATION OF LOCAL SUPPLIERS

Lesotho Communications Authority (LCA) invites submissions from local suppliers/companies who would like to be included in the Authority's common goods/services supplier database for an exclusive period of two (2) years.

The sealed tender envelopes marked **“Invitation for pre-qualification of vendors for the supply of common goods and services and the category applied for”** must be delivered at the address specified below on or before the **16 November 2017 at 12:00 noon**. Late and incomplete submissions will be disqualified.

Interested vendors may obtain detailed Request for Proposal (RFP) from the LCA website <http://www.lca.org.ls> or from the LCA reception at 30 Princess Margret Road.

Submissions should be addressed to:

Chief Financial Officer
Lesotho Communications Authority
30 Princess Margaret Road, Old Europa
P. O. Box 15896
Maseru 100
LESOTHO

For enquiries only

Tel: 266 2222 4300

Email: admin@lca.org.ls