



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 PROPOSALS

SECURITY SERVICES

1 BACKGROUND

The Lesotho Communications Authority (“the Authority”) is a statutory body established in terms of the Communications Act, 2012 to regulate the communications sector in Lesotho. Its mandate includes, amongst other things, facilitation of communications infrastructure deployment, provision of good-quality communication services throughout the country, as well as empowerment and protection of consumers. In order to deliver on its regulatory mandate, the Authority has to mitigate risks emanating from the internal and external environments, and ensure the safety of its assets.

2 INTRODUCTION

The Authority invites tenders for provision of security services from locally registered security companies or firms to provide 24hr security services for a contract period of two years at the following sites located in Maseru:

- 2.1 LCA office complex at 30 Princess Margaret Road, Old Europa;
- 2.2 Remote monitoring station at Ha-Abia, and
- 2.3 VLP transit site at Mpilo Hilton Hill.

3 SCOPE OF WORK

The Security company or firm will be expected to perform the following security functions:

- 3.1 Provide guard services at the three above-mentioned premises of the Authority;
- 3.2 Provide two-way radios to guards;
- 3.3 Monitor the already installed security systems including but not limited to access control to the premises, CCTV cameras, etc., and
- 3.4 Provide armed response at LCA Office Complex, Ha Abia and VLP transit site at Mpilo Hilton Hill for the purposes of minimizing the risk of burglary, theft, vandalism or fire and to provide safety of the employees of the Authority at these premises.

4 CONDITIONS

Tender submissions must meet all the conditions indicated below:

4.1 Tender Requirements

- a) Company Profile – the company or firm must submit its profile.
- b) Provide references from five companies or firms, which must provide full information indicating names of client companies where it has performed a similar assignment, including contact persons, telephone numbers and physical addresses.
- c) Certified copy of current Tax Clearance Certificate.
- d) Certified copy of Traders Licence.
- e) Certified copy of a two-way radio licence.
- f) Certified copies of firearm licences.

- g) Certified copies must be certified at source.
- h) Tenderers must provide educational certificates (highest qualification only) of the personnel to be deployed at LCA premises. The said personnel will be permanently stationed at the LCA premises for the duration of the contract;
- i) Draft contract or service level agreement.
- j) The above documents must be form part of the technical proposal document of the tender.
- k) Security guards must be proficient in both Sesotho and English languages.

4.2 LCA's Rights

- a) This RFP does not commit the Authority to pay for any expenses incurred by the tenderer in the preparation of responses to this invitation or for attending mandatory site visits.
- 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 Request For Proposals as a whole or in part without furnishing any reasons and without attracting any liability.
- d) The Authority shall not be bound to accept the lowest tender.

4.3 Other Conditions

- a) Lesotho Taxation laws SHALL be applicable.
- b) The proposal shall clearly state the tender price for provision of security services for each of the three premises as well as the total tender price in Lesotho Loti (LSL). All prices shall include VAT if applicable.
- c) The proposals must be valid for at least 30 working days from the submission deadline date.
- d) Late submissions shall not be accepted.
- e) Tenderers should be prepared to attend the MANDATORY site visits.
- f) All tender proposal documents shall be signed by authorized persons.
- g) The Authority will contact the successful tenderer only. If you are not contacted within 60 working days please consider the tender unsuccessful.

5 SUBMISSION FORMAT

- 5.1 The company 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.
- 5.2 The envelope containing the technical proposal must be sealed, clearly marked "TECHNICAL PROPOSAL", and the envelope containing the financial proposal must be sealed, clearly marked "FINANCIAL PROPOSAL",

5.3 Both envelopes must be placed in one outer envelope clearly marked "PROVISION OF SECURITY SERVICES AT LCA PREMISES". Envelopes should not bear any identification of the tenderer.

5.4 The technical proposal should NOT include any financial information.

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 the address below at least five days prior to the deadline.

6.2 Tenderers maybe invited to make presentations on their proposals and make a demonstration of the dress code of their guards, two-way-radios and any other equipment that maybe required.

6.3 **A MANDATORY** site visit will be held on Wednesday the **29th May 2019**. Potential tenderers are therefore required to assemble at the LCA offices at: **30 Princess Margaret Road, Old Europa, Maseru at 10:00 Hrs** for a briefing meeting before proceeding to the premises. **Tenderers are advised to organise own transport.**

6.4 The tenders must be submitted at the LCA reception on the 1st Floor, Lesotho Communications Authority Building, 30 Princess Margaret Road, Old Europa, Maseru, Lesotho on or before **12:00 Hrs on the 13th June 2019**. No submission will be accepted after the closing time.

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

Tel: 266 2222 4300

Email: admin@lca.org.ls



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

ADVERT FOR PROVISION OF SECURITY SERVICES AT LCA PREMISES

Lesotho Communications Authority (LCA) invites tenders from local security companies or firms to provide 24hr security service at the LCA office complex at 30 Princess Margaret, remote monitoring station at Ha – Abia and VLP installation at Mpilo Hilton Hill.

1. There will be a **mandatory** site visit on Wednesday, the **29th May 2019**. Potential tenderers are therefore required to assemble at the LCA offices at: 30 Princess Margaret Road, Old Europa, Maseru at 10:00 Hrs for a briefing meeting before proceeding to the premises. Tenderers are advised to organise own transport.
2. The sealed tender envelopes marked “**PROVISION OF SECURITY SERVICES AT LCA PREMISES**” must be submitted on or before the **13th June, 2019 at 12:00 Hrs** at LCA Offices, at the address below. Late submissions will not be accepted and incomplete submissions will be disqualified.
3. Detailed RFP is available for collection at LCA reception at First Floor, Lesotho Communications Authority Building, and could be accessed from the Authority’s website at: www.lca.org.ls.

The tender submissions should be addressed to:

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

For enquiries

Tel: 266 2222 4300

Email: admin@lca.org.ls