

# CENTRAL BANK OF LESOTHO

## INVITATION TO BID



The Central Bank of Lesotho invites locally registered suppliers for the supply, delivery, installation and commissioning of two (2) photocopying machines:

### Technical Specifications

Paper Sizes	Maximum – A3, Minimum – A6
Copy Speed	<b>75 Copies per minute (A4)</b>
Paper Capacity	Minimum 5000 with bypass trays and high capacity feeder
Duplex Copying	Direct unlimited duplexing
Stapling	Ability to staple minimum of 50 sheets
Copy pre-collation	Must have a minimum of 128 MB RAM
Auto paper select	Copier must have ability to sense and select paper tray size
Resolution	Minimum 600 x 600dpi
Additional capabilities	<ol style="list-style-type: none"> <li>1. Allow individual user to be assigned a unique user code for control purposes.</li> <li>2. Record number of copies made by each user and limit the number copies a user can make in one period; for extra copies, authorization must be granted.</li> <li>3. Network connectable and built-in network card must be provided.</li> </ol>

### Tender conditions:

1. Bidders are required to show i) delivery period ii) warranty period iii) after sales service and iv) the response time.
2. Bidders must supply a proposed service level agreement together with charge rates per copy.
3. Bids bearing no identification of the bidder in sealed envelopes clearly marked **“Bids for the supply of a Photocopier”** should be deposited in the tender box located at the reception area of the Central Bank of Lesotho at corner Moshoeshoe & Airports Roads no later than **14:30hrs Friday, March 28, 2008**.
4. Bids will be opened the same day at 14:30hrs in the Central Bank Auditorium. Bidders representatives who wish to attend are welcome.
5. Certified copies of current trader’s license, VAT and income Tax compliance certificates must be submitted with the bid.
6. Bidders are requested to quote in Maloti or Rands only.
7. Central Bank of Lesotho is not bound to accept the lowest or any bid.
8. Bidders must expressly respond to the specifications as stipulated in the advertisement, references to materials of which the Bidder is not the author shall not constitute a response or part thereof.
9. For further clarification bidders are requested to contact the undersigned at telephone number 22232007.

### Special notes:

- **Bidders are expected to ensure strict compliance with the above specifications and conditions. Failure to do so will result in the disqualification of their bids.**
- **All Bidders are advised that a Vendor Exclusion Policy shall apply, copies of the policy may be obtained from the Secretary.**
- **Bidders are to note that the Central Bank of Lesotho may apply Withholding Tax obligation when effecting payment.**

**T. Malataliana (Mr.)**  
**Secretary - Tender Committee.**