

Central Bank of Lesotho



TENDER TITLE: **SUPPLY AND DELIVERY OF LAPTOPS, DESKTOPS AND RELATED ITEMS**

ISSUE DATE:
26TH APRIL 2024

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**SECTION A****INVITATION TO TENDER AND INSTRUCTIONS TO BIDDERS**

The Central Bank of Lesotho invites tenders from registered services providers or suppliers for supply and delivery of Laptops, desktops and related items as follows:

ITEMS	DESCRIPTION	QUANTITY
LENOVO LAPTOPS	Yoga X13 ,2-in-1,Intel Core i716GB,256 GBWin 11 Pro	16
LENOVO DESKTOPS	ThinkCentre M90a ,Intel Corei7,16GB,256 GB,Win 11 Pro All in one desktop	23
DELL LATITUDE 3540 (15")	IntelCore i7, 16 GB, 256 GB ,Win 11 Pro	25
DELL LATITUDE 3540 (15")	Intel Core i5, 8GB ,256 GB Win 11Pro	23
DELL LATITUDE 3340 (13")	Intel Core i7 16GB, 256 GB Win 11 Pro	48
LAPTOP BAGS	Volkano 15" laptop trolley	41
	Everki Swift 17" Backpack	48



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MANDATORY TENDER REQUIREMENTS (FAILURE TO COMPLY FULLY WITH THESE REQUIREMENTS WILL RESULT IN DISQUALIFICATION.)

1. Tender documents can be downloaded from the website at www.centralbank.org.ls.
2. Bidders are required to bid for all items and show validity period of bid, equipment warranty and delivery period.
3. Electronic PDF email bid submissions stating “**Bid for Windows Laptops, Desktops and related items**” on the email subject and should be emailed to tenders@centralbank.org.ls.
4. The bid proposal shall be attached to the email as PDF attachments or folder or zipped folder only. Links are not allowed.
5. Bids should be received on or before Friday 17th May 2024. The cut off time for the receipt of the bids shall be 14:30hrs, the recipient time. Bids received after the stated time will not be considered.
6. The tender opening will be on the same day from 14:30hrs. No bidders will be allowed to attend the opening session. All proponents will be emailed the record of the opening proceedings.
7. Valid copies of current tax clearance certificate and traders license or certificate of Incorporation must be submitted with the bid.
8. One-page letter of introduction identifying the proponent (proponent’s name and physical address together with contact details; contact person, telephone number and e-mail address) and signed by the person or persons authorized to sign on behalf of and bind the proponent to statements made in the tender.
9. All required documents should be provided in a document form not as reference to a website or link.
10. A credit line letter from an authorized Financial Institution that reflect a minimum credit/ loan facility equivalent, or more than the bid amount must



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be provided with the bid or Recent financial statements of the bidder duly signed and stamped by an Audit Firm or practicing Chartered Accountant that reflect a minimum working capital equivalent or more than the bid amount.

11. Bidders are to note that the Bank **may** require a performance guarantee of no more than 10% of the bid amount.
12. Bidders are requested to quote in Maloti or Rands only.
13. Pricing schedule format should strictly be followed as provided and the pricing schedule form must be stamped and signed. Where vendors are registered to collect VAT, they must submit VAT certificate.
14. Central Bank of Lesotho is not bound to accept the lowest or any bid and may cancel the bidding process at any stage prior to the award of contract and is not bound to provide reasons for cancellation.
15. Request for clarifications should be directed to an email address tenderclarifications@centralbank.org.ls. Closing date for clarifications is Friday 10th May 2024.
16. Bidders are expected to ensure strict compliance with the specifications and conditions, failure to do so will result in disqualification of bids.
17. Evaluation criteria shall consist of the following **mandatory** requirements **(Failure of which result in disqualification)**:

Supplier registration	Valid copy of the traders license/ certificate of Incorporation (if not Lesotho Registered)
Tax Compliance	Valid copy of current tax clearance certificate
Technical Specification	Full compliance to the specifications , quantity and all requirements
Financial Capacity	A credit line letter from an authorized Financial Institution that reflect a minimum credit/ loan facility equivalent, or more than the bid amount must be provided with the bid or Recent financial



	statements of the bidder duly signed by an Audit Firm or practicing Chartered Accountant that reflect a minimum working capital equivalent or more than the bid amount
Validity of the bid	Valid for at least 90 days
Delivery period	To be provided by the bidder
Equipment Warranty	As is from the manufacturer
Price	Full compliance to the pricing requirements Competitive Price
Due Diligence and Eligibility	Positive results and no conflicting interests



SECTION B

1. TERMS AND CONDITIONS OF THE TENDER

1.1. PROPOSAL VALIDITY & FIRM PRICING

Proposals should be valid for at least 90 days after the closing date and prices shall be “locked” for the entire contract period.

1.2. CURRENCY

All responses to this tender should be expressed in Maloti/Rands. Proposals in other currencies shall not be permitted.

1.3. TAXES

1.3.1. Value Added Tax

Prices quoted should be:

- a) **Inclusive** of 15% Value Added Tax; where applicable
- b) In accordance to applicable Lesotho laws.

1.3.2. Withholding Tax

In effecting payments, the applicable withholding taxes shall apply: 10% for foreign companies and 5% for local companies. This is not an added tax. Proponents that include an added amount to their proposed fee as the withholding tax shall be disqualified.

1.4. ELIGIBILITY

Proposals will not be evaluated if the prospective supplier’s current or past corporate or other interests may, in the Bank’s opinion, give rise



to a conflict of interest in connection with this project. Only proposals that comply with all the requirements of this RFP will be considered.

1.5. Vendor Exclusion Policy

All Bidders are advised that a Vendor Exclusion Policy shall apply where necessary.

1.6. OWNERSHIP OF PROPOSALS

All proposals, including supporting documents, submitted to the Bank become the property of the Bank.

1.7. CONFIDENTIALITY OF INFORMATION

All proposals submitted by prospective suppliers shall be held in strict confidence and will not be revealed to any other party. All Information pertaining to the Bank obtained by the prospective suppliers as a result of participation in this project is confidential and must not be disclosed without written authorisation from the Bank. The successful prospective suppliers shall be required to:

- a) Sign a confidentiality clause.
- b) Hand over all the design documentation raised over to Bank

1.8. AMENDMENT OF TENDER DOCUMENT

At any time prior to the deadline for submission of responses, the Bank, for any reason, whether at its own initiative or in response to a clarification requested by a prospective respondent, may modify the RFP documents by amendment.

- a) All prospective respondents that have received the Tender documents will be notified of the amendment in writing, and such



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amendment will be binding on them. To allow prospective respondents reasonable time to take any amendments into account in preparing their responses, the Bank may at its sole discretion extend the deadline for the submission of responses based on the nature of the amendments.

1.1. TECHNICAL FACILITIES

The Bank will provide working space, where necessary. However, the Bank may not provide other technical facilities; hence prospective suppliers should provide own requisite facilities.

1.2. COSTS OF RESPONDING

Prospective suppliers are solely responsible for their own expenses incurred during the preparation of the proposal and for subsequent negotiations with the Bank.

If the Bank rejects all or any proposal, it shall not be liable to any prospective supplier for any claims, whether for costs or damages incurred by the prospective suppliers in preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

1.3. BACKGROUND CHECK

The Bank reserves the right to check and verify the background of all or any persons (firms, directors, partners, technical staff, etc.) involved in the Bid and reserves the sole right to determine whether or not to accept or reject any such Bid on any grounds.



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1.4. PERFORMANCE BOND

The Bank **may** require a performance bond of not less than 10% of the bid amount from the preferred suppliers before entering into the contract.

1.5. HEALTH AND SAFETY

The Bank adheres to Occupational Health and Safety (OHS) requirements under the Lesotho Labour Code Order No.24 of 1992 and as amended; International Organization for Standardization (ISO) 45001:2018 and other international best practices on OHS. As such, all its service providers shall also be required to comply with applicable Lesotho Legislation on Occupational Health and Safety including Public Health Order No.12 of 1970 as amended and adhere to the Bank's OHS policy.

1.6. LANGUAGE OF THE PROPOSAL

The proposal shall be written in the English Language. All correspondence and other documents pertaining to the proposal and its implementation shall also be in English.

1.7. JOINT VENTURE

- a) If a bidding firm does not have all the expertise for the assignment, there is no objection to the firm associating with another firm to enable a full range of expertise to be presented. The joint venture shall be accompanied with full documented details of the proposed association.
- b) In the case of a joint venture or association, all the firms constituting the joint venture or association will be jointly and severally liable and at least one firm, preferably the lead entity in the joint venture or association shall be financially capable of meeting the contract requirements and potential liabilities on its own and shall assume



contracting responsibility and liability for satisfactory execution of the assignment.

1.8. WITHDRAWAL, SUBSTITUTION AND MODIFICATION OF BIDS

Tenderers may modify or withdraw the tender prior to the submission deadline. The modification or notice of withdrawal shall be effective if it is received by the Bank prior to the Proposal Submission Deadline.

1.9. ACCEPTANCE AND/OR REJECTION OF PROPOSALS

- a) The Bank is not bound to give reasons for declining any or all of the proposals.
- b) The Bank is not bound to accept the lowest or any bid and may cancel the bidding process at any stage prior to the award of contract and is not bound to provide reasons for cancellation



SECTION C

a) PRICING SCHEDULE

ITEMS	DESCRIPTION	QTY	UNIT PRICE	TOTAL
LENOVO LAPTOPS	Yoga X13 ,2-in-1,Intel Core i716GB,256 GBWin 11 Pro	16		
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LAPTOP BAGS	Volkano 15" laptop trolley	41		
	Everki Swift 17" Backpack	48		
SUB TOTAL				
VAT @15% (IF APPLICABLE)				
TENDER SUM				

Tender Sum in Words: _____

Thus done and signed at _____ on _____

Name of signatory

Signature and stamp

b) PAYMENT TERMS

All proponents should provide their trading/payment terms if applicable.

**SECTION D: SPECIFICATIONS**

ITEMS	DESCRIPTION
LENOVO LAPTOPS	Yoga X13 ,2-in-1,Intel Core i716GB,256 GBWin 11 Pro
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