

## TENDER NOTICE

### LES/IEC/TEN/PAN/2016-2017/03

The Independent Electoral Commission (IEC) is the body that is constitutionally mandated to manage free and fair elections for Basotho Nation. In preparation and support of holding upcoming local Government Elections, IEC invites tenders from interested **companies for leasing of two (2) heavy duty copier – printer – scanner.**

#### **1. BIDDING DOCUMENT:**

Tender document is obtainable from Procurement Unit 2<sup>nd</sup> Floor at MGC Park during working hours from 9:00am to 4:00pm. Bidders must purchase a copy of tender document at a **non refundable fee of M 100.00 (One hundred Maloti)**. The procedure for obtaining the document is as follows: **Payment of the bid document must be made at 2<sup>nd</sup> Floor, Accounts Section. The receipt issued must be taken to the office of Procurement where the document will be issued.**

#### **2. EVALUATION CRITERIA**

- Price
- Lead time
- Financial Capability (Current bank statement for six months)
- IEC is not bound to lowest price
- Specification

#### **3. ADDITIONAL REQUIREMENT**

- Price should be quoted in Maloti currency.
- Prices should include VAT for suppliers who qualify to collect VAT (attach VAT registration certificate).
- Attach **relevant** valid trading license certified from source.
- Attach copy of a valid tax clearance issued from source.
- Attach certified copies of company Registration by Ministry of Trade and Industry, reflecting shareholding of all individuals within the company.
- Attach Memorandum and Articles of Association of Incorporation.
- Attach proof of Sole Proprietor from Ministry of Trade and Industry.

#### **4. TENDER CONDITIONS:**

- Payment will be made after every month
- Leasing is for six (6) months period
- Unavailability of mandatory documents render the bid to be disqualified
- **Only cash payment** is accepted

Sealed bids bearing no identification of the tenderers should be deposited in the tender box at the IEC 2<sup>nd</sup> Floor MGC ***On or before 12:00 noon, Wednesday 07<sup>th</sup> July 2016 and will be opened on the same date at 14:30hours.*** Envelopes should be clearly marked: **“Leasing of two heavy duty printing machines”**

For further information relating to the forms please contact,

***The Procurement Unit***

Independent Electoral Commission

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Maseru, Lesotho

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***E-mail: [mabaso@iec.org.ls](mailto:mabaso@iec.org.ls) OR [mahlakajoe@iec.org.ls](mailto:mahlakajoe@iec.org.ls)***

***The Independent Electoral Commission of Lesotho reserves the right to accept or reject any or all tenders.***

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**Procurement Unit-IEC**