

## TENDER NOTICE

### LES/IEC/TEN/PAN/2016-2017/04

The Independent Electoral Commission (IEC) is the body that is constitutionally mandated to manage free and fair elections for Basotho Nation. IEC wishes to brand Minibus taxi and 4+1 as moving target for the Local Government Elections. The branding is meant to publicize as widely as possible the messages to urge the electorate to go to the polls in great numbers. IEC invites tenders from interested **printing companies for producing kit stickers for taxi and 4+1.**

#### **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 300.00 (Three 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 is done after delivery
- Unavailability of mandatory documents will lead to disqualification of the bid.
- **Only cash payment** is accepted for the tender document

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 12:30 noon, Thursday 21<sup>st</sup> July 2016 and will be opened on the same date at 14:30hours.*** Envelopes should be clearly marked: **“printing of taxi stickers”**

For further information relating to the forms please contact,

***The Procurement Unit***

Independent Electoral Commission

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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**