

TENDER NOTICE

LES/IEC/TEN/PAN/2016-2017/05

The Independent Electoral Commission (IEC) is the body that is constitutionally mandated to manage free and fair elections for Basotho Nation. IEC invites tenders from registered service applications providers for **Provision of Premium Rated services** to the general public from time to time for the purposes of communicating with potential registrants and encourage electors to participate in 2016 Local Government Elections in **three phases** namely; Registration phase, Nomination phase and Voting phase.

1. BIDDING DOCUMENT:

Tender document is obtainable from Procurement Unit 2nd 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 2nd 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 service delivered
- 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 2nd Floor MGC ***On or before 12:30 noon, Thursday 21st July 2016 and will be opened on the same date at 14:30hours.*** Envelopes should be clearly marked: **“provision of premium rated services”**

For further information relating to the forms please contact,

The Procurement Unit

Independent Electoral Commission

2nd Floor MGC PARK

Corner Pope John Paul II Road & Mpilo Boulevard

Maseru, Lesotho

Tel: +266 – 22 314991/22323362

Fax: +266 – 22 310398

E-mail: mabaso@iec.org.ls OR mahlakajoe@iec.org.ls

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

Procurement Unit-IEC