



Lesotho Highlands Development Authority

P.O. Box 7332, Maseru 100, Lesotho. Telephone: 311280 Fax: 22310632

REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF LAPTOPS

RFQ 001-2025

1. INTRODUCTION

The Lesotho Highlands Development Authority (LHDA) is a statutory body constituted under the Lesotho Highlands Development Authority Order No 23 of 1986. The LHDA is charged with the responsibility for the implementation, operation and maintenance of the Lesotho Highlands Water Project (LHWP) in Lesotho.

The Lesotho Highlands Development Authority (LHDA) hereby requests quotations from local, accredited suppliers for the **supply and delivery of HP laptops** as specified in this document.

2. INSTRUCTIONS TO BIDDERS – ADMINISTRATIVE REQUIREMENTS

2.1 INVITATION TO BID INFORMATION

2.1.1 Submission of RFQ

All documents relating to this invitation must be submitted combined as **the original and 5 copies** bearing no identification of the bidder and marked **“QUOTATION FOR THE SUPPLY AND DELIVERY OF HP LAPTOPS”** and deposited into the LHDA Tender box located on the 7th floor, Lesotho Bank Tower – Kingsway Road Maseru, on or before 12:00 HRS, 30TH JUNE 2025.

2.1.2 Quotation Time Frames

- a) This RFQ is issued as an Open Tender on 04th June 2025
- b) Submission of quotations 30th June 2025
- c) Completion of evaluation 30th July 2025
- d) Notification of Award of contract 30th July 2025

2.1.3 Contact Person

Request for further information and/or clarification **must only** be directed in writing to the following email:

Procurement Office

7th Floor – Lesotho Bank Tower

Tel +266 22311280

Email – procurement@lhda.org.ls who will make copies of the clarification respond to other bidders.

3. SCOPE OF SERVICES

LOT 1: HP Elitebook 840 G11 Notebook

Quantity: **37 Units**

Minimum Specifications:

- **Operating System:** Windows 11 Professional 64-bit
- **Processor:** Intel Core i7-1355U, minimum 2.8 GHz
- **Memory:** 32 GB RAM
- **Storage:** 1TB SSD
- **Display:** 14" LED Touch Screen
- **Camera:** Integrated HD 720p Webcam
- **Connectivity:** HDMI 2.1 slot, at least 2 USB ports & WI-FI 6E + Bluetooth.
- **External Ports:** HP Ethernet RJ-45 Network Adapter
- **Accessories:** HP Backpack, Optical HP USB Mouse
- **Warranty:** Minimum 1-year carry-in warranty

LOT 2: HP Elitebook 660 G11 Notebook

Quantity: 25 Units

Minimum Specifications:

- **Operating System:** Windows 11 Professional 64-bit
- **Processor:** Intel Core i7-1355U, minimum 2.8 GHz
- **Memory:** 32 GB RAM
- **Storage:** 1TB SSD
- **Display:** 15.9" LED Screen
- **Camera:** Integrated HD 720p Webcam
- **Connectivity:** HDMI 2.1 slot, at least 2 USB ports & WI-FI 6E + Bluetooth, RJ-45 Network Adapter
- **Accessories:** HP Backpack, Optical HP USB Mouse
- **Warranty:** Minimum 1-year carry-in warranty

4. Pricing and Delivery

Quotations must include the following:

- Unit Price
- Total Price (Excl. VAT)
- VAT Amount
- Total Price (Incl. VAT)
- Delivery Lead Time must be shown from the date of receiving Purchase Order.
- Warranty Information

Note: All prices should be quoted in **Maloti or Rand**. The validity of the price must be shown on the quotation and should extend to the last delivery date.

5. PREPARATION OF QUOTATIONS

5.1 Format of Quotations

The Bidder shall submit the Quotations, as described in this section. The Quotation should follow the format detailed hereunder:

- i. Title Page with the title of the Bid, Bidder's name and address, contact person and contact telephone number and email address.
- ii. An introductory letter addressed to the Chief Executive of the LHDA, identifying full details of the Bidder and signed by the person or persons authorized to sign on behalf of the Bidder, and bind the Bidder to statements made in the Bid document.
- iii. Table of contents including page numbers.
- iv. **Company Experience on similar projects.**
 - Client's name & contract details.
 - Brief project description in the supply and delivery of HP laptops.
- v. Reference letters of at least three previous clients where services were rendered within the past five (5) years.
- vi. Documents to be attached.
 - TAX CLEARANCE
 - TRADERS LICENCE
 - COMPANY REGISTRATION DOCUMENTS
 - BANK LETTER CONFIRMING BANKING DETAILS
 - LETTER FROM COMPANY CONFIRMING BANKING DETAILS SIGNED BY DIRECTOR
 - VAT CERTIFICATION (IF APPLICABLE)
 - **ATTACH HP RESELLER CERTIFICATION; NOTE FAILURE WILL RESULT IN DISQUALIFICATION**