



L E S O T H O
C O M M U N I C A T I O N S
A U T H O R I T Y

REQUEST FOR PROPOSALS

SECURITY SERVICES

1. BACKGROUND

The Lesotho Communications Authority (LCA) is the regulatory body for the communications sector in Lesotho. Its primary mandate is to facilitate the deployment of communications infrastructure, development and provision of affordable and sustainable communications services while promoting free and fair competition and ensuring consumer protection. In order to deliver on its regulatory mandate, the Authority has to mitigate risks emanating from the internal and external environments, and ensure the safety of its assets.

2. INTRODUCTION

The Authority invites tenders for provision of security services from locally registered security companies or firms to provide 24 hours a day, seven days a week, security services for a contract period of two years at the following sites located in Maseru:

- 2.1 LCA office complex at 30 Princess Margaret Road, Old Europa;
- 2.2 Remote monitoring station at Ha-Abia, and
- 2.3 VLP transit site at Mpilo Hilton Hill.

3. SCOPE OF WORK

The Security Company or firm will be expected to provide security services at all the three above-mentioned sites of the Authority which include but not limited to the following:

- 3.1 Provide a technical security solution (no guard) at the VLP site at Mpilo Hilton Hill because there are no basic services;
- 3.2 Provide two-way radios to guards;
- 3.3 Monitor the already installed security systems including but not limited to access control to the premises, CCTV cameras and other solutions that might be installed.
- 3.4 Provide armed response at LCA Office Complex, Ha Abia and VLP transit site for the purposes of minimizing the risk of burglary, theft, vandalism or fire and to provide safety of the employees of the Authority at these premises.

4. CONDITIONS

Tender submissions must meet all the conditions indicated below, failure to comply with conditions (a) to (e) will lead to immediate disqualification of the tender submission:

- 4.1 Specific terms and conditions
 - a) Valid Tax Clearance Certificate.
 - b) Valid Traders Licence.

- c) Certified copy of a two-way radio licence (certified at source).
- d) Certified copies of firearm licences (certified at source).
- e) Tenderers should be prepared to attend the MANDATORY site visits at all the three sites.
- f) Tenderers must provide educational certificates (highest qualification only) of the personnel to be deployed at LCA premises. The said personnel will be permanently stationed at the LCA premises for the duration of the contract;
- g) Company Profile – the company or firm must submit its profile.
- h) The submission shall include three (3) references where similar assignments were undertaken, and should specify full names of client companies, the contact person(s), their email addresses and telephone numbers. All references will be contacted.

NB: The above documents must form part of technical proposal document of the tender.

4.2 General terms and conditions

- a) Lesotho Taxation laws SHALL be applicable.
- b) The proposal shall clearly state the tender price for provision of security services for each of the three sites as well as the total tender price in Lesotho Loti (LSL). All prices shall include VAT if applicable.
- c) The proposals must be valid for at least 60 working days from the submission deadline date.
- d) Late submissions shall not be accepted.
- e) The Authority will contact the successful tenderer only. If you are not contacted within 60 working days please consider your submission unsuccessful.

4.3 LCA's Rights

- a) This Request for Proposal (RFP) does not commit the Authority to pay for any expenses incurred by the tenderer in the preparation of responses to this invitation or for attending mandatory site visits.
- b) The Authority reserves the right to accept or reject any response to this RFP.
- c) The Authority reserves the right to cancel or withdraw this RFP as a whole or in part without furnishing any reasons and without attracting any liability.
- d) The Authority shall not be bound to accept the lowest bid price tendered.

5 SUBMISSION FORMAT

Tender submissions must meet all the conditions indicated below, failure to comply with the submission format will lead to immediate disqualification of the tender submission:

- 5.1 The company must submit one original and four copies of its tender submission document clearly marked “ORIGINAL” and “COPIES” as appropriate for both technical and financial proposals.
- 5.2 Technical proposals must be in a separate package from the Financial proposals.
- 5.3 The package containing the technical proposal must be sealed, clearly marked “TECHNICAL PROPOSAL”, and the package containing the financial proposal must be sealed, clearly marked “FINANCIAL PROPOSAL”,
- 5.4 The technical proposal should NOT include any financial information
- 5.5 Both packages must be placed in one outer package clearly marked “PROVISION OF SECURITY SERVICES AT LCA”. Packages should not bear any identification of the tenderer.
- 5.6 All bids shall be physically delivered. Neither electronic nor late submissions will be accepted.

6 TIME FRAMES AND OTHER DETAILS

- 6.1 Any request for clarification on the RFP must be addressed in writing to the Chief Financial Officer at admin@lca.org.ls at least five days prior to the deadline.
- 6.2 Tenderers may be invited to make presentations on their proposals and make a demonstration of the dress code of their guards, two-way-radios and any other equipment that may be required.
- 6.3 **MANDATORY** site visits will be held on Thursday the **30th September 2021**. Potential bidders are therefore required to assemble at the LCA offices at: **30 Princess Margaret Road, Old Europa, Maseru, at 10:00 hours** for a briefing meeting before proceeding to the sites. Tenderers **are advised to organise own transport. All bidders are expected to observe COVID-19 protocols.**
- 6.4 The tenders must be submitted at the LCA reception on the 1st Floor, Lesotho Communications Authority, 30 Princess Margaret Road, Old Europa, Maseru, Lesotho on or before Wednesday, the **13th October 2021** at **12:00 hours**. No submission will be accepted after the closing time.
- 6.5 Opening of bid documents will be on the 13th October 2021 at 14h30 at LCA premises.
- 6.6 Interested bidders are invited for the bid opening and only one representative from a bidding company will be allowed to attend.
- 6.7 The selected company or firm will be informed in writing and invited for contract negotiations.

7 All submissions must be delivered and addressed to:

The Chief Financial Officer
1st Floor Lesotho Communications Authority Building
30 Princess Margaret Road, Old Europa
P. O. Box 15896
Maseru, LESOTHO