



**Lesotho Highlands Development Authority**

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

# **REQUEST FOR PROPOSALS**

## **TENDER FOR THE SUPPLY AND DELIVERY OF TOYOTA MOTOR VEHICLES**

## 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.

LHDA now invites competent and efficient suppliers for the supply and delivery of Toyota motor vehicles.

LHDA is an accredited Toyota fleet owner and is entitled to fleet owner's discount. We will procure on the basis of the supply date priority, from various suppliers as to ensure that LHDA receives goods at earliest, yet best prices.

## 2. INSTRUCTIONS TO BIDDERS - ADMINISTRATIVE REQUIREMENTS

### 2.1 INVITATION TO BID INFORMATION

#### 2.1.1 Submission of Bids

All documents relating to this invitation must be submitted combined as the original and 5 copies of both technical and financial proposal bearing no identification of the bidder and marked **"TENDER FOR THE SUPPLY AND DELIVERY OF TOYOTA VEHICLES"**, and deposited into the LHDA Tender box located on the 7<sup>th</sup> floor, Lesotho Bank Tower – Kingsway Road Maseru, on or before 12:00 HRS, 17<sup>TH</sup> SEPTEMBER, 2010.

The bids will be opened on the same day in the presence of the interested parties or their representatives at 12:05 HRS at Finance board room, 7<sup>th</sup> floor.

### 2.1.2 Proposal Time Frames

- a) This RFP is issued as an Open Tender on 02<sup>nd</sup> September, 2010
- b) Submission of proposals 17<sup>th</sup> September, 2010
- c) Completion of evaluation 24<sup>th</sup> September, 2010
- d) Notification of Award of contract 30<sup>th</sup> September, 2010

### 2.1.3 Contact Person

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

Principal Procurement Officer

Mrs. M. Takalimane

8<sup>th</sup> Floor – Lesotho Bank Tower

Tel +266 22311280

Email – [procurement@lhda.org.ls](mailto:procurement@lhda.org.ls) who will make copies of the clarification respond to other bidders.

## 3. SCOPE OF SERVICES

### 3.1 SUPPLY AND DELIVER: NINE (9) X Hilux 2.5 D4D SRX 4X4 DOUBLE CABS

- Colour – White
- Accessories – Wrap around Bull Bar, Tow Bar, Roll Bar, and rubberized load bay

### 3.2 SUPPLY AND DELIVER: FOUR (4) X AVANZA 1.5P TX 5MT

- Colour – White
- Accessories – Full front Bull Bar

### 3.3 SUPPLY AND DELIVER: TWO (2) X PETROL SESFIKILE 15 SEATER

- Accessories – Full front Bull Bar & Tow Bar

#### 4. PRICING OF THE BID

##### 4.1 Quote VAT Exclusive prices clearly indicating:

- Net VAT exclusive price – but show VAT separate on quote;
- State separately all costs of administration, licensing, delivery and registration into LHDA's name in Lesotho, including any VAT.
- Delivery date must be indicated on the proposal – failure to honour your specified delivery date, will result in any order issued to yourselves automatically be deemed cancelled. Note that it is the LHDA's prerogative to vary procurement quantities between alternative suppliers, in order to achieve best delivery dates for LHDA;
- The validity of the price must be shown on the bid, but must extend up to at least the last supply/delivery date – subject to any National Price Increase by Toyota SA Ltd.

## 5. PREPARATION AND EVALUATION OF BID DOCUMENTS

### 5.1 Format of the Bid

In order to make it easier, consistent and ensure that each bid receives full consideration, the following format should be strictly adhered to when preparing the proposals, ie state by delivery date; the vehicle type to be supplied on that date, the quantity, the unit price ex VAT and VAT applicable – RSA Suppliers must charge VAT.

#### **Bid Format – 15 x Toyota Vehicles**

Supplier's Name: \_\_\_\_\_

##### 1. Tender Supply Details

DELIVERY DATE	VEHICLE TYPE As per Par 3	QTY	UNIT PRICE EX VAT	VAT	ACCESSARY COST incl VAT
	HILUX				
	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				
	9				
	AVANZA				
	1				
	2				
	3				
	4				
	PETROL SESFIKILE SEATER				
	1				
	2				
Total					

2. Any other costs – per vehicle (each) M \_\_\_\_\_

Total M \_\_\_\_\_

\_\_\_\_\_  
Approved Supplier's Signature