



Kingdom of Lesotho

Ministry of Finance and Development Planning -Project Management Unit
4th Floor, MGC Office Park, Corner Pope John Paul II and
Mpilo Boulevard, P.O. Box 395, Maseru 100
Tel no. 2232 4023, Fax no. 2232 4352

March,05, 2026

Dear Sir/Madam,

REQUEST FOR QUOTATIONS FOR SUPPLY, DELIVERY AND INSTALLATION OF THE SERVER

The Ministry of Finance (Project Management Unit) has received funding from the Government of Lesotho to support interventions in the fight against HIV and AIDS and Tuberculosis. Part of the proceeds will be used to pay for the supply, delivery and installation of the server.

You are now invited to submit your most favourable quotation for the supply, delivery and installation of the server as specified in **Annex – II: Specifications**.

1. REQUIREMENTS:

- a. Valid relevant Traders License/Business Identity card.
- b. Valid relevant Tax Clearance Certificate.
- c. Vat Registration Certificate where applicable
- d. Company profile that shows similar experience with the contact of referees such as email and telephone numbers

Other Conditions of Supply are as follows:

2. Quotation Price:

- a) The bid price shall be for the supply, delivery and installation of the server as per Specification indicated under Annexure I and II. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) Quotations MUST clearly show a breakdown of all costs (as indicated in Annex II). All duties, taxes and other levies payable shall be indicated separately
- c) Prices for goods supplied from within the country or abroad shall be Delivery Duty Paid (DDP);
- d) The prices may be quoted in **Maloti** or any freely convertible currency.
- e) The prices quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

Each Bidder shall submit only one Quotation as indicated in Annexure I and in the minimum specification under Annexure II.

- 3. Quotations should be sent by completing and signing the price schedule at Annexure¹III enclosed and attaching any other documents required to be submitted under this invitation. Bidders may also reply by sending a quotation on your own company's letterhead, but the terms and conditions specified in this invitation for quotations will take precedence over any terms and conditions stated in your quotation.
- 4. **Validity of Quotation:** Quotations shall remain valid for a period not less than **60 days** after the deadline date specified for submission.
- 5. **Delivery:** Delivery is expected within a maximum of six (6) weeks.
- 6. Quotations shall give a comprehensive description of the proposed items and failure to comply with this requirement may lead disqualification of your quotation.
- 7. **Evaluation of Quotations:** The Client will evaluate and compare the Quotations determined to be substantially responsive i.e. which (a) are properly signed; (b) conform to the terms and conditions, (c) conform to the Specifications; (d) are most economically advantageous Bid (e) Offer delivery within six (6) weeks.

¹On Bidder's letterhead

8. The Quotations will be evaluated for the whole scope of the service. **Bidders should note that alternative quotes will not be accepted.**
9. **Award of contract: The Client will award the contract to the bidder whose Quotation has been determined to be substantially responsive and has offered the most economically advantageous Quotation.**
10. **The bidder whose quotation is accepted will be notified of the award of contract by the Client** prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order/contract.
11. Payment of 100% shall be made within 30 days of receipt of invoice from the supplier, invoice will only be accepted after full delivery as per distribution plan verified and accepted by Ministry of Finance Project Management Unit.
12. Late delivery shall sustain penalties of 1% per day and maximum of 10% where such a contract will be terminated.
13. **Request for Clarifications:** Request for clarification may be send in writing to the following procurement@mofpmu.org.ls on or before 12th March 2026.
14. **Labelling of Quotations:** Quotations in **MUST** be clearly labelled “**SUPPLY, DELIVERY AND INSTALLATION OF THE SERVER**”.
15. **Submission of Quotations:** Quotations in **MUST** be deposited in the tender box situated at the reception area at the address below **on or before 17th March 2026 at 1200hrs**

The Secretary, MOFDP-PMU Tender Panel,
Ministry of Finance (Project Management Unit),
4th Floor, MGC Office Park,
Corner Pope John Paul II and Mpilo Boulevard,
Maseru, Kingdom of Lesotho.

Late Quotations will not be accepted.

It is entirely the responsibility of the bidder to ensure that its quotation is submitted on time to the correct address indicated in clause 16;

16. **Withdrawal, Substitution, and Modification of Quotations:** A Bidder may withdraw, substitute, or modify its quotation after it has been submitted by sending a written notice, duly signed by an authorized representative. The respective envelopes shall be clearly marked

“Withdrawal,” “Substitution,” “Modification;” and received by the Purchaser prior to the deadline prescribed for submission of quotations;

17. **Costs for Developing and Submitting the Quotations and Other Related Documents:** All costs related to the development and submission of quotations, receiving and sending of other documents involved in this procurement process such as contract award acceptance letters, contract from the supplier etc. shall be borne by the supplier and not MOFDP-PMU.
18. Please show the model/brand of the server quoted for.
19. **DISCLAIMER:** PMU is not bound to award the contract to quotations with the lowest price or any price. PMU reserves the right to accept or reject any or all quotations and or to cancel this procurement process at any time prior to contract award if the circumstances so require.

We look forward to receiving your Quotations and thank you for your interest in this project.

Procurement Office

ANNEXURE I

| LOT NUMBER | ITEM DESCRIPTION | QUANTITY |
|-------------------|-------------------------|-----------------|
| 1 | Server | 1 |

ANNEXURE II

TECHNICAL SPECIFICATIONS

Server Hardware Specification

Feature: Rack Server

- Processor Make and type- 2 x (Intel® Xeon® Silver 4309Y Processor 12M Cache, 2.80 GHz)
- Processor (GHz)- 16 cores (32 Logical processors)
- RAM (GB)- 512 GB
- Hard disk speed (RPM)- 7200
- Hard disk (GB)- 6TB with RAID 5
- Hard disk controller -SATA
- Software
OS: Preloaded and Activated Windows Server 2022 or Lates

Annexure III – Schedule of Prices

Date: _____

| Ref. No. | Description of Items Required | Quantity | Unit Price | Sub-Total | Duties, taxes and Levies | Total Price |
|-----------------|--------------------------------------|-----------------|-------------------|------------------|---------------------------------|--------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Total for all Items _____

Less: Discount _____

Net Total of all items _____

Add: Misc. Charge, if any _____

Grand Total _____

Grand Total in words _____

Delivery required at **Ministry of Finance (Project Management Unit), MGC office park, 4th Floor/Sentebale**

Delivery Mode _____

Delivery date _____

Warrant/ Guarantee offered _____

Quotation Valid till _____

Currency stated in Maloti _____

Any additional special conditions are given on the next page.

By signing and returning this Price Schedule, we agree to supply the above-mentioned items at the rates quoted.

| | |
|----------------------------------|-------|
| Bidder Comments (if any): | _____ |
|----------------------------------|-------|

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|--|---|
| | Name & Signature of Person completing this Request |
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