Central Bank of Lesotho

REQUEST FOR PROPOSAL (RFP)

RFP TITLE:

SUPPLY AND DELIVERY OF LAPTOPS, MONITORS AND BACKPACKS

RFP NO:

CBL/FNC/TC/8/14/2026

Contacts person:

Email: tenderclarifications@centralbank.org.ls

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SECTION 1. LETTER OF INVITATION

The Central Bank of Lesotho invites tenders from registered services providers or suppliers for supply and delivery of Laptops, desktops and related items as follows:

LOT	ITEMS	DESCRIPTION	QUANTITY
LOT 1	HP EliteBook Ultra LAPTOPS	HP EliteBook Ultra • Intel Core Ultra i7 Processor • 16 GB RAM • 512 GB SSD • Windows 11 Pro Targus 15"–16" Mobile Elite Checkpoint-Friendly Backpack (Model TBB617GL)	25
LOT 2	MONITORS	Size: 27 inch Resolution: UHD-2160 pix 94k)	70

B.1 Key Dates and Addresses

The detailed rules governing this procurement are set out in Section C, Instructions to Bidders, as supplemented by Section D, Bid Data Sheet. Where the Bid Data Sheet conflicts with the Instructions to Bidders, the Bid Data Sheet prevails. Bidders should read both Sections in full before preparing a Bid.

Event	Date and time	Address
Bidding Document available	From the date of the invitation	www.centralbank.org.ls
Deadline for clarification requests	Thursday 10 September 2026, 1600hrs	tenderclarifications@centralbank.org.ls
Deadline for submission of Bids	Friday 17 September 2026, 14:30	tenders@centralbank.org.ls
Bid opening	Friday 21 September 2026, 1430hrs	Central Bank of Lesotho, Maseru (Bid register will be shared)
Bid validity	90 days from the deadline for submission	—

SECTION 2. INSTRUCTION TO BIDDERS

This Section sets out the standard provisions governing the preparation, submission, evaluation and award of Bids. It is not amended for individual procurements. The data specific to this procurement are set out in Section 3, Bid Data Sheet, which supplements, specifies and where stated amends this Section. Where the Bid Data Sheet conflicts with this Section, the Bid Data Sheet prevails.

PART A — GENERAL

1. Scope of Bid	1.1 The Central Bank of Lesotho ("the Bank"), as identified in the Bid Data Sheet (BDS), issues this Bidding Document for the supply and delivery of the goods specified in Section F, Technical Specifications. The name, identification number and lots of this procurement are stated in the BDS. 1.2 Throughout this Bidding Document: "day" means a calendar day; "in writing" means communicated in written form, delivered by hand or by electronic mail, with proof of receipt; and the singular includes the plural.
2. Source of Funds	2.1 This procurement is financed entirely from the Bank's own resources. No external financier, donor or development partner is involved, and no third party derives any right from this Bidding Document or from any resulting contract. 2.2 Payment will be made only to the Bidder awarded the Contract, on the terms stated in the Contract.
3. Fraud and Corruption	3.1 The Bank requires that Bidders, and their agents, subcontractors, consultants and personnel, observe the highest standard of ethics during the procurement and execution of the Contract. 3.2 For the purposes of this clause: a) "corrupt practice" means offering, giving, receiving or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party; b) "fraudulent practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party in order to obtain a financial or other benefit or to avoid an obligation; c) "collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party; d) "coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or its property to influence improperly its actions; and e) "obstructive practice" means destroying, falsifying, altering or concealing evidence material to an investigation, or making false statements to investigators. 3.3 The Bank will reject a Bid if it determines that the Bidder, directly or through an agent, has engaged in any practice described at ITB 3.2 in competing for the Contract. 3.4 The Bank may terminate the Contract, and may exclude the Bidder from participating in its procurements for the period stated in its Vendor Exclusion Policy, where it determines that the Bidder or the Supplier has engaged in any such practice during the procurement or the execution of the Contract. 3.5 A Bidder shall not offer any gift, hospitality, inducement or payment of any kind to any officer, employee or Board member of the Bank in connection with this procurement, and shall disclose any such offer made to it. 3.6 The Bank may inspect and audit the accounts and records of the Bidder or Supplier relating to the Bid and to the performance of the Contract.

4. Eligible Bidders	4.1 A Bidder may be a natural person, a private or public entity, or a joint venture, consortium or association ("JV") of such entities. Where a Bidder is a JV, all members are jointly and severally liable for the performance of the Contract. 4.2 A Bidder shall not have a conflict of interest. A Bidder is considered to have a conflict of interest where it: (a) controls, is controlled by, or is under common control with another Bidder for this procurement; (b) receives from or grants to another Bidder any subsidy relating to this Bid; (c) has the same legal representative as another Bidder; (d) has a relationship with another Bidder that allows it to influence that Bidder's Bid or to obtain information about it; (e) submits more than one Bid, whether alone or as a JV member, other than as a permitted alternative; (f) participated as a consultant in the preparation of the specifications for this procurement; or (g) has a close business or family relationship with an officer, employee or Board member of the Bank involved in this procurement, which has not been disclosed. 4.3 A Bidder shall disclose in its Bid any relationship falling within ITB 4.2. Failure to disclose will result in rejection of the Bid and may lead to exclusion under ITB 3.4. 4.4 A Bidder shall not be under suspension or debarment by the Bank, and shall not be listed on any applicable sanctions list. 4.5 A Bidder shall be lawfully registered, shall hold a valid trading licence or certificate of incorporation, and shall be compliant with its statutory tax obligations, as evidenced by the documents required at ITB 18. 4.6 A Bidder shall provide any evidence of continued eligibility that the Bank reasonably requests.
5. Eligible Goods and Related Services	5.1 All goods and related services supplied under the Contract shall be new, unused, genuine, of current production, and sourced through the manufacturer's authorised distribution channel for this region. Refurbished, remanufactured, ex-demonstration, grey-market and parallel-imported equipment is not eligible. 5.2 Goods shall be delivered in factory-sealed, tamper-evident packaging. No software, firmware or hardware modification shall be made to any unit before delivery except as the Bank expressly instructs in writing. 5.3 The Bidder shall state in its Bid the country of origin and the route of supply of the principal items offered, identifying every intermediary between the manufacturer and the Bank. 5.4 Each unit shall be capable of verification against the manufacturer's records by serial number, and shall be registered to the Bank as end customer.

PART B — CONTENTS OF THE BIDDING DOCUMENT

6. Sections of the Bidding Document	6.1 The Bidding Document comprises the Sections listed in the table of contents, together with any Addendum issued under ITB 8. 6.2 The Bank is not responsible for the completeness of a Bidding Document obtained otherwise than from the source identified in the BDS, or for any amendment not received as a result. 6.3 The Bidder shall examine all instructions, forms, terms and specifications in the Bidding Document. Failure to furnish all information or documentation required, or to submit a Bid that is substantially responsive, is at the Bidder's risk and may result in rejection of its Bid.

7. Clarification of the Bidding Document	7.1 A Bidder requiring clarification shall contact the Bank in writing at the address stated in the BDS, to arrive no later than the clarification deadline stated in the BDS. 7.2 The Bank will respond in writing to every Bidder that has obtained the Bidding Document, giving the substance of the query and its response, but not identifying the enquirer. 7.3 Where a response results in a change to the Bidding Document, the change will be made only by Addendum under ITB 8. No oral clarification, and no statement made by any officer of the Bank otherwise than by Addendum, varies the Bidding Document or binds the Bank.
8. Amendment of the Bidding Document	8.1 At any time before the deadline for submission of Bids the Bank may amend the Bidding Document by issuing an Addendum, whether on its own initiative or in response to a clarification request. 8.2 Every Addendum forms part of the Bidding Document and is binding on all Bidders. Each Addendum will be communicated in writing to every Bidder that has obtained the Bidding Document, and published at the source identified in the BDS. 8.3 To give Bidders reasonable time to take an Addendum into account, the Bank may at its discretion extend the deadline for submission of Bids under ITB 23.2.

PART C — PREPARATION OF BIDS

9. Cost of Bidding	9.1 The Bidder bears all costs of preparing and submitting its Bid, and of any subsequent clarification or negotiation. The Bank is not liable for those costs in any circumstance, including where it rejects all Bids or cancels the procurement.
10. Language of Bid	10.1 The Bid, and all correspondence and documents relating to it, shall be in English. Supporting material in another language shall be accompanied by a certified English translation, which shall govern for the purposes of interpreting the Bid.
11. Documents Comprising the Bid	11.1 The Bid shall comprise: (a) the Letter of Bid, signed in accordance with ITB 21; (b) the completed, signed and stamped Price Schedules at Section E; (c) the documents establishing the eligibility and qualifications of the Bidder required by ITB 18 and listed in the BDS; (d) the documents establishing conformity of the goods required by ITB 17; (e) evidence of the authority of the signatory; (f) any alternative Bid where permitted by the BDS; and (g) any other document required by the BDS or by an Addendum. 11.2 Every document required by the BDS shall be submitted in documentary form. A hyperlink, cloud-storage reference or shared-drive location is not accepted, and material to which such a reference points will not be evaluated. 11.3 A Bid that omits a document identified in the BDS as mandatory, or that submits one that has expired at the deadline for submission, will be treated as substantially non-responsive under ITB 30.
12. Letter of Bid and Price Schedules	12.1 The Letter of Bid and the Price Schedules shall be prepared using the forms at Section E. The forms shall be completed without alteration to their text, and no substitute form is accepted. 12.2 All blank spaces shall be completed with the information requested. Where an item is not applicable the Bidder shall so state; a blank field will be read as an omission.

13. Alternative Bids	13.1 Alternative Bids are permitted only where the BDS so states. Where alternatives are not permitted, an alternative submitted will not be evaluated. 13.2 Where alternatives are permitted, the Bidder shall also submit a Bid fully conforming to the requirements of the Bidding Document. An alternative will be considered only if the conforming Bid is itself responsive.
14. Bid Prices and Discounts	14.1 The Bidder shall quote a unit price and a line total for every item in the Price Schedules. An item left unpriced will be treated as not offered, and the Bid may be rejected as non-responsive. 14.2 Prices shall be inclusive of delivery to the place of destination stated in the BDS, packaging, insurance in transit, loading, offloading, and all duties, levies and charges. 14.3 Prices quoted shall be fixed and shall not be subject to adjustment for exchange rate movement, inflation or any other cause during the performance of the Contract, unless the BDS expressly provides otherwise. A Bid submitted on the basis of an adjustable price will be treated as non-responsive. 14.4 Prices shall be inclusive of Value Added Tax at the rate stated in the BDS where applicable, and shall otherwise comply with applicable Lesotho tax law. A Bidder registered for Value Added Tax shall submit its VAT registration certificate. 14.5 In effecting payment the Bank will apply withholding tax at the rates stated in the BDS. Withholding tax is not an additional charge; it is deducted from the amount otherwise payable, and Bidders shall take it into account when pricing. 14.6 A discount offered shall be stated in the Letter of Bid and the Price Schedules, together with the method of its application. A discount offered conditionally on the award of other lots or of another contract will be disregarded in evaluation.
15. Currency of Bid	15.1 Prices shall be quoted in the currency or currencies stated in the BDS. A Bid expressed in any other currency will be treated as non-responsive. 15.2 Payment under the Contract will be made in the currency of the Bid.
16. Documents Establishing Eligibility of the Goods	16.1 The Bidder shall submit a current letter of authority or partner certificate from each manufacturer whose products are offered, confirming the Bidder's status and expressly covering Lesotho as a territory of sale and of service. 16.2 The Bank may verify any manufacturer authorisation directly with the manufacturer or its regional office. A Bid supported by an authorisation that cannot be verified, or that has expired, will be rejected.
17. Documents Establishing Conformity of the Goods	17.1 The Bidder shall submit documentary evidence that the goods offered conform to the Technical Specifications at Section F, in the form of manufacturer product datasheets, a detailed item-by-item statement of compliance, and any certification the BDS requires. 17.2 The statement of compliance shall address every line of the Technical Specifications and shall identify any deviation. A statement asserting compliance generally, without addressing each line, is not sufficient. 17.3 A reference to a brand name or model in the Technical Specifications is indicative of the standard required. A Bidder may offer an equivalent, provided it demonstrates equivalence in its statement of compliance to the Bank's satisfaction.

18. Documents Establishing Eligibility and Qualifications of the Bidder	18.1 The Bidder shall submit the documents listed in the BDS as evidence of its eligibility under ITB 4 and of its qualification to perform the Contract. 18.2 The Bidder shall meet the qualification criteria stated in the BDS, covering financial capacity, experience of comparable contracts, manufacturer authorisation, warranty and service capability, and legal and statutory standing. 18.3 Where the Bidder is a JV, the BDS states which criteria are to be met by the JV as a whole, by the lead member, and by each member individually. 18.4 A Bidder relying on the capacity of a subcontractor or other entity shall identify that entity, state the part of the supply it would perform, and submit its written commitment. The Bidder remains fully responsible to the Bank for performance of the whole Contract.
19. Period of Validity of Bids	19.1 Bids shall remain valid and open for acceptance for the period stated in the BDS, running from the deadline for submission. A Bid valid for a shorter period will be rejected as non-responsive. 19.2 Before expiry of the validity period the Bank may request Bidders to extend it. The request and the responses shall be in writing. 19.3 A Bidder may refuse the request without forfeiting any Bid security. A Bidder that agrees shall not be permitted to modify its Bid, and where a Bid security was required shall extend it correspondingly.
20. Bid Security	20.1 A Bid security is required only where the BDS so states. Where required, its amount, form and validity are as stated in the BDS. 20.2 A Bid security shall be forfeited where the Bidder withdraws its Bid during the validity period, or where the successful Bidder fails to sign the Contract or to furnish the performance security required under ITB 43. 20.3 The Bid securities of unsuccessful Bidders will be released promptly after the Contract is signed and the performance security furnished.
21. Format and Signing of Bid	21.1 The Bid shall be signed by a person duly authorised to bind the Bidder. Written evidence of that authority, in the form of a power of attorney or board resolution, shall accompany the Bid. 21.2 The Price Schedules shall be signed and stamped. An unsigned Price Schedule renders the Bid non-responsive. 21.3 Any interlineation, erasure or overwriting shall be initialled by the person signing the Bid. 21.4 Where the Bidder is a JV, the Bid shall be signed by the lead member on behalf of all members under a duly executed agreement, or by all members.

PART D — SUBMISSION AND OPENING OF BIDS

22. Submission, Sealing and Marking of Bids	22.1 Bids shall be submitted in the manner, to the address and bearing the identification stated in the BDS. 22.2 Where the BDS provides for electronic submission, the Bid shall be transmitted in the file format stated, as an attachment or compressed folder, and shall bear the subject line stated in the BDS. The Bidder is responsible for ensuring that its Bid is received in full, is readable, and is not blocked or truncated by any file-size or attachment restriction. 22.3 The Bank accepts no responsibility for a Bid that is misdirected, not received, received late, or that cannot be opened, for any reason.

23. Deadline for Submission of Bids	23.1 Bids shall be received by the Bank at the address, and no later than the date and time, stated in the BDS. Receipt is determined by the record of the Bank's systems. 23.2 The Bank may at its discretion extend the deadline by issuing an Addendum under ITB 8. All rights and obligations of the Bank and of Bidders subject to the original deadline are then subject to the extended deadline.
24. Late Bids	24.1 A Bid received after the deadline will be declared late, will be rejected, and will not be opened or evaluated, irrespective of the cause of the delay.
25. Withdrawal, Substitution and Modification of Bids	25.1 A Bidder may withdraw, substitute or modify its Bid after submission by sending a written notice, duly signed by an authorised representative, that is received before the deadline for submission. 25.2 A notice of withdrawal, substitution or modification received after the deadline is of no effect. 25.3 A Bid may not be withdrawn, substituted or modified during the period between the deadline for submission and the expiry of the validity period. A Bidder that does so may be excluded from future procurements of the Bank and, where a Bid security was required, forfeits it.
26. Bid Opening	26.1 The Bank will open Bids at the date, time and place stated in the BDS. 26.2 Bids withdrawn or substituted in accordance with ITB 25 will not be opened. 26.3 A record of the opening will be prepared, stating the name of each Bidder, the Bid price for each lot, any discount offered, any withdrawal, substitution or modification, and the presence or absence of any required document. The record will be circulated to every Bidder that submitted a Bid. 26.4 The record of opening is a record of receipt only. It confers no right or expectation as to responsiveness, evaluation or award.

PART E — EVALUATION AND COMPARISON OF BIDS

27. Confidentiality	27.1 Information relating to the examination, evaluation, comparison and qualification of Bids, and to the recommendation of award, will not be disclosed to Bidders or to any other person not officially concerned with the process until the notification of award. 27.2 From the deadline for submission until notification of award, no Bidder shall contact any officer, employee or Board member of the Bank on any matter relating to this procurement except through the clarification address stated in the BDS. 27.3 Any attempt by a Bidder to influence the Bank in the examination, evaluation, comparison or award decision will result in rejection of its Bid.
28. Clarification of Bids	28.1 The Bank may ask a Bidder in writing to clarify its Bid, allowing a reasonable period for response. No change in the price or substance of the Bid shall be sought, offered or permitted, save for the correction of arithmetical errors under ITB 32. 28.2 Where a Bidder does not respond within the period stated, the Bank may evaluate the Bid on the information before it.
29. Deviations, Reservations and Omissions	29.1 For the purposes of evaluation: "deviation" means a departure from the requirements of the Bidding Document; "reservation" means the setting of a limiting condition or the withholding of complete acceptance of those requirements; and "omission" means the failure to submit part of or all the information or documentation required.

30. Determination of Responsiveness	30.1 The Bank will determine the responsiveness of a Bid on the basis of the contents of the Bid itself, as clarified under ITB 28. 30.2 A substantially responsive Bid is one that conforms to all the terms, conditions and specifications of the Bidding Document without material deviation, reservation or omission. A deviation, reservation or omission is material where it: (a) affects in any substantial way the scope, quality or performance of the goods; (b) limits in any substantial way, inconsistently with the Bidding Document, the Bank's rights or the Bidder's obligations under the Contract; or (c) if rectified, would unfairly affect the competitive position of other Bidders. 30.3 A Bid determined not to be substantially responsive will be rejected, and may not subsequently be made responsive by correction of the material deviation, reservation or omission.
31. Nonconformities, Errors and Omissions	31.1 Where a Bid is substantially responsive, the Bank may waive a nonconformity that does not constitute a material deviation, reservation or omission. 31.2 Where a Bid is substantially responsive, the Bank may request the Bidder to submit, within a reasonable period, the information or documentation necessary to rectify a non-material nonconformity relating to documentation. The request shall not relate to any aspect of the price. Failure to comply may result in rejection of the Bid. 31.3 Where a Bid is substantially responsive, the Bank will adjust for the price effect of any quantifiable non-material nonconformity, for the purposes of comparison only.
32. Correction of Arithmetical Errors	32.1 Where there is a discrepancy between the unit price and the line total obtained by multiplying the unit price by the quantity, the unit price prevails and the line total is corrected, unless the Bank considers the unit price to contain an obvious misplacement of the decimal point, in which case the line total prevails and the unit price is corrected. 32.2 Where there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals prevail and the total is corrected. 32.3 Where there is a discrepancy between an amount in words and an amount in figures, the amount in words prevails, unless that amount is affected by an arithmetical error, in which case the amount in figures prevails subject to ITB 32.1 and 32.2. 32.4 The Bidder shall be asked to accept the corrected Bid amount. A Bidder that does not accept the correction will have its Bid rejected, and where a Bid security was required it may be forfeited.
33. Evaluation of Bids	33.1 The Bank will evaluate each Bid determined to be substantially responsive, applying only the criteria and methodology stated in this ITB and in the BDS. No other criterion or methodology will be applied. 33.2 Evaluation will take account of: (a) the Bid price, adjusted under ITB 32 and for any unconditional discount; (b) any adjustment for a non-material nonconformity under ITB 31.3; and (c) the additional evaluation factors stated in the BDS. 33.3 Where the BDS provides for evaluation by lot, Bids will be evaluated and awarded lot by lot, and a Bidder may be awarded one or more lots. 33.4 Where the BDS so provides, the Bank will evaluate on the basis of the cost of ownership over the life of the goods, taking account of warranty, support, consumables and disposal, and not on the Bid price alone.
34. Comparison of Bids	34.1 The Bank will compare the evaluated cost of all substantially responsive Bids to determine the Bid with the lowest evaluated cost that meets the qualification criteria.

35. Abnormally Low or Unbalanced Bids	35.1 An abnormally low Bid is one so far below the estimate, or below the other Bids received, as to raise material concern as to the Bidder's capacity to perform the Contract at the price offered. 35.2 Where the Bank identifies a potentially abnormally low or materially unbalanced Bid, it will seek written clarification, including a detailed price analysis. Where the Bidder does not demonstrate its capacity to perform at the price offered, the Bank may reject the Bid.
36. Qualification of the Bidder	36.1 The Bank will determine, on the documents submitted under ITB 18, whether the Bidder with the lowest evaluated cost meets the qualification criteria stated in the BDS. 36.2 A determination in the affirmative is a precondition to award. A determination in the negative results in rejection of the Bid, and the Bank will then examine the next ranked Bid. 36.3 The Bank may verify any information submitted, including by contacting referees, manufacturers, bankers, auditors, the Registrar of Companies and the revenue authority, and by screening the Bidder and its directors against applicable sanctions and debarment lists.
37. Right to Accept Any Bid, and to Reject Any or All Bids	37.1 The Bank is not bound to accept the lowest or any Bid. 37.2 The Bank may reject all Bids or cancel the procurement at any time before award, and is not bound to give reasons. 37.3 The exercise of a right under this clause gives rise to no liability of any kind to any Bidder.

PART F — AWARD OF CONTRACT

38. Award Criteria	38.1 The Bank will award the Contract to the Bidder whose Bid has been determined to be substantially responsive, is the lowest evaluated cost, and whose Bidder has been determined to be qualified under ITB 36.
39. Right to Vary Quantities at Time of Award	39.1 At the time of award the Bank may increase or decrease the quantity of goods originally specified, by up to the percentage stated in the BDS, without change to the unit prices or to the other terms and conditions of the Bid and the Bidding Document.
40. Notification of Award	40.1 The Bank will notify the successful Bidder in writing that its Bid has been accepted, stating the contract price and the quantities awarded. 40.2 The Bank will at the same time notify each unsuccessful Bidder in writing that it has not been successful. 40.3 No contract arises from the notification of award alone. The Contract is formed only on execution of a written agreement, or on the issue of a purchase order by the Bank where no separate agreement is executed.
41. Debriefing	41.1 An unsuccessful Bidder may request a debriefing in writing within the period stated in the BDS. The Bank will provide the debriefing within a reasonable period. 41.2 The debriefing will address the reasons why that Bidder's Bid was unsuccessful. It will not disclose the contents of another Bidder's Bid, nor any information relating to the deliberations of the evaluation.
42. Signing of Contract	42.1 The successful Bidder shall execute the Contract, and furnish any performance security required, within the period stated in the BDS from the date of notification of award. 42.2 Failure to do so constitutes sufficient ground for annulment of the award and, where a Bid security was required, for its forfeiture. The Bank may then award the Contract to the next ranked qualified Bidder.

43. Performance Security	43.1 Where the BDS so requires, the successful Bidder shall furnish a performance security in the amount, form and validity stated in the BDS, before the Contract is entered into. 43.2 A performance security shall be issued by a bank or insurer acceptable to the Bank, and shall remain valid until the expiry of the warranty period. 43.3 The performance security will be released on satisfactory completion of the Supplier's obligations, including all warranty obligations.
44. Procurement-Related Complaint	44.1 A Bidder that considers it has suffered, or may suffer, loss or injury as a result of a breach of this Bidding Document may submit a written complaint to the Bank, stating the grounds relied on, within the period stated in the BDS. 44.2 The Bank will acknowledge the complaint, examine it, and respond in writing. The submission of a complaint does not of itself suspend the procurement or any resulting Contract. 44.3 A complaint alleging fraud, corruption, collusion, coercion or obstruction may be submitted at any time and will be handled under the Bank's applicable policies.

PART G — ADDITIONAL REQUIREMENTS OF THE BANK

45. Safety, Health, Environment and Quality	45.1 The Bank applies Safety, Health, Environment and Quality requirements under the Occupational Safety and Health Act No. 4 of 2024 as amended. The Supplier shall comply with that Act and with the Bank's site requirements at all times. 45.2 The Supplier shall ensure that all goods supplied are safe for their intended use, and shall provide user familiarisation and safety information in hard or soft copy on delivery. 45.3 The Supplier shall hold valid workmen's compensation cover for all personnel attending the Bank's premises, and shall produce evidence of that cover on request.
46. Background Checks and Access to the Bank's Premises	46.1 The Bank may check and verify the background of the Bidder and of any person involved in the Bid or in performance of the Contract, including directors, partners and technical personnel. 46.2 The Supplier shall provide in advance the names and identification details of all personnel who will attend the Bank's premises, for security clearance. The Bank may refuse access to any individual without giving reasons.
47. Confidentiality of the Bank's Information and Data Protection	47.1 All information pertaining to the Bank obtained by a Bidder in the course of this procurement is confidential, shall be used only for the purpose of bidding, and shall not be disclosed to any third party without the Bank's prior written consent. 47.2 The successful Bidder shall execute a confidentiality undertaking in the form required by the Bank before commencing performance, and shall procure the same undertaking from its personnel attending the Bank's premises. 47.3 Where the Supplier processes any personal data belonging to the Bank, it shall do so only on the Bank's instructions, shall apply appropriate technical and organisational security measures, and shall not transfer that data outside Lesotho without the Bank's prior written consent. 47.4 Failed storage media shall not be returned to the manufacturer or removed from the Bank's premises. Such media shall be retained by the Bank for secure destruction, and the manufacturer's warranty shall be honoured on that basis. 47.5 The obligations in this clause survive the conclusion or cancellation of the procurement and the expiry or termination of any Contract.

48. Ownership of Bids	48.1 All Bids and supporting documents submitted to the Bank become the property of the Bank and will not be returned. 48.2 Intellectual property in material submitted remains with the Bidder, save that the Bank may reproduce and retain the material as necessary for evaluation, audit and record purposes.
49. Governing Law	49.1 This Bidding Document, and any Contract resulting from it, are governed by the laws of the Kingdom of Lesotho, and the parties submit to the jurisdiction of the courts of Lesotho.

SECTION 3. BID DATA SHEET

The Bid Data Sheet supplements, specifies and where stated amends the Instruction to Bidders at Section 2. Where a provision of the Bid Data Sheet conflicts with a provision of Section 2, the Bid Data Sheet prevails. The second column refers to the corresponding clause of Section 2.

BDS No.	Ref. to Section 2	Data	Specific Instructions / Requirements
1	1.1	Purchaser	Central Bank of Lesotho ("the Bank"), Corner of Moshoeshoe and Airport Roads, Maseru, Lesotho.
2	1.1	Title and reference of the procurement	Supply and Delivery of Laptops, Monitors and Backpacks. Reference: CBL/FNC/TC/8/14/2026.
3	1.1	Lots	Lot 1 — Laptops and Backpacks. Lot 2 — Monitors. A Bidder shall bid for all items within a Lot, and may bid for one or more Lots.
4	2.1	Source of funds	The Bank's own resources. No external financier or development partner is involved.
5	4.2 (g)	Conflict of interest	A Bidder shall declare any relationship between the Bidder, its directors, partners or owners, or their close family members, and any employee of the Bank.
6	6.2	Source of the Bidding Document	***www.centralbank.org.ls.*** Addenda are published at the same address.
7	7.1	Address and deadline for clarification requests	***tenderclarifications@centralbank.org.ls***, to arrive by Thursday 10 September 2026, 16:00 hours.
8	7.2	Manner of issuing clarifications	In writing to every Bidder that has obtained the Bidding Document, stating the substance of the query and the response, without identifying the enquirer.
9	10.1	Language of the Bid	English. Supporting material in another language shall be accompanied by a certified English translation, which governs.
10	11.1 (g)	Additional documents comprising the Bid	A one-page letter of introduction identifying the Bidder, its physical address, contact person, telephone number and email address, signed by a person authorised to bind the Bidder; and the completed Form I, Bidder Capability and Supply Chain Integrity.
11	11.3	Mandatory documents	A Bid that omits any of the following, or submits one that has expired at the deadline, will be rejected: (a) valid tax clearance certificate; (b) valid trader's licence or certificate of incorporation; (c) signed letter of introduction; (d) signed and stamped Price Schedule (Form F); (e) manufacturer's letter of authority or partner certificate (Form G); (f) evidence of financial capability; (g) VAT registration certificate where the Bidder is VAT registered; (h) evidence of the signatory's authority.
12	13.1	Alternative Bids	NOT permitted. An alternative submitted will not be evaluated.
13	14.2	Place of destination and incidental costs	Central Bank of Lesotho, Corner of Moshoeshoe and Airport Roads, Maseru. Prices shall be inclusive of delivery to that address, packaging, insurance in transit, loading, offloading and all duties and charges.
14	14.3	Price adjustment	NOT permitted. Prices shall be fixed and firm for the full duration of the Contract.
15	14.4	Value Added Tax	15% where applicable. Prices shall be quoted VAT inclusive.

BDS No.	Ref. to Section 2	Data	Specific Instructions / Requirements
16	14.5	Withholding tax	10% for foreign companies and 5% for local companies. Withholding tax is not an additional charge; it is deducted from the amount otherwise payable and shall be taken into account in pricing.
17	15.1	Currency of the Bid	Maloti (LSL) or Rand (ZAR) only. A Bid in any other currency will be rejected.
18	16.1	Manufacturer authorisation	A current letter of authority or partner certificate is required from each manufacturer whose products are offered, expressly covering Lesotho as a territory of sale and of service. Use Form G.
19	17.1	Evidence of conformity of the goods	Manufacturer product datasheets for every model offered, and an item-by-item statement of compliance against Section 5 using Form E.
20	18.1	Evidence of financial capability	EITHER (a) a credit line letter from an authorised financial institution confirming a credit or loan facility equal to or exceeding the Bid amount; OR (b) financial statements for the three most recent completed financial years, signed and stamped by an audit firm or practising chartered accountant, reflecting working capital equal to or exceeding the Bid amount.
21	18.2	Qualification criteria	As set out in Section 4, Evaluation Criteria, Table 2.
22	18.3	Application to a joint venture	Financial capability shall be met by the JV as a whole; manufacturer authorisation and service capability shall be met by the member that will supply and service the goods; legal and statutory standing shall be met by every member individually.
23	19.1	Period of Bid validity	Ninety (90) days from the deadline for submission of Bids.
24	20.1	Bid security	NOT required for this procurement.
25	21.1	Signing of the Bid	The Bid shall be signed by a person authorised to bind the Bidder. A power of attorney or board resolution evidencing that authority shall accompany the Bid.
26	22.1	Manner and address for submission	By electronic mail only, to ***tenders@centralbank.org.ls***. No hard copy is accepted.
27	22.2	Format and identification of the Bid	PDF format, as individual attachments or a single folder or compressed (zipped) folder. Links of any kind are not accepted. Subject line: "Bid — Supply and Delivery of Laptops, Monitors and Backpacks — CBL/FNC/TC/8/14/2026".
28	23.1	Deadline for submission of Bids	Friday 18 September 2026, 14:30 hours. Receipt is determined by the time recorded by the Bank's mail server.
29	26.1	Bid opening	Friday 18 September 2026, 15:00 hours, at the Central Bank of Lesotho, Maseru. Bidders shall not attend. The record of opening will be emailed to every Bidder that submitted a Bid.
30	27.2	Communication during evaluation	All communications shall be directed to ***tenderclarifications@centralbank.org.ls***. Contact with any other officer of the Bank on the subject of this procurement will result in rejection of the Bid.
31	33.2 (c)	Additional evaluation factors	Compliance with the Technical Specifications; warranty period and in-country service capability; guaranteed repair turnaround time; delivery period offered; and availability of local spare parts.
32	33.3	Basis of evaluation and award	Lot by lot. A Bidder may be awarded one or more Lots.
33	33.4	Cost of ownership	The Bank will take account of the cost of ownership over the life of the equipment, including warranty and support, and not the Bid price alone.

BDS No.	Ref. to Section 2	Data	Specific Instructions / Requirements
34	38.1	Award criterion	The substantially responsive Bid with the lowest evaluated cost, submitted by a Bidder determined to be qualified.
35	39.1	Variation of quantities at award	The Bank may increase or decrease the quantity originally specified by up to twenty per cent (20%) without change to unit prices.
36	41.1	Debriefing	A request shall be made in writing within seven (7) days of notification that the Bid was unsuccessful.
37	42.1	Period for signing the Contract	Fourteen (14) days from the date of notification of award.
38	43.1	Performance security	May be required, at ten per cent (10%) of the Contract price, as an unconditional bank guarantee or insurance bond acceptable to the Bank, valid until expiry of the warranty period. Use Form H.
39	44.1	Procurement-related complaint	In writing within seven (7) days of notification of the award decision, addressed to the Secretary Tender Committee, Central Bank of Lesotho.
40	17.1 / 18.1	Form I — Bidder Capability and Supply Chain Integrity	MANDATORY and returnable. Form I addresses product lifecycle and continuity of configuration, deployment services, supply chain integrity and chain of custody, environmental compliance and data sanitisation, health and safety and insurance, and subcontracting. It is assessed pass or fail under Section 4, Table 2, criterion 10. An incomplete Form I renders the Bid non-responsive.
41	45 – 47	Additional requirements of the Bank	Occupational Safety and Health Act No. 4 of 2024 applies. Personnel attending the Bank's premises are subject to security clearance and shall be covered by valid workmen's compensation insurance. Failed storage media shall not leave the Bank's premises and shall be retained by the Bank for secure destruction.

SECTION 4. EVALUATION CRITERIA

Bids are evaluated in three stages. A Bid must pass each stage to proceed to the next. No criterion other than those set out in this Section will be applied.

4.1 Stage 1 — Preliminary Examination (pass / fail)

Each Bid is first examined for completeness and compliance with the formal requirements. A Bid that fails any criterion in Table 1 is rejected and is not evaluated further.

Criterion	Requirement
Bid received on time	Received at *tenders@centralbank.org.ls* on or before Friday 17 September 2026, 14:30 hours
Bid readable and complete	Transmitted in PDF, capable of being opened, and complete
Bid validity	Valid for not less than 90 days from the deadline for submission
Signature	Bid Submission Form and Price Schedule signed by an authorised signatory, with evidence of authority
Currency	Prices quoted in Maloti or Rand only
Completeness of pricing	All items within each Lot bid priced
Mandatory documents	All documents listed at BDS No. 11 present and valid at the deadline

Table 1 — Preliminary examination criteria

4.2 Stage 2 — Minimum Eligibility and Qualification (pass / fail)

A Bid that passes preliminary examination is assessed against the eligibility and qualification criteria in Table 2. Each criterion is assessed pass or fail; no score is awarded and no criterion may be traded against another.

No.	Subject	Criterion	Document required
1	Legal status	Lawfully registered and in good standing	Certificate of incorporation or valid trader's licence (Form B)
2	Tax compliance	Compliant with statutory tax obligations at the deadline	Valid tax clearance certificate; VAT registration certificate where registered
3	Manufacturer authorisation	Current authorisation from each manufacturer offered, expressly covering Lesotho for sale and service	Manufacturer's Authorisation (Form G)
4	Financial capacity	Credit facility or working capital equal to or exceeding the Bid amount	Credit line letter, or audited financial statements for the three most recent completed years (Form D)
5	Experience	At least three contracts for the supply of laptops or comparable IT equipment within the last three years	Qualification Form (Form D) with contactable references
6	Service capability	Warranty valid and serviceable within Lesotho, performed by manufacturer-certified technicians	Statement of service capability and evidence of technician certification (Form D)
7	Integrity	No debarment, sanction, or unresolved conviction for an offence of dishonesty affecting the Bidder or any director	Declaration in the Bid Submission Form (Form A)
8	Conflict of interest	No undisclosed relationship with any employee, officer or Board member of the Bank, or with another Bidder	Declaration in the Bid Submission Form (Form A)
9	Joint venture	Where applicable, a duly executed JV agreement with joint and several liability and a nominated lead member	Joint Venture Information (Form C)
10	Capability and supply chain integrity	Every question in Form I answered; supply chain and chain of custody disclosed; new, genuine, authorised-channel supply	Form I — Bidder Capability and Supply Chain Integrity

No.	Subject	Criterion	Document required
		warranted; certified data sanitisation offered	

Table 2 — Minimum eligibility and qualification criteria

4.3 Stage 3 — Technical Evaluation (pass / fail)

The technical requirements in Table 3 are mandatory. This procurement is for standard commercial equipment against a defined specification, so technical merit is assessed on a pass or fail basis rather than by points; a Bid that meets every requirement proceeds to financial evaluation, and the award is then made on lowest evaluated cost.

Ref.	Technical requirement	Basis of assessment
T1	Conformity of every item to the Schedule of Requirements at Section 5	Pass / Fail — assessed item by item against Form E and the manufacturer's datasheet
T2	Goods new, unused, genuine, of current production and from the authorised channel	Pass / Fail — warranty in Form A and confirmation of the route of supply
T3	Warranty valid and serviceable within Lesotho for the period specified	Pass / Fail — statement in Form D and the manufacturer's authorisation
T4	Guaranteed repair turnaround time and availability of local spare parts	Pass / Fail against the minimum stated in Section 5; the offer is recorded and forms part of the Contract
T5	Delivery period offered	Pass / Fail against the maximum stated in Section 5
T6	Failed storage media retained by the Bank for secure destruction	Pass / Fail — express confirmation required in Form A

Table 3 — Technical evaluation requirements

4.4 Financial Evaluation and Award

Step	Action
1	Only Bids that pass preliminary examination and every technical requirement proceed to financial evaluation.
2	Arithmetical errors are corrected in accordance with ITB 32 and the corrected amount is put to the Bidder for acceptance.
3	Unconditional discounts are applied. Discounts conditional on the award of another Lot or contract are disregarded.
4	The evaluated cost is determined for each Lot, taking account of the cost of ownership factors at BDS No. 33.
5	The Contract for each Lot is awarded to the qualified Bidder with the lowest evaluated cost for that Lot.

Table 4 — Financial evaluation and award

The Bank is not bound to accept the lowest or any Bid, and may cancel the procurement at any stage before award, in accordance with ITB 37.

SECTION 5. SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS

ITEMS	DESCRIPTION
HP EliteBook Ultra Laptop	HP EliteBook Ultra • Intel Core Ultra i7 Processor • 16 GB RAM • 512 GB SSD • Windows 11 Pro 3 year manufacturer's warranty • Targus 15"–16" Mobile Elite Checkpoint-Friendly Backpack (Model TBB617GL)
Monitors	Size:27- inch Resolution: UHD – 2160 pix (4k)

SECTION 6. RETURNABLE BIDDING FORMS

The forms in this Section shall be completed and returned as part of the Bid. Form F, the Price Schedule, and Form I, Bidder Capability and Supply Chain Integrity, follow the forms below and shall be completed in the format provided, without alteration. Forms A to G and Form I are returnable with the Bid; Form H is furnished by the successful Bidder only, before the Contract is entered into.

Form A — Bid Submission Form

Item	Bidder's entry
Date of Bid	
Procurement reference	CBL/FNC/TC/8/14/2026
Lot(s) bid for	
Total Bid price per Lot (VAT inclusive), in words and figures	
Currency of the Bid	
Bid validity period (not less than 90 days)	
Delivery period offered, from the date of the purchase order	
Warranty period offered	
Guaranteed repair turnaround time	
Confirmation that all goods are new, unused, genuine, of current production and sourced through the manufacturer's authorised channel	Yes / No
Confirmation that failed storage media will be retained by the Bank for secure destruction	Yes / No
Confirmation that the Bidder is not debarred, sanctioned, or subject to any unresolved conviction for an offence of dishonesty	Yes / No
Declaration of any relationship with an employee, officer or Board member of the Bank, or with another Bidder	
Confirmation that no gift, hospitality, inducement or payment has been or will be offered to any officer of the Bank	Yes / No
Name and position of the authorised signatory	
Signature, stamp and date	

Form B — Bidder Information Form

Item	Bidder's entry
Registered legal name	
Trading name, if different	
Legal form (company, partnership, sole proprietor, JV)	
Country of registration and registration number	
Year established	
Physical address	
Postal address	
Telephone / mobile	
Email address	
Website	
Taxpayer identification number	
VAT registration number, where registered	
Contact person for this Bid: name, position, telephone, email	
Names of all directors, partners or proprietors,	

Item	Bidder's entry
and of any person holding 5% or more of the ownership interest	
Parent or holding company, where applicable	

Form C — Joint Venture, Consortium or Association Information Form

To be completed only where the Bidder is a joint venture, consortium or association.

Item	Entry
Name of the joint venture, consortium or association	
Nominated lead member	
Name of each member	
Country of registration of each member	
Part of the supply each member will perform	
Percentage participation of each member	
Confirmation that all members are jointly and severally liable	Yes / No
Date of the JV agreement, attached	
Signature of each member, or of the lead member under power of attorney	

Form D — Qualification Form

Ref.	Requirement	Bidder's entry
D.1	Annual turnover for each of the three most recent completed financial years	
D.2	Working capital at the most recent financial year end	
D.3	Credit or loan facility available, and the issuing institution	
D.4	Largest single order of laptops or comparable IT equipment delivered in the last three years, by unit quantity, and the client	
D.5	Contract 1 — client, contact person, telephone, email, value, quantity, year	
D.6	Contract 2 — client, contact person, telephone, email, value, quantity, year	
D.7	Contract 3 — client, contact person, telephone, email, value, quantity, year	
D.8	Number of technicians employed holding manufacturer service certification for the brands offered, with evidence attached	
D.9	Location at which warranty repairs are performed, and who performs them	
D.10	Spare parts held locally for the models offered, and the lead time for parts not held	
D.11	Whether a loan or replacement unit is provided while a machine is under repair	
D.12	Dead-on-arrival policy: the period within which a unit is treated as DOA, and the time to replace it	

Form E — Technical Compliance Form

Add a row for every line of the Schedule of Requirements at Section 5. A general assertion of compliance, without an entry for each line, is not sufficient and will render the Bid non-responsive.

Item ref. in Section 5	Specification required	Specification offered (make, model, detail)	Comply? Yes / No	Reference to supporting datasheet page

Form F — Price Schedule

To be completed in the format provided below, without alteration. The Price Schedule shall be signed and stamped. An unsigned Price Schedule renders the Bid non-responsive.

ITEMS	DESCRIPTION	QTY	UNIT PRICE	TOTAL
HP EliteBook Ultra LAPTOPS	HP EliteBook Ultra • Intel Core Ultra i7 Processor • 16 GB RAM • 512 GB SSD • Windows 11 Pro 3 year manufacturer's warranty Targus 15"–16" Mobile Elite Checkpoint-Friendly Backpack (Model TBB617GL)	25 25		
Monitors	Size-27- inch Resolution- UHD – 2160 pix (4k)	70		
SUB TOTAL				
VAT @15% (IF APPLICABLE)				
TENDER SUM				

Tender Sum in Words: ____

Thus done and signed at ________________________________ on ____

______________________________ ______________________________

Name of signatory Signature and stamp

a) E.1 Payment Terms

All bidders should provide their trading/payment terms if applicable.

Form G — Manufacturer's Authorisation Form

To be issued on the manufacturer's letterhead and signed by the manufacturer or its regional office. The Bank may verify the authorisation directly with the manufacturer.

Item	Entry
Name of the manufacturer	
Manufacturer's address and country	
Name of the authorised Bidder	
Partner status or tier held by the Bidder	
Product line covered (business or commercial line to be specified)	
Confirmation that the authorisation covers Lesotho for sale and for service	Yes / No
Date of issue and date of expiry of the authorisation	
Name, position, telephone and email of the manufacturer's signatory, for verification by the Bank	
Signature and stamp of the manufacturer or its regional office	

Form H — Performance Security

To be furnished by the successful Bidder before the Contract is entered into. Not required at the time of bidding.

Item	Entry
Name of the issuing bank or insurer	
Beneficiary	Central Bank of Lesotho
Procurement reference	CBL/FNC/TC/8/14/2026
Guaranteed amount (10% of the Contract price), in words and figures	
Confirmation that the guarantee is unconditional and payable on first written demand	Yes / No
Date of issue	
Date of expiry (not earlier than the expiry of the warranty period)	
Signature and stamp of the issuer	

Form I — Bidder Capability and Supply Chain Integrity

MANDATORY AND RETURNABLE. Form I is assessed pass or fail under Section 4, Table 2, criterion 10. A Bid that omits Form I, or that leaves questions unanswered, will be treated as non-responsive under ITB 30.

This Form addresses the matters that the standard bidding forms do not cover: continuity of the configuration supplied, integrity of the supply chain, environmental compliance and data sanitisation, and the safety and insurance of personnel attending the Bank's premises. It is not a prequalification instrument and does not confer any status beyond this procurement.

Answer every question. Where a question does not apply, write "Not applicable" and explain briefly; do not leave a field blank. Where a question asks for a period, quantity or turnaround time, give a figure — answers such as "as required" or "competitive" will be treated as not answered. Attach any document a question calls for, labelled with the question number it supports. A web link is not accepted in place of a document.

The Parts of this Form are lettered to match the question references within them. Letters not used relate to matters covered elsewhere: Bidder identification in Form B, financial standing and experience in Form D, manufacturer authorisation in Form G, warranty and service capability in Form D, business integrity in the declarations in Form A, and the document checklist at BDS No. 11.

Form I, Part B — Statutory and Regulatory Compliance

MANDATORY — each document must be valid at the closing date and attached in full.

Requirement	Attached? | (Yes/No)	Expiry date	Reference / issuing authority
Certificate of incorporation or business registration certificate			
Valid trader's licence covering the sale of computer equipment			
Valid tax clearance certificate or tax compliance status confirmation			
VAT registration certificate (where registered)			
Import licence or permit, where required for the goods offered			

B.1 Is the Bidder currently compliant with all statutory returns and payments to the revenue authority in every jurisdiction in which it operates?

Yes	No	If no, explain fully

B.2 Has any licence, permit or registration held by the Bidder been suspended, revoked or refused in the last five years?

Yes	No	If yes, give details

Form I, Part E — Product Lifecycle, Specification and Continuity

ASSESSED

E.1 For the model families offered, state how long a given model remains available before it is superseded, and how much notice the manufacturer gives of end-of-life.

E.2 Explain how the Bidder would maintain a consistent configuration across a phased rollout running over several months, so that the Bank does not end up with a mixed fleet.

E.3 State the substitution policy if a quoted model is discontinued mid-contract — who approves the substitute, and on what basis equivalence is demonstrated.

The Bank's expectation is equal or better specification at no increase in price, subject to its written approval.

E.4 State the period for which the manufacturer provides BIOS, firmware, driver and security updates for the models offered.

E.5 Security features available

Feature	Available?	Detail — standard, optional or not offered
TPM 2.0 or equivalent hardware security module		
Self-encrypting drive / hardware full-disk encryption		
Firmware-level protection and BIOS recovery		
Fingerprint reader or facial recognition		

Feature	Available?	Detail — standard, optional or not offered
Privacy shutter on integrated camera		
Smart card reader		
BIOS password and port control configurable before delivery		
Remote management or out-of-band management capability		

E.6 Operating system and licensing

E.6 Are laptops supplied with a pre-installed, genuine and licensed operating system?

Yes	No	State the operating system, edition, and licence type — OEM, volume or other

E.7 Does the Bidder offer productivity or security software licensing alongside the hardware?

Yes	No	If yes, state which products and licence types

E.8 State the battery specification typically offered, the expected service life, and the availability and price basis of replacement batteries.

Form I, Part G — Delivery, Configuration and Deployment

ASSESSED

G.1 Lead times by order size

Order quantity	Lead time if in stock | (working days)	Lead time if ordered in | (working days)	Notes
1 to 10 units			
11 to 50 units			
51 to 200 units			
Over 200 units			

G.2 State the value of laptop and accessory stock ordinarily held, and where it is warehoused.

G.3 Is delivery to the Bank's premises in Maseru included in the Bidder's prices?

Yes	No	If not, state how delivery is charged

G.4 Can the Bidder deliver to the Bank sites on a single order?

Yes	No	Describe any limitation

G.5 Pre-delivery and deployment services

Indicate which services the Bidder can provide, and whether they are included or chargeable.

Service	Offered?	Included or chargeable — give basis
Asset tagging to the Bank's numbering convention		
Electronic schedule of serial numbers, models and asset tags on delivery		

Service	Offered?	Included or chargeable — give basis
Imaging or loading of the Bank's standard operating environment		
BIOS password setting and port configuration before delivery		
Domain join and initial configuration on site		
Data migration from the user's previous machine		
Desk-side handover and basic user orientation		
Warranty registration in the Bank's name on the manufacturer portal		
Removal and recycling of packaging after delivery		
Collection of decommissioned equipment		

G.6 Describe how the Bidder would deploy a fleet refresh of 100 or more units with minimum disruption — phasing, staffing, hours of work and coordination with the Bank's ICT team.

Form I, Part H — Product Integrity and Supply Chain Security

MANDATORY — a “no” answer to H.1, H.2 or H.3 will disqualify. This section reflects the Bank's status as a critical institution.

H.1 Does the Bidder warrant that all equipment supplied will be new, unused, genuine and of current production — not refurbished, remanufactured, ex-demonstration, end-of-life clearance or otherwise second-hand?

Yes	No	MANDATORY

H.2 Does the Bidder warrant that all equipment will be sourced through the manufacturer's official channel for this region, and is not a parallel, grey-market or unauthorised import?

Yes	No	MANDATORY. Note that grey imports commonly carry warranty valid only in the country of first sale.

H.3 Does the Bidder warrant that equipment will be delivered in factory-sealed, tamper-evident packaging, and that no software, firmware or hardware modification will be made other than services expressly requested by the Bank?

Yes	No	MANDATORY

H.4 State the country of manufacture and the route of supply for the principal models offered, identifying every intermediary between the manufacturer and the Bank.

H.5 Can each unit's serial number be verified against the manufacturer's records and registered to the Bank as the end customer?

Yes	No	Describe how

H.6 Describe the chain of custody from the point of import to delivery — who handles the equipment, where it is stored, and what security applies.

H.7 Does the Bidder undertake to disclose immediately any known security vulnerability, recall, or firmware compromise affecting equipment it has supplied to the Bank?

Yes	No	Describe the notification process

H.8 Is the Bidder, any manufacturer it represents, or any entity in its supply chain subject to any applicable export control restriction or sanction?

Yes	No	If yes, give full details

Form I, Part I — Environmental Compliance and Disposal

ASSESSED

Standard or certification	Applies to goods offered?	Detail / certificate reference
ENERGY STAR		
EPEAT registration (state tier)		
TCO Certified		
RoHS compliance		
ISO 14001 held by the Bidder		
ISO 9001 held by the Bidder		

I.1 Does the Bidder offer take-back and environmentally sound disposal of decommissioned equipment and batteries?

Yes	No	Describe the process and where disposal takes place

I.2 Does the Bidder provide certified data sanitisation or physical destruction of storage media, with a certificate of destruction issued to the Bank?

Yes	No	State the standard applied — for example NIST SP 800-88 — and who performs it

I.3 Describe packaging used and any measures taken to reduce packaging waste on bulk orders.

Form I, Part K — Health, Safety, Insurance and Labour

ASSESSED

K.1 Does the Bidder have a documented health and safety policy complying with the Occupational Safety and Health Act No. 4 of 2024 as amended?

Yes	No	If yes, attach the policy

K.2 Does the Bidder hold valid workmen's compensation cover for all staff who would attend the Bank's premises?

Yes	No	State the insurer and policy number

K.3 Will staff attending the Bank's premises be subject to background screening, and can the Bidder provide a list of named personnel in advance for security clearance?

Yes	No	Describe the screening applied

K.4 Does the Bidder confirm that no forced, bonded or child labour is used in its operations, and that it takes reasonable steps to satisfy itself of the same in its supply chain?

Yes	No	Describe the steps taken

K.5 Insurance held

Cover	Insurer	Sum insured	Expiry
Public liability			
Product liability			
Goods in transit			
Stock / warehouse cover			
Employer's liability / workmen's compensation			

Form I, Part M — Local Content and Subcontracting

INFORMATION as to local content; ASSESSED as to subcontracting.

Registered and operating in Lesotho?	

Percentage of ownership held by Lesotho nationals	
Percentage of ownership held by women	
Percentage of ownership held by persons under 35	
Staff employed in Lesotho	
Enterprise size (micro, small, medium, large)	
Technical staff based in Lesotho	

M.1 Does the Bidder intend to rely on a subcontractor, agent or another entity's capacity — for example for warranty service, imaging or deployment?

Yes	No	If yes, complete the table below

Name of entity	Relationship	Part of the supply it would perform	Registration number

Where a joint venture or consortium is proposed, all members are jointly and severally liable, and full documented details must be attached identifying the lead entity that assumes contracting responsibility.