



**Supply and installation of Metolong RWPS Substation 01
Electrical Equipment**

REQUEST FOR QUOTATIONS (RFQ)

MARCH 2026

Ref no: WASCO/SCM/030126



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ABBREVIATIONS and ACRONYMS

Acronym	Definition
WASCO	Water and Sewerage Company

Country : Lesotho

Implementing Agency : Water and Sewerage Company

Title of service : Supply and installation of Metolong RWPS Substation 01 Electrical Equipment

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DISCLAIMER

- I. These Terms Of reference (TORs) document is not an agreement or offer by the (WASCO) to the prospective Bidders or any other party. The purpose of these TORs is to provide interested parties with information to assist the formulation of their Bids.
- II. These TORs, along with its Annexures, are not transferable and will be issued only to the Bidding Company or the Lead Member of the Bidding Consortium who bought the RFB. The TORs and the information contained therein are to be used only by the person to whom they are issued. The document may not be copied or distributed by the recipient to third parties (other than in confidence to the recipient's professional advisors). In the event that the recipient does not continue with its involvement in the Project in accordance with these TORs, the TORs must be kept confidential.
- III. While these TORs has been prepared in good faith, neither WASCO nor its employees or advisors/consultants make any representation or warranty express or implied as to the accuracy, reliability or completeness of the information contained in these TORs. The Bidders shall satisfy themselves, on receipt of the TORs document, that the TORs document is complete in all respects. Intimation of any discrepancy shall be given to the Supply Chain Management office immediately. If no intimation is received from any Bidder within ten (10) days from the date of issue of this TORs document, it shall be considered that the issued document, complete in all respects, has been received by the Bidders.
- IV. Neither WASCO, its employees nor its consultants will have any liability to any Bidder or any other person under the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything

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- contained in these TORs, any matter deemed to form part of these TORs, the award of the Project, the information supplied by or on behalf of WASCO or its employees, any advisors/consultants or otherwise arising in any way from the selection process for the said Project.
- V. These TORs may be withdrawn or cancelled by WASCO at any time without assigning any reasons thereof. WASCO further reserves the right, at its complete discretion to reject any or all of the Bids without assigning any reasons whatsoever.

INTRODUCTION

3.1. Background

Water and Sewerage Company (WASCO) is a company duly established under the Water and Sewerage Company (Propriety) Limited (Establishment and Vesting) Act, 2010 Enacted by the Parliament of Lesotho. The company's Act established the Water and Sewerage Company (Proprietary) Limited and provided for the vesting of the assets, liabilities, rights and obligations of the Water and Sewerage Authority in the company, and provided for the transfer of employees.

Water and Sewerage Company (WASCO) serves almost 300 000 people in the urban centers with potable water. The Company has over 80 000 customers which is 60% of the total urban population. The safe drinking water is supplied through postpaid, prepaid and standpipe connections. To maintain, efficiency, effectiveness and continuity of WASCO daily operations without compromising Value for Money, it was found profound to acquire critical Electrical Equipment for Metolong Substation to enhance production.

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PURPOSE

The purpose of this RFQ is to outsource a supplier that will supply and install critical Electrical Equipment for Metolong Substation 01.

DEFINITION OF TERMS

“Bid” shall mean Non-Financial and Financial proposal submitted by the Bidders, in response to these TORs, in accordance with the terms and conditions thereof;

“Bidder” for the purpose of the TORs, shall mean bidding entity (including its permitted successors and legal assigns subject to fulfilment of conditions given in TORs) which meets the qualification requirements as specified in the RFQ;

“Bid Bond/ Security” shall mean the unconditional and irrevocable bank guarantee for specified currency, to be submitted along with the Quotation by the Bidder as per requirement of these TORs;

“Bid Deadline” shall mean the last date and time for submission of the Quotation in response to these TORs, specified in Bidding schedule;

“Conflict of Interest”: A Bidder shall be considered to be in a Conflict of Interest with one or more Bidders in the same bidding process if they have a relationship with each other, directly or through a common company, that puts them in a position to have access to information about or influence the Bid of another Bidder;

“Consents, Clearances, Permits” shall mean all authorizations, licenses, approvals, registrations, permits, waivers, privileges, acknowledgements, agreements, or concessions required to be obtained from or provided by any concerned authority for the development, execution and performance of Project under the bidding process;

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“Financial Bid”/ “Commercial bid” shall mean a proposal containing the bidder’s quoted goods/services charges as per the agree format of theseTORs;

“Framework agreement” shall mean an agreement with an anticipation to purchase goods, works and services from one or different suppliers by WASCO. There is no contractual commitment for any particular quantity, nor there is any commitment to purchase at all. This agreement shall include prices, delivery arrangements, terms and conditions and single or multiple suppliers can be involved in this agreement. Goods, work or services shall be requested by WASCO though Call –offs/ offers, and the supplier has the right to reject or accept the offer. Rejection to the offer shall automatically allow WASCO to take an alternative route source the required goods, works and services from any other supplier in the market;

“Letter of Intent” shall mean the letter to be issued by WASCO to the Bidder, who has been identified as the preferred Bidder, for award of the Project to such Bidder;

“Non -Financial Bid”/ “Technical bid” shall mean a proposal containing the documents as listed out in **Section 9 and 11** of theseTORs;

“TORs” shall mean these terms of reference document along with all schedules, annexures and TORs Project Documents attached hereto and shall include any modifications, amendments, alterations or clarifications thereto;

“Preferred Bidder” shall mean the Bidder selected pursuant to these TORs to acquire one hundred percent (100%) or highest evaluated score;

“Technically Evaluated Entity” shall mean the entity which has been evaluated for the satisfaction of the technical requirements set forth in the TORs.

GENERAL TERMS AND CONDITIONS

The Supply Chain Management process that is the subject of these TORs must be undertaken in accordance with WASCO’s bidding Terms and conditions provided in this

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document. This section informs the Bidder about rules and procedures that are pertinent to these TORs.

For clarity, Bidders must note that this procurement process may be changed by WASCO if it deems it necessary and, in such an event, all registered Bidders will be informed in writing of the change. Prior to preparing its response, a Bidder is advised to read the complete TORs, taking note of the information provided and the nature of the responses required by WASCO. Opportunities to clarify the Bidder's understanding of any matter relating to these TORs will be provided as described in this document. Most importantly, Bidders are therefore requested to note the following:

- 6.1 Completeness/ Responsiveness.** Bidders must ensure that the bids submitted are complete as per the description in the bidding format. Failure to adhere to this can lead to disqualification.
- 6.2 Rejection of tenders.** WASCO reserves the right to reject any or all proposals or to waive technicalities at its option when it is in the best interests of WASCO. Proposals may also be rejected, among other reasons, or for any of the following specific reasons not limited to the list below:
 - Quotations received **after the time limit** for receiving quotations as stated in the advertisement.
 - Quotations containing any irregularities/ quotations not responsive.
- 6.3** Quotation wrongly packaged / labeled Brand Name or Equal. Unless specified so, if terms for which proposals have been called for have been identified by a "brand name or equal" description, such identification is intended to be descriptive, but not restrictive, and is to indicate the quality and characteristics of products that will be satisfactory. Quotation offering "equal" products will be considered for award if such products are clearly identified in the proposals and are determined by WASCO to be equal in all material respects to the brand name products referenced. Unless the bidder clearly indicates in their quotation that they are offering an "equal product", their quotation shall be considered as offering a brand name product referenced in the Quotation Schedule.

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- 6.4 Taxes and duties.** All bidders are expected to be tax compliant; the entities must submit valid certified copies of tax clearance certificates. Failure to submit the clearances shall lead to disqualification. The total price for each quotation submitted must include any applicable taxes. It is suggested that taxes, if any, be separately identified, itemized, and stated in the quotation pricing.
- 6.5 Reasons for Disqualifications.** Vendors may be disqualified and their proposals not considered, among other reasons, or for any of the following specific reasons:
- 6.5.1 Collusion.** Reason for believing collusion exists among the vendors.
- 6.5.2 Reasonable grounds** for believing that any bidder is interested in more than one proposal for the work contemplated.
- 6.5.3 Litigation** The bidder being interested in any litigation against WASCO.
- 6.5.4 State of Arrears** the bidder being in arrears on any existing contract, or having defaulted on a previous contract.
- 6.5.5 Competency** Lack of competency as revealed by a financial status, experience and evaluation process.
- 6.5.6 Uncompleted work,** which in the judgment of WASCO will prevent or hinder the prompt completion of additional work if awarded.
- 6.6 Transfer of rights.** The successful bidder may not assign their rights and duties under this award without the written consent of WASCO. Such consent shall not relieve the assignor of liability in event of default by their assignee.
- 6.7 Delivery for Purchased Services.** Delivery date is an important factor to WASCO. WASCO considers delivery time to be that period elapsing from the time the individual order is placed/letter of intent issued until that order or work there under is received by WASCO; at the specified delivery location. The delivery date indicates a guaranteed delivery at WASCO. Failure by the Service provider to meet

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guaranteed delivery dates or service performance could lead into termination of the contract.

- 6.7.1 Notification of Delays.** Whenever the Contractor encounters any difficulty which is delaying or threatens to delay timely performance (including actual or potential labor disputes), the Contractor shall immediately give notice thereof in writing to the Chief Executive Officer or his/her designee stating all relevant information, with respect thereto. Such notice shall not in any way constitute a basis for an extension of the delivery or performance schedule or be construed as a "waiver" by WASCO of any rights or remedies to which it is entitled by law or pursuant to provisions herein. Failure to give such notice may be grounds for denial of any request for an extension of the delivery or performance schedule because of such delivery.
- 6.8 Terms and Conditions of Payment.** All proposals shall specify terms and conditions of payment, which will be considered as part of the award of proposal. WASCO shall affect payment in accordance with General Conditions of Contract after receipt of invoice, materials or service, unless unusual circumstances arise. Proposals which call for payment before 30 days from receipt of invoice, or cash discounts given on such payments, will be considered only if in the opinion of WASCO, the review, inspection and processing procedures can be completed.
- 6.9 In case of default.** In case of default of the successful bidder, WASCO may acquire the goods/services from other sources and hold the supplier responsible for any excess cost occasioned thereby.
- 6.10 Bid Preparation Costs.** WASCO shall not be liable for any pre-contract costs incurred by interested bidders participating in the selection process.
- 6.11 Risk. Bidder** shall bear all the risk during the performance of any services/ delivery of goods. Such risk shall pass on to WASCO after the service has been commissioned or delivery note being signed for goods.
- 6.12 Award of tenders.** WASCO is not bound to take the cheapest bidder, but the most economic bid, which shall be guided by value for money. When the Tender Adjudication Committee has decided on such, an award/ a letter of intent shall be

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sent to the bidder, as an offer of the tender. The bidder is then expected to reply and accept the offer in writing too. In the absence of the contract, the letter of intent will stand in as a binding document. Upon award, the winning Bidder may be invited to finalize negotiations of the tender supply which:

- I. If necessary, WASCO will seek to better align the technical part of the quotation with its stated requirements with equitable adjustment to the offer
- II. WASCO may seek to negotiate prices.
- III. WASCO would then endeavor to finalise the tender supply with the awarded Bidder.
- IV. The awarded Bidder should not seek to make changes to their bid at this time.

6.13 Quotation validity. The quotation must be valid for a minimum period of 90 days from the closing date for the submission of proposals. The validity of the bid must be clearly indicated in the commercial bid.

6.14 Bidder's resources. By responding to this bid, the bidder guarantees that sufficient resources will be available to ensure delivery of the goods/ services, financial statements should be submitted to support this.

6.15 Bidder Organization. The Bidder must fully declare and describe the organization and relationships and nature of participation of all entities proposed to be involved whether as partners or sub-contractors. For a consortium bid, one partner must be the designated prime contractor.

6.16 Performance Bond. A successful bidder may be required to furnish a Performance Bond in an amount of not less 10% of the BID PRICE prior to providing required services/ goods, as a guarantee of delivery of services in accordance with the specifications and within the time established in this bid. This must be submitted in a form of bank guaranteed cheque. Failure to furnish such Performance Bond in the stipulated time by WASCO upon signing of a contract shall cause a bid to be rejected. The Performance Bond will be forfeited as

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liquidated damages if the successful bidder fails to deliver the services in accordance with the specification.

- (a) **Evaluation of Quotations.** **Once quotations have been received, they will be evaluated by WASCO, using a formal evaluation model attached to this RFQ. Evaluation of the offers will be** aimed at establishing the most advantageous solution for WASCO and the award of tenders will therefore be done on this basis.
- (b) **Fraud and corruption.** WASCO requires the bidders, suppliers, contractors, and consultants to observe the highest standard of ethics during the procurement and execution of such contracts. WASCO will reject a quotation for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.
- (c) **Conflict of interest.** A Bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if **they**:
 - i) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under these Bidding Documents; or
 - ii) Submit more than one bid in this bidding process, except for alternative offers permitted. However, this does not limit the participation of subcontractors in more than one bid;

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SPECIFIC TERMS AND CONDITIONS

7.1 Tax compliance: The bidder and all its directors are expected to be tax compliant, at least for the duration of the contract, in the event that WASCO establishes that the bidder is not compliant within the implementation period of the project, WASCO has a right to cancel the contract.

SCOPE OF THE WORK/ SPECIFICATION

The bidder shall be required to supply and deliver goods as attached in **Annex 1**.

OUTPUTS

Reporting Requirements & Deliverables

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RESPONSE REQUIREMENTS

The bidder must use this template to illustrate required experience.



Previous assignments

Name of assignment and deliverables	Name of client	Year carried out	Value of Work and Professional Fees	Contacts (Please provide contact person, numbers, addresses) contact email

TECHNICAL AND FINANCIAL PART OF THE RFQ

This section provides information and guideline on the format and composition of the technical proposal (all bidders must stick to the prescribed format).

- 1) Covering letter as per Annex 1
- 2) Conflict of interest form Annex 2
- 3) Experience of the bidder's Previous Assignments carried (section 10)
- 4) Any other additional information that may be provided
- 5) **Technical and Financial part of the RFQ** (This part shall be presented in One-Envelope)
- 6) All Attachments requested
- 7) A bidder should obtain a minimum of 75 percent (%) technically before considering the price factor. All the quotations received shall be considered the property of WASCO.

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FINANCIAL PROPOSAL FORMAT

The proposed budget under this engagement should be inclusive of all applicable taxes. **This includes but is not limited to VAT** and must be submitted as a separate document. By any chance the costs of the engagement should not be expressed explicitly or implicitly in the document containing both technical and financial part. Failure to observe this requirement shall lead to **disqualification of the quotation**.

LIST OF ATTACHMENTS REQUIRED

List of attachments required to the proposal:

- Covering letter as per annex 1;
- Copy of registration document of the organisation (Certified at source)
- Copy of a valid tax clearance certificate or Proof of Exemption (Certified at source)
- Bid security (75, 000.00LSL) from a registered financial institution.

NB: All these documents must be attached to the RFQ document.

BIDDING PACKAGING AND LABELLING INSTRUCTION

The quotations must be submitted:

- In 4 hard copies including one original document.
- 1 copy of the Quotation in flash drive, presented in both Signed PDF and Spread Sheet.
- The one envelope should then be enclosed in one envelope which should not bear the company name, but written the title to the cover page of this RFQ.
- The package should then be delivered to the below address. **Any queries/ enquiries regarding the TORs must be addressed to supplychainmanagement@wasco.co.ls**
Cc lekhotlan@wasco.co.ls
- The traders' license or company registration certificates copies, financial statements and the tax clearance certificates copies must be enclosed in the technical Bid.

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Bids must be submitted physically or couriered to:

**The Procurement Office
WASCO Head office
Industrial Area, (off Moshoeshoe Road)
Maseru, Lesotho
Tel: +266 22262151; +266 22262130; +266 22262132
E-mail: supplychainmanagement@wasco.co.ls**

NB: All bids must be registered at the Supply Chain Management office before being deposited in a tender box. All bids deposited in the box without registration shall be disqualified and returned to the bidder. A tender box will be located at WASCO Technical Boardroom, Head Office, Off Moshoeshoe Road, Industrial Area, Maseru, Lesotho.

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IMPORTANT DATES/ BIDDING SCHEDULE:

Action	Date
Issue RFQ	5 th March, 2026, WASCO website @ 12:00hrs
Compulsory site visit and Prebid meeting	13 th March, 2026, WASCO Metolong Dam @ 12:00hrs
Final date to submit written questions only (email format)	18 th March, 2026
Distribution of questions and answers to all bidders (email format)	20 th March, 2026
Final date for submission of Bidder quotations in response to the RFQ and Public opening of the bids	10 th April, 2026, WASCO Technical Boardroom, WASCO Head Office @ 09:00hrs and opening @ 09:30hrs at WASCO Head Office Technical Boardroom on the 10 th April, 2026

GENERAL PROCUREMENT INSTRUCTIONS

- i) The specific format for quotations must be followed as required in the formats provided in this RFQ. It is highly expected for the bid should be responsive to the Required Information. The RFQ should be concise and to the point. The bidding document should be neatly prepared and structured in such a way that it makes it easier for the evaluators to follow.

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- ii) All costs borne in the preparation of the RFQ and participation in the selection process shall be borne by the bidder. All submittals are the property of WASCO and shall not be returned. Firms should identify any portions of their quotations deemed proprietary or otherwise exempt from public disclosure.
- iii) After written RFQ have been reviewed, further discussions and interviews with prospective firms may be required. If scheduled, the individual from your firm that will be directly responsible for monitoring the evaluation process, if awarded, should be present at the interview.
- iv) WASCO acknowledges that there may be some subjectivity in evaluation of the RFQ. However, every effort shall be made by WASCO to be impartial and fair in the evaluation process. WASCO also reserves the right to reject any or all proposals and not award services to any proposer during this process. In addition, WASCO reserves the right to waive any irregularities that it considers minor in nature to the overall bidding process.

IMPORTANT ANNEXURES

17.1 Annexure 1 List of Electrical Equipment

Metolong RWPS Substation 01 Equipment Specifications

- 1. **SWITCHGEARS x 5**
 - **Make:** Schneider Electric
 - **Type:** Modular Vacuum Switchgear
 - **Current Rating** (Ir): 630A
 - **Short-Circuit Current** (Isc): 20KA
 - **Frequency:** 50Hz
 - **Year Make:** 05/2014

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2. PROTECTION RELAY x 5

- **Make:** Shneider Electric
- **Model:** Sepam
- **Voltage:** 24Vdc
- **Type:** Series 40/Advanced UMI/24Vdc

3. VOLTAGE TRANSFORMER x 1

- **Make:** Schneider Electric
- **VT Ratio:** 11KVac/110Vac
- **Rating:** 30VA Class 5P
- **Frequency:** 50Hz

4. CURRENT TRANSFORMER x 5

- **Make:** Schneider Electric
- **CT Ratio:** 100/1 A
- **Rating:** 2VA Class 5P

5. HIGH-VOLTAGE CABLE x 100mm

- 70mm² 3 Core XLPE Cable

The Raw Water Substation 01 consists of six MV (11KV) Panels namely:

- LEC Incomer Spare Panel,
- LEC Incomer Panel
- Generator Incomer Panel
- Raw Water Pump Station Feeder Panel
- Substation Panel
- VT Panel

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NOTE:

ALL PRICES SHOULD INCLUDE FREIGHT CHARGES.

Annexure 2 – Template for Covering Letter of the bid

[On the Letter Head of the Bidding Company]

Bidder's Name:
Full Address:
Telephone No.:
E-mail address:
Fax / No.:

To: Supply Chain Manager

[Insert Address of WASCO]

Sub: Supply and installation of Metolong RWPS Substation 01 Electrical Equipment

Dear Sir/ madam

We, the undersigned Bidder having read and examined in detail the TORs for selection of a Bidder to under a Competitive Bidding Process, hereby submit our Bid comprising of Technical Bid and Commercial Bid

1) Bid Bond

We have enclosed a Bid Bond of M..... in the form of bank guarantee no. [Insert number of the Bank Guarantee] dated [Insert Date of the Bank Guarantee] as per your requirement from [Insert name of bank providing Bid Bond] and valid up toin terms of the RFB requirements.

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2) Acceptance

We hereby unconditionally and irrevocably agree and accept the decision made by WASCO on any matter regarding or arising out of the TORs and shall be binding on us. We hereby expressly waive any and all claims in respect of Bid process.

3) Familiarity with Relevant Laws & Regulations

We confirm that should we be selected as the preferred bidder we will familiarize ourselves with relevant laws and regulations including international standards in executing the project.

4) Contact Person

Details of contact person as required:

Name :	
Designation :	
Company:	
Address:	
Phone Nos:	
Fax Nos.:	
E-mail address:	

4) Bid Submitted

We are enclosing herewith Envelope (Quotation) containing duly signed formats each one duly closed separately, in one (1) original + (4) copies + 1 Flash drive (duly attested) as desired by you in your RFQ for your consideration.

It is confirmed that our Bid is consistent with all the requirements of submission as stated in the RFQ and subsequent communications from WASCO. The information submitted in our Bid is complete, strictly as per the requirements stipulated in the RFQ and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Bid.

5 Terms and Conditions

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We confirm that all the terms and conditions of the Bid are valid for acceptance for a period of ninety (90) days from the Bid Deadline.

We confirm that we have not taken any deviation so as to be deemed non responsive with respect to the provisions stipulated in this RFQ.

Dated thisday ofof [Insert day, month and year]

Place:

Thanking you,
We remain, yours faithfully,

Signature of authorized person

Name:

Designation:

Date:

Company rubber stamp

Annexure 3 – Conflict of interest declaration format

On the letterhead of Bidding Company

Disclosure

We hereby declare that the following companies with which we/ have direct or indirect relationship are also separately participating in this Bid process as per following details

S.No.	Name of the Company	Relationship
1		
2		
3		
4		

Note to Bidder: In case there is no such company, in the column "Name of the Company" write "Nil". Further, we confirm that we don't have any Conflict of Interest with any other company participating in this bid process.

Signature of Chief Executive Officer/

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Managing Director / Manager

Notes to Bidder:

The above disclosure should be signed and certified as true by the Managing Director/Chief Executive Officer being full time Director/Manager of the Bidding Company

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Annexure 4 – Evaluation Criteria per lot

Criteria	Description	Points
1. Relevant Experience within the last ten years <u>Of the entity in line with the supply and installation of electrical equipment</u> <u>for the last 5 years: Contract above 1, 500, 000.00LSL]</u>		30
	(10 points each for each assignment of similar nature) Maximum points to be allocated for 3 or more projects).	30
	Less than 3 but more than 1 projects	15
2. Demonstration of the line of credit or equivalent from a registered Financial Institution (Monetary regulatory body such as a registered Bank) in the country where the bidder is registered (More than M1,500,000.00LSL) (Not Financial Statements)		20
	Above M 2, 000, 000.00	20
	Between M1,500,000.00 and M2, 000, 000.00	15
	Between M1, 000, 000.00 M1,500,000.00	10
3. Reference Sites Reference sites cited, in delivering assignments of similar nature in terms of cost and delivery of similar materials, within the last five years] Inclusive of contact person for each reference site.		50

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	Reference Site 1 provided	25
	Reference Site 2 provided	25
<i>Technical</i>		100
<i>Price</i>		100
Technical weight		80
Price weight		20

The evaluation of the overall proposals will be on the basis of the following weights:
80 for the Technical part and 20 for the Financial part of the RFQ.

A bidder must score **a minimum of 75%** in the Technically to be legible for Price consideration.

Value for money evaluation

The schedules of prices will be checked for arithmetic correctness.

WASCO is under no obligation to accept the lowest bid.

The schedules of prices will be checked for arithmetic correctness.

(Lowest Bidder's Price/Bidder's Price) x 20

End of TORs

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