

# MINISTRY OF LAW CONSTITUTIONAL AFFAIRS AND HUMAN RIGHTS

## TENDER NOTICE

### TENDER FOR INTERGRATED CASE MANAGEMENT SYSTEM TENDER NO.2 OF 2017/2018

#### INSTRUCTIONS TO CONSULTANTS

**DATE:** 25<sup>TH</sup> August 2017  
**BID REF NO.** TENDER NO2 OF 2017/2018  
**PROJECT NAME:** TENDER FOR INTERGRATED CASE MANAGEMENT SYSTEM

1.1 The Ministry of Law, Constitutional Affairs and Human Rights invites Consultants local and Internationally for implementation of Intergraded Case Management System. Tender documents can be obtained from Ministry of Law Constitutional Affairs and Human Rights- Procurement Unit Government Complex from the **25<sup>th</sup> August 2017** on payment of Non refundable deposit of **M500.00**

#### **BRIEF DESCRIPTION**

Intergraded Case Management System through Justice sector ( Ministry of Police, Ministry of Law and Ministry of Justice)

#### **1.2 Mandatory documents**

##### **Compliance to Tender Conditions**

Bidders who do not comply with the following conditions will be disqualified:

- Correct Number of Tender Responses;-
  - (i) Valid Trading License certified
  - (ii) Valid Tax Clearance Certificate certified
  - (iii) Three Reference letters where bidder provided similar Project/services
  - (iv) Copy of Certificate of Shareholdings certified where applicable
  - (v) Joint venture Agreement by both parties and stamped where applicable)
  - (vi) Price Schedule form
  - (vii) Identification form
  - (viii) Code of Ethical conduct
  - (ix) Proposal submission form

## EVALUATION CRITERIA

**Technical evaluation:** 70 points

Proposals shall be awarded scores out of the maximum number of points indicated below for each of the following criteria which will be expanded during the evaluation:

<b>Organisation and methodology (see form 6)</b>	<b>Max. Points (100)</b>
<b>Methodology</b>	70
Understanding of ToR	20
Strategy	30
Work plan & timetable of activities	20
<b>Key expert(s)</b>	30
Key expert 1 (Team Leader)	15
Key expert 2	7.5
Key expert 3	7.5

The minimum technical score required to pass the technical evaluation is 70% points. This score for the detailed technical evaluation will be calculated out of 70 points.

**3. Financial evaluation:** 30 points L/P X 100 X30%

With regards to the 'price' criterion, the following formula will be used:

Points tender L lowest price, P price of supplier. A **Currency:** Proposals may be priced in MALUTI or any other freely convertible currency and in up to two currencies. The currency of evaluation will be **LESOTHO CURRENCY**.

***The issue date for this tender is 25th August, 2017 and the closing date is 03rd October 2017.***

**One(1) Original and six (6) hard copies of the tender responses are to be delivered to the Ministry's Tender Box situated at *Reception Area, Ministry of Law Constitutional Affairs and Human Rights (GOVERNMENT COMPLEX), not later than 12.00pm on the 03<sup>rd</sup> October, 2017.***

All tenders will be opened at **14.30 pm on the 03<sup>rd</sup> October, 2017**. Tenders bearing no identification of tender must be in sealed envelope and marked **Tender for Integrated Case Management System, Tender No.2 of 2017/2018 (Ministry of Law, Constitutional Affairs and Human Rights)**. Tender documents are available at the **Ministry of Law, Constitutional Affairs and Human Rights** (Procurement unit)

All clarifications and queries on this tender must be addressed to the Secretary to the Tender Panel, Procurement Unit, Ministry of Law Constitutional Affairs and Human Rights.[Government Complex]

**All requests for clarifications should be received no later than 29<sup>th</sup> October, 2017.** All requests for clarifications must be in writing or email. Tel: +266 22311160 Email: posholimokhachane@gmail.com