



Private Bag A191 | Botšabelo
Near Queen 'Mamohato Memorial Hospital
Maseru 100, Lesotho

+266-2222-2700
info@baylorlesotho.org

ITT #: BAYLOR-COE-ITT-2026-03

INVITATION TO TENDER

SUPPLY, INSTALLATION AND MANAGEMENT OF VEHICLE TRACKING SYSTEM

A. BACKGROUND

The Baylor College of Medicine Children's Foundation – Lesotho also referred to as Baylor Foundation Lesotho is the result of a partnership between Baylor International Paediatric Aids Initiative (BIPAI) and the Government of Lesotho, is a legal and non-profit/tax-exempted organization in Lesotho. The Centre of Excellence provides Lesotho with only free paediatric HIV/Aids care, treatment, and support outpatient clinic, serving hundreds of children and families living with HIV/Aids.

B. REQUIREMENTS

The Baylor College of Medicine Children's Foundation Lesotho (BCMCFL) invites interested eligible locally registered vehicle tracking companies to participate in a competitive tendering process by submitting bids for the supply, installation, and management of a Vehicle Tracking System for fifty one (51) vehicles as specified in Annex – A: Technical Specifications.

C. COMPLIANCE TO CONDITIONS

Bidders must provide the following documents in addition to their bids, to be considered:

1. Valid and relevant Trader's License/Business Identity Card.
2. Valid and relevant Tax Clearance Certificates.
3. VAT Registration Certificate (where applicable)
4. Company Extract and copies of shareholders' passports.
5. Authorization as signatory letter or board resolution
6. Documentary evidence (contracts and/or purchase orders) where similar contracts were undertaken, of not less than LSL350,000.00 (cumulatively per year) within the past five years.
7. Three (3) reference letters where similar assignment(s) were undertaken, specifying contract period, full names of client companies, the contact person(s), their email

addresses and telephone numbers. All references will be contacted for further information on those assignments.

8. Audited Financial Statements for the past three (3) years (2022, 2023, & 2024 or 2025) to substantiate the annual turnover
9. Latest six (6) months' bank statement.
10. Letter from a registered financial institution confirming availability of credit line of LSL350,000.00 or more

Note: 1 to 7 form technical proposal while 8 to 10 form financial proposal

OTHER CONDITIONS

1. Bids must be valid for 90 working days from date of submission
2. Bids must include a clear breakdown showing the cost of the devices, related accessories, installation, and making the device functional by the supplier, as well as any applicable subscription fees and their payment schedule.
3. Prices must be quoted in Maloti only. VAT must be shown separately.
4. Late submissions shall not be accepted

N/B: Failure to comply with any of the above conditions and/or submit any of the above requirements shall lead to automatic disqualification from further evaluation due to non-compliance.

D. EVALUATION

Evaluation criteria will be based on:

- Compliance to requirements
- Adherence to specifications
- Pricing

E. DELIVERY

1. Delivery to the BCMCFL Office near Queen 'Mamohato Memorial Hospital.
2. Delivery should be completed within a maximum period of three (3) weeks from the date of contract award

F. PAYMENT TERMS

1. 100% of the device, installation, and other one-off payments regarding the supply and installation of the Tracker Management System shall be paid by transfer to the supplier's bank account within thirty (30) days after BCMCFL has accepted the goods and is satisfied with the installation and operationalization by the supplier.
2. Monthly subscription fees shall be paid within 30 days of each month as agreed by the parties.

G. CONTRACT AWARD

This Contract shall be awarded by the Baylor College of Medicine Children's Foundation Lesotho Tender committee to a proposal that would be deemed compliant with requirements and has been determined to be substantially responsive to the technical solution and is considered to offer the most economically advantageous evaluated price with all logistics taken into consideration.

H. SUBMISSION OF BIDS

1. Sealed envelopes containing bids clearly labelled "Supply, Installation, and Management of Vehicle Tracking System for fifty one (51) Vehicles" must be deposited in the tender box situated at the reception area at the address below on or before 2:00pm (local time) on 3 November 2026

Address: Bots'abelo Next to Queen 'Mamohato Memorial Hospital Maseru

2. It is entirely the responsibility of the bidder to ensure that its bid is submitted on time to the correct address indicated above
3. Bids submitted late will not be considered.

I. SUBMISSION FORMAT

1. The company must submit one original and two copies of its tender submission document, clearly marked "ORIGINAL" and "COPIES" as appropriate for both technical and financial proposals.
2. The envelope containing the technical proposal must be sealed and clearly marked "TECHNICAL PROPOSAL".
3. The envelope containing the financial proposal must be sealed and clearly marked "FINANCIAL PROPOSAL".
4. Both envelopes must be placed in one outer envelope clearly marked "SUPPLY, INSTALLATION AND MANAGEMENT OF VEHICLE TRACKING SYSTEM AT BAYLOR

FOUNDATION LESOTHO". Envelopes should not bear any identification of the tenderer.

5. The technical proposal should NOT include any financial information.

J. BID OPENING

Bids shall be opened in the presence of bidders or their representatives who choose to be present on 3 November 2026 at 2:30 pm local time at Baylor Foundation Lesotho Offices, Botsabelo, near Queen Mamohato Memorial Hospital.

K. REQUESTS FOR CLARIFICATION

All requests for clarification regarding this ITT must be sent by email no later than 27 October 2026, to tender@baylorlesotho.org, referencing ITT #: BAYLOR-COE-ITT-2026-03 in the subject line.

L. CONFLICT OF INTEREST

Service providers are required to declare any conflict of interest they may have in the transaction for which the proposal is submitted or any potential conflict of interest. Conflict of interest form is attached to this document as Annex B.

M. DISCLAIMER

1. Baylor College of Medicine Children's Foundation Lesotho is not bound to award the contract to a bid with the lowest or any evaluated cost.
2. Depending on the quality of the services rendered, BCMCFL reserves the right to limit the scope of/or terminate the agreement at any stage.
3. BCMCFL reserves the right not to consider further any bid where a conflict of interest exists or where potential conflict of interest may arise.
4. BCMCFL reserves the right not to accept any bid which does not comply with the TERMS OF REFERENCE/TECHNICAL SPECIFICATIONS and conditions set out in the bid document.
5. Baylor College of Medicine Children's Foundation Lesotho reserves the right to cancel the tender process, extend the bid submission date, and accept/reject any or all bids at its sole discretion without assigning any reasons.

ANNEX A

Technical Specifications

Bidders should note that where specifications are unclear or found wanting, it is their responsibility to indicate the specification of the items they are pricing. The specifications indicated herein are basic and approximated and should be considered as a guide to bidders to price and eventually deliver quality and functional goods.

Estimated Number of Vehicles

PROJECT	NUMBER OF VEHICLES
COE	7
SCOES	5
COHIP - SEC	32
LEAD R	7
TOTAL	51

Note: The number of vehicles is an estimate; the client shall confirm the number of vehicles to be fitted with the tracking system upon completion of the procurement process, based on the quoted price and available budget

Vehicle Tracking System Specification

- a) Tracking system unit with Real – Time Monitoring. Bidders Must list and explain all the available features including the historical information and notification/alerts
- b) The system should have a feature that will allow stoppage of the vehicle if the set speed limit is exceeded and the vehicle is travelling out of set geographic boundaries.
- c) Driver identity tag.
- d) International Roaming.
- e) Border approach notification
- f) Battery temper.
- g) Crossing alert.

- h) Excessive idling.
- i) Health check.
- j) Ignition off.
- k) Illegal movement.
- l) In a waypoint
- m) License and service reminders.
- n) High G – Force
- o) Out way point.
- p) Panic.
- q) Roll – over.
- r) Severe G – Force
- s) Speed violation.
- t) Vehicle expenditure reports.

Reports

- a) Services/features.
- b) Trip logbook
- c) Driver rating based on driving
- d) Violations
- e) Occurrences

Any other features which bidders may regard as necessary and important for efficient and effective fleet management.

ANNEX B

Declaration of Interest Form

This declaration of interest must be completed and submitted with the bid. Failure to do so may result in the elimination of the service provider's bid.

Declaration of Interest

Are any staff members from your company have any relationship with anyone employed by Baylor Foundation Lesotho?

If yes, please state particulars below:

DECLARATION

I, _____ (THE
UNDERSIGNED), CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I
ACCEPT THAT BAYLOR FOUNDATION LESOTHO MAY TAKE APPROPRIATE ACTIONS DEEMED
NECESSARY SHOULD THE DECLARATION PROVE TO BE FALSE.

Signature

Date

Position

Name of Company

Company Stamp:



Global Health
Network

Romania • Botswana • Lesotho • Malawi • Eswatini
Uganda • Tanzania • Colombia • Argentina

