

MINISTRY OF FINANCE

INVITATION TO TENDER NO: 8 OF 2018/2019

The Ministry of Finance (MoF) invites tenders from suitable locally registered companies for the provision of Catering services on a monthly basis for the financial year 2019/2020. Bidders are expected to come from seven regions (**Botha Bothe, Leribe** (Hlotse, Maputsoe) , **Maseru , Berea, Mafeteng, Mohales Hoek and Quthing**).

Tender document is obtainable from procurement Unit 2nd Floor, Room 2010 during working hours from 0900hrs to 1600hrs. Bidders must purchase a copy of tender document at a non-refundable fee of **M300.00**. The procedure for obtaining the document is as follows:

Payment of the bid document must be made at 1st Floor Room 1050 (Pension Accounts Section). The receipt issued must be taken to the office of Procurement Unit 2nd Floor Room 2010 where the document will be issued.

Any tender that does not reflect a copy of a valid receipt issued by Accounts section in the Ministry of Finance will be considered **null and void and automatically disqualified**.

Requirements and Pre-requisites

Tenderer is expected to provide:

- a) Copy of original receipt for the ITT document.
- b) Company profile
- c) Correct number of responses (one original and four copies).
- d) 3 reference letters confirming experience in similar sized project
- e) Copies of Traders License and Tax Clearance certified at source
- f) Food handlers certificate
- g) Tender price should include VAT

Tender issuance and Submissions

All Tenderers should deposit **one original and four copies of the bids** and be deposited in the tender box at finance House, 3rd Floor, Government Complex not later **than 26th March, 2019 on or before 1200hrs**. Tenders will be opened in the presence of bidders or their

representatives who choose to attend at **1430hrs** on the same day (**26th March**) at 3rd Floor, Ministry of Finance Tender Board Room

Tenders should be clearly marked according to the region to be served. For example, "**Tender for the provision of catering Services to the Ministry of Finance (Maseru)**"

Conduct Detail

Tenders must bear full name, physical and postal addresses of the company, Email address , both landline and mobile numbers as well as a full name of contact person for this tender.

Additional information or clarification;

Additional information of the tender may be requested from the address below until the **19th March, 2019** after which no more information/clarification will be provided

Physical/Postal address

Procurement Unit

P.O Box 395, Maseru

Finance House, Rooms 2004/5 and 3035

Contact Persons:

1. Mr Motolo Mandoro : Tel. 22315318/59465929
2. Ms Mokhant'so Molopo : Tel. 22320169