



Government of Lesotho

MINISTRY OF FINANCE AND DEVELOPMENT PLANNING

TENDER DOCUMENT NO: 002 of 2023/24

FOR

**TENDER FOR SUPPLY AND MANAGEMENT OF FUEL, OIL AND LUBRICANTS FOR
THE GOVERNMENT OF LESOTHO VEHICLES**

REQUEST FOR PROPOSAL (RFP)

SUPPLY AND MANAGEMENT OF FUEL, OIL AND LUBRICANTS FOR THE GOVERNMENT OF LESOTHO VEHICLES.

SECTION 1: BACKGROUND

- 1.1 The Ministry of Finance and Development Planning (MFDP), on behalf of the Government of Lesotho (GOL), invites proposals from registered suppliers (Oil Companies), as defined by Fuel and Services Control Regulations 1999, for supply and management of fuel (petrol, diesel, and lubricants) in accordance with the requirements indicated below.
- 1.2 By issuing this Request for Proposals (the “RFP”) GOL provides an opportunity to the registered suppliers (Oil Companies) to submit proposals for review by the Government. Except where expressly stated otherwise in this RFP: (i) no part of the RFP consists of an offer by the MFDP to enter into any contractual relationship; and (ii) no part of the RFP is legally binding on the MFDP.
- 1.3 The Government of Lesotho (GOL), in its effort to implement part of the National Strategic Development Plan (NSDP) wants to ensure that services are delivered in the most efficient and cost-effective manner and to reduce waste in all its forms in the delivery of services. Also, to engage the private sector in the delivery of Government services. The Government therefore seeks to appoint a service provider to supply and manage fuel & lubricants to its Ministries, Departments and Agencies (MDAs), and other authorised entities.
- 1.4 It is against this background that GOL, through the Ministry of Finance and Development Planning, invites proposals for supply and management of fuel, oil and lubricants for the Government of Lesotho vehicles. This shall entail managing and servicing of all Government Fuel Depots in the Ten (10) Districts, and supply of fuel to home-base sites, for bulk loading facilities used mainly for emergency purposes and for heavy machinery (yellow plant). The company awarded the tender shall be expected to enter into a five (5) year-contract with the Government of Lesotho on terms and conditions that will be negotiated and agreed to by both Government and Service Provider.

SECTION 2: PROPOSAL

2. TECHNICAL PROPOSAL: SCOPE OF SERVICES

2.1 To supply fuel and lubricants to all Government of Lesotho Fuel Depots Country wide.

Bidder is required to provide Government with fuel, oil and lubricants to all Government fleet and authorised non-government organisations' fleet across the Country on a need basis. And also hold overall minimum storage capacity of 500,000 litres as per Fuel and Service Control Regulations 1999 to cater for the periods of

scarcity due to mainly cross border challenges and/or truck drivers strikes. This requirement is for the entire duration of the agreement

2.1.1 Number of Depots

The Government currently has eleven (11) operational Fuel Depots found in the following Districts: Qachas'Nek, Quthing, Mohale's Hoek, Mafeteng, Berea (Teyateyaneng (TY)), Leribe (Hlotse), Butha-Buthe, Mokhotlong, Thaba Tseka and Maseru, which is the Head Quarters of the Fuel Depots. There is also a Fuel Depot in Marakabei, in the Maseru District. A winning bidder is required to supply and manage fuel from these Depots only, on rental basis. Rent will be based on market value.

2.1.2 Types of Fuel

The Government is required to use cleaner petroleum products for its fleet to align itself with the latest technological advancements in the vehicles manufacturing. Currently the Government is using the following petroleum products for its fleet: 93 and 95 octanes for petrol and 50ppm for diesel. Therefore, the bidder will be required to continue to supply cleaner fuel products with low sulphur content and unleaded petrol. Should there be new technological advancements in the petroleum industry, the service provider will be required to upgrade and be in line with the new advancements.

An estimated annual volumes per fuel type are as reflected on Table1

Table 1:

#FUEL TYPE	FUEL TYPE	ESTIMATED ANNUAL VOLUMES (L)
1	Unleaded Petrol 93	1,063,831
2	Unleaded Petrol 95	112,873
3	50ppm	5, 193,581
4	Oil and Lubricants	6,912
5	Average	6,377,196

These figures are on the high side. Therefore, the bidder is required to propose means and ways of reducing unaffordable fuel costs to Government Ministries, Departments, Agencies and to other authorised entities.

2.1.3 Estimated Fleet Size

2.1.3.1 Government (and other authorised entities) vehicle fleet currently up-taking fuel at the government fuel depots is estimated at three thousand, three hundred and thirty- seven (3,337). Fuelling of authorised entities is per special arrangement with the Government through the Ministry of Finance.

2.1.4 Estimated Fuel Consumption

Government fuel consumption for the past financial year (2021- 2022) was estimated at three million (3,000,000) litres of Petrol and around six million, seven hundred thousand and six hundred forty (6,700,640) litres of Diesel. Stated fuel usage is not the guaranteed quantities. Actual amount may be higher or lower. The purpose is only to give bidders an estimated fuel

consumption and estimated fuel requirements. **It should be noted that per Public Procurement Law the Government pays for what it has consumed.**

2.2 To supply fuel and lubricants in Bulk to Home-Base sites and to Ministries on “As and When Needed” Basis

- 2.2.1 Few of Government Ministries and Departments require fuel and lubricants at their home-base sites for efficient service delivery. These are mainly Ministries which by nature provide essential services and/or operate services in remote areas. These include the Ministries of Public Works, Defense (LDF), Agriculture and Food Security, Police and Public Safety and Local Government and Chieftainship Affairs. The Ministry of Defence has two (2) home-base sites, the Ministry of Agriculture has one (1) while the Ministry of Police has four (4). Currently the Government has two operational sites for Ministries of Agriculture and of Defence.
- 2.2.2 The Ministry of Local Government is provided with bulk fuel supply for its road maintenance machinery located in different remote areas, also per request. These sites and bulk supply are provided with fuel per request, by way of a purchase order.
- 2.2.3 Bidders are required to propose economically efficient and cost-effective strategy for supply and management of bulk fuel supply to the above indicated Ministries

3. Fuel Management Structure

- 3.1 The bidder is requested to provide company management structure, indicating the senior management personnel directly responsible for management of the Government depots and the assignment and their profiles/CVs.

3.2 Key Personnel

3.2.1 GOL reserves the right to approve any employee, subcontractor or agent furnished by the Bidder (Contractor) and Bidder's consortium partners for the performance of the work under the Contract (hereinafter jointly referred to as "Contractor Personnel").

All Contractor Personnel must have appropriate qualifications, skills, and levels of experience and otherwise be adequately trained to perform the work. GOL reserves the right to undertake an interview as part of the approval process of Bidder (Contractor) Personnel.

Skills and experience of the Contractor key personnel proposed to be assigned to the project are material elements in GOL's engaging the Contractor for the project. The skills and experience required are as follows:

- At least five years' experience in the field of petroleum industry operations
- Past experience in undertaking work of similar nature
- Familiarity with petroleum industry issues and dynamics
- Project planning and project facility management

- Supply chain management

Curriculum Vitae (CVs) of key personnel indicating their skill levels, qualifications, experience and capability to manage employees that will be utilized in the delivery of the service must be included in the bid. Therefore, in order to ensure timely and cohesive completion of the project, both parties intend that Personnel initially assigned to the project continue through to project completion. Once an individual has been approved and assigned to the project, such individual will not, in principle, thereafter, be taken off the project by the Contractor, or reassigned by the Contractor to other duties. Circumstances may arise, however, which necessitate that Personnel be substituted in the course of the work, e.g. in the event of promotions, termination of employment, sickness, vacation or other similar circumstances, at which time a replacement with comparable qualifications, skills and experience may be assigned to the project, subject to a written notification to GOL.

3.2.2 Foreign Nationals

The Contractor shall verify that all Contractor Personnel is legally entitled to work in the Country and complies with the Labour Law and other related laws of Lesotho. GOL reserves the right to request the Contractor to provide them with adequate documentary evidence attesting this for each Contractor Personnel. Each party hereby represents that it does not discriminate against individuals based on race, gender, creed, national origin, citizenship.

3.2.3 Engagement of Third Parties and use of In-house Resources

The Contractor acknowledges that GOL may elect to engage third parties to participate in or oversee certain aspects of the project and that GOL may elect to use its in-house resources for the performance of certain aspects of the project. The Contractor shall always cooperate with and ensure that the Contractor and each of its partners, subcontractors and their employees and agents cooperate, in good faith, with such third parties and with any GOL in-house resources.

3.3 Fuel Management System

3.3.1 The Bidder must propose a web-based fuel management system to manage fuel usage by the contractor/service provider and different user groups, which reflects its key features, strengths, and weaknesses. The proposed system must assist Government user-groups to manage and monitor fuel, address fuel theft and misuse and how it will address the issue of fuel **cost-overruns**. The bidder must familiarise itself with overall Government budget (available on MOF website) particularly fuel budget/costs (expenditure) and propose how to avoid and/or minimise cost over-runs with use of the proposed fuel management system. Propose how the government user-groups may access the system.

3.3.2 Bidders are requested to propose suitable fuel management and monitoring system/strategy to aid billing of different users, to combat fuel theft, control and monitor driver behaviour, vehicle fuel usage, and indicate whether it shall undertake both the

supply and management of depots or whether the latter aspect will be outsourced. The proposed strategy/solution should be web-based for direct access by Government designated officers for fuel monitoring purposes.

3.3.3 Bidders are required to develop and communicate manual (user guide) that will assist user-groups in the use of the proposed system for monitoring and management of fuel consumption.

3.4 Communications Strategy

The Bidder is requested to propose a clear communication strategy, indicating internal and external communication with different client user-groups, in terms of issues arising from doing business. These include, but not limited to, invoicing and regular reporting to the Government.

3.5 Fuel Transportation and Delivery Options

Bidder may use its own transport to transport fuel from the refinery to its fuel depot (storage). It is required to indicate how it will involve/engage routers (tankers) to transport petroleum products to deliver fuel to different Fuel Depots and Home-Base sites.

4. Management, Maintenance and Up-Keep of Government Fuel Depots.

4.1 Bidders are expected to always keep all Fuel Depots clean and in good working conditions. Condition of these depots should conform with industry Safety, Health, Environment, Risks and Quality (SHERQ) standards.

4.2 Bidders must familiarize themselves with all Government Fuel Depots and are required to propose up-grade and maintenance plan for the Depots and home base sites over and above the construction of bund walls as they are mandatory. Subsequently, they must conduct the same over a period of their contract at their own cost.

5. Draft Contract

Bidders are expected to make comments and/or improvements on the attached draft contract. The purpose of the exercise is to facilitate negotiations post award of the contract.

6. Information to Bidders

6.1 The Government of Lesotho, acting through the Ministry of Finance and Develop, has issued this Request for Proposal (RFP) document and draft contract to Bidders on condition that it is used solely for the purpose of responding to this RFP.

6.2 The Government of Lesotho reserves the right to modify, amend or terminate the procurement process at any time without prior notice and without liability to compensate or reimburse any party or person who has interest in the RFP. Furthermore, the Government is not obliged to accept any Bid submitted in response to this document or to appoint any entity that wishes to be appointed to undertake the project described in this document. The Government reserves the right to reject a Bid at any time.

6.3 Each recipient of this document agrees to keep confidential any information which is contained in this document. This requirement does not apply to any information which is made publicly available or is shown to have been made so available.

6.4 The Bidder must perform an appropriate due diligence on all matters relevant to the services to enable it to submit a bid that is based on verified and official information including site visit to all Government depots.

6.5 A bidder shall be a registered supplier (oil company).

6.6 During the evaluation process, the Government reserves the right to undertake due diligence and seek clarification from Bidders to make written and/or oral presentations for clarification purposes only.

6.7 There will be bidders conference on **24 March 2023**.

7 Instruction to Bidders

Bidders are requested to submit their proposals as follows:

7.1 One original plus five (5) hard copies and one electronic copy of the tender.

7.2 Tenders, bearing no bidders' identification on the outer envelope, should be clearly marked **“TENDER FOR SUPPLY AND MANAGEMENT OF FUEL AND LUBRICANTS TO THE GOVERNMENT OF LESOTHO”** must be submitted in two envelopes clearly marked **Technical Proposal** and the other **Financial Proposal** (Note: The envelope containing the Financial Proposal should bear the name of the Tenderer). Both envelopes to be submitted in **ONE** envelope clearly marked as indicated above.

7.3 The Bidders are required to provide the following mandatory information which shall form basis for tender evaluation:

7.3.1 Copy of Tax clearance certified at source.

7.3.2 Copy of Trader's Licence certified at source

7.3.3 Confirmation letter from all Levy collecting Agencies (Petroleum Fund, Road Fund and Department of Energy) indicating payment of levies.

7.3.4 Certificate of Incorporation and Extract.

7.3.5 Certified copy of Oil company's letter of approval from department of Energy certified at source.

7.3.6 Three references including contact names, addresses, email addresses, mobile and telephone numbers (it should be an entity where similar or comparable work as that tendered for has been undertaken).

7.3.7 Bidders must provide proof of supply or account from a refinery or have supply agreement with a company owning an oil refinery facility.

7.3.8 Bid security

Failure to provide any of the mandatory requirements listed above will result in disqualification at evaluation stage.

8. Corporate Social Responsibilities

The Bidders must describe and specify a plan, approach and methodology to implement social responsibility in terms of, but not limited to, women and youth empowerment, and people living with disabilities.

9. Local Empowerment

Bidders must propose local empowerment strategy in terms of, but not limited to, use of local companies in its supply chain; and number of local staff at different levels of Management, where necessary.

10. EVALUATION OF PROPOSALS

10.1 The pre-liminary evaluation shall be based on the requirements that appear in item 7 above under the heading “**Instructions to Bidders**”.

10.2 Technical Proposals will be opened first. The results of the evaluation will determine whether the Bidder’s Financial Proposal warrants opening. Financial Proposals of the Bidders whose technical proposals did not meet the technical requirements shall be returned unopened to the concerned bidders.

10.3 The Financial Proposals will be opened on a date to be announced.

10.4 Evaluation Criteria

10.4.1 GOL will examine the proposals to determine whether they are complete, properly signed, and generally in order. Proposals which are not in order as aforesaid will be rejected.

10.4.2 It should be noted that GOL is not bound to select any bidder and may reject all proposals without giving reasons. Furthermore, since a contract would be awarded in respect of the proposal which is considered most responsive to the needs of the GOL, due consideration being given to GOL’s general principles, including economy and efficiency. Take note that the most responsive bid is not necessarily the lowest price bid.

10.5 Technical Proposal:

10.5.1 The following procedure will be utilized in evaluating eligible proposals, with technical evaluation of the proposal being completed prior to any focus on or comparison of the price.

10.5.2 The Preferred Bidder will be selected based on the best value decision. The evaluation committee will decide on whether the listed projects fall within similar projects and will contact the previous clients to determine whether - the applicant was capable, efficient, and effective - the applicant's performance conformed to the terms and conditions of its contract (specifications). Relevant experience, past performance and technical approach, financial strength, and staff qualifications are most significant criterion. The bidder's both technical and financial proposals must demonstrate a clear understanding of the nature and scope of the work required.

10.5.3 The evaluation committee will evaluate the technical merits of all the proposals which have passed the Preliminary Examination of proposals based on the following weighting:

Table 2:

Technical Weighting:	70% of total evaluation
Financial Weighting:	30% of total evaluation

10.5.4 The technical evaluation of the proposals will include:

- the extent to which GOL's requirements and expectations have been satisfactorily addressed (understanding of the assignment);
- Review and comments on the attached draft contract
- the quality of the overall proposal;
- the appropriateness of the proposed approach;
- the quality of the technical solution proposed;
- the manner in which it is proposed to manage and staff the project;
- the experience of the firm in carrying out related projects;
- the qualifications and competence of the personnel proposed for the assignment; and
- Proposed Local Economic Empowerment strategy e.g use of companies in the sector
- Proposed social responsibility strategy

A minimum of 70 percentage point is required to pass the Technical Evaluation.

10.5.4.1 Evaluation criteria for technical proposals will be based on the criterial reflected on Table 3 below.

Table 3:

CRITERIA	SUB CRITERIA	WEIGHTED SCORE
Understanding of the Assignment	Understanding the requirements: Ability to meet the requirements (7) Exceed the requirements(3)	10
Review and comments on the draft contract		10
Quality of the overall proposal	Responding to the requirements (8) Presentation of the proposal (2)	10
Appropriateness of the proposed system	Appropriateness of proposed	15

	system/technology (10) Sustainability of the solution (5)	
Quality of the technical solution proposed	Ability to meet technical requirements (5) Methodology(5)	10
Managing and staffing of the fuel depots	Capability of proposed management to run fuel depots (10)	10
Experience of the firm in carrying out related project	Experience in carrying out same and/or similar assignment (7) Experience working with governments (3)	10
Qualifications and competence of the personnel proposed for the assignment	CVs of key personnel (10) Staffing and management structure (5)	15
Proposed Local Empowerment Plan	Proposed local empowerment	5
Proposed Social Responsibility Strategy	Proposed social responsibility (5)	5

10.6 Financial Proposals

10.6.1 The Financial Proposal shall be prepared using the criteria indicated below. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. All outputs and activities described in the Technical Proposal must be priced separately on a one-to-one correspondence. Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.

10.6.2 Financial Capacity

10.6.2.1 Financial capacity of bidders will be evaluated based on the following criterion:

- Bidder's Audited and signed Financial Statements (Income Statement and Balance Sheet) for the past three (3) years;

- Letter of intent (LOI) from Bank or financial institution to support the bidder's business throughout the contract period and or.
- Indication of creditworthiness from the Bank and or Financial Capability/letter of good standing
- Any other financial information to support the bid
- Valid professional indemnity – copy of current cover to a minimum of M5,000,000.00

10.6.3 Pricing

10.6.3.1 Cost of managing the assignment

- Labour cost
- Projected cash flows (5 years)
- Cost of the proposed fuel management system;

10.6.3.2 Fees

- Fuel management fee
- Management fee

10.6.3.3 During financial evaluation of the proposals, the price proposals of all bidders who have passed the technical evaluation will be compared.

CRITERIA	WEIGHTED SCORE
Audited (signed) financial statements for the past 3 years (income statement and balance sheet)	10
Projected cash flows (5 years)	10
Cost of fuel management system	25
Letter of intent from the bank/ Financial Capability/letter of good standing	5
Credit worthiness from the bank	5
Professional Indemnity	15
Management fee	15
Labour cost	5
Fuel management fee	10

11 Bidders' Presentation

11.1 GOL may, during the evaluation period, at its discretion, invite selected bidders to provide additional information on the contents of their proposal, at such bidders' own cost. Such bidders may be asked to give presentation of their proposal, possibly with an emphasis on a topic of GOL's choice, followed by a question-and-answer session. If required, the presentation will be held at GOL premises or virtually.

11.2 Other presentations not solicited by GOL are prohibited and may lead to disqualification.

12. Bidders' Disqualification

12.1 Bidders will be disqualified if: -

- they are bankrupt or being wound up,
- they are having their affairs administered by the courts,

- their business activities have been suspended,
- their shareholders, directors or employees holding positions of influence in the company have been convicted of the offences involving dishonesty which may include but are not limited to fraud, corruption, money laundering, terrorist-related offences, child labour or human trafficking;
- they are found to have misrepresented either by conduct or omission.
- they have a conflict of interest, as determined by GOL in its sole discretion.
- GOL may decide to exclude bidders for other reasons, etc

13. AWARD OF CONTRACT

Award Criteria, Award of Contract

13.1 GOL reserves the right to:

a) Accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders and without any obligation to inform the affected bidder or bidders of the grounds for GOL's action.

b) Award the contract on the basis of the GOL's particular objectives to a bidder whose proposal is considered to be the most responsive to the needs of the GOL and the activity concerned;

c) Not award any contract at all.

13.2 GOL has the right to eliminate bids for technical or other reasons throughout the evaluation/selection process. GOL shall not in any way be obliged to reveal, or discuss with any bidder, how a proposal was assessed, or to provide any other information relating to the evaluation/selection process or to state the reasons for elimination to any bidder.

13.3 **NOTE:** GOL is acting in good faith by issuing this RFP. However, this document does not oblige GOL to contract for the performance of any work, nor for the supply of any products or services.

13.4 GOL's Right to modify Scope or Requirements during the Evaluation/Selection Process.

At any time during the evaluation/selection process, GOL reserves the right to modify the scope of the work, services and/or goods called for under this RFP. GOL shall notify the change to only those bidders who have not been officially eliminated due to technical reasons at that point in time.

13.5 GOL 's Right to Extend/Revise Scope or Requirements at Time of Award

GOL reserves the right at the time of award of contract to extend, reduce or otherwise revise the scope of the work, services and/or goods called for under this RFP without any change in the base price or other terms and conditions offered by the selected bidder.

13.6 GOL's Right to Enter into Negotiations

GOL reserves the right to enter into negotiations with one or more bidders of its choice, including but not limited to negotiation of the terms of the proposal(s), the price quoted in such proposal(s) and/or the deletion of certain parts of the work, components or items called for under this RFP.

13.7 Signing of the Contract

Within 30 days of receipt of the contract, the successful bidder shall sign and date the contract and return it to GOL according to the instructions provided at that time. If the bidder does not accept the contract terms without changes, then GOL has the right not to proceed with the selected bidder and instead contract with another bidder of its choice.

14 SUBMISSION OF TENDERS:

14.1 Sealed Tenders bearing no identification on the outer envelope should be clearly marked **“TENDER FOR SUPPLY AND MANAGEMENT OF FUEL AND LUBRICANTS TO THE GOVERNMENT OF LESOTHO** and should be deposited in the Tender Box situated at Finance House, 3rd floor, Government Complex not later than **Thursday 20 April, 2023** on or before *1200hrs*. Tenders should be deposited in one original hardcopy and five copies in one big envelope. Inside the outer envelope should be two envelopes, one clearly labelled “Technical Proposal” and the other one “Financial Proposal”. Please note: the envelope for Financial Proposal should bear the name of tenderer.

14.2 The tenders will be opened on the same day at 14:30 hours in the Ministry of Finance Boardroom in the presence of bidders or its representative, who choose to attend.

14.3 Late Tenders and Tenders not clearly marked as indicated above (see No.7 under the heading “Instructions to Bidders”) shall be rejected. **IT IS THE RESPONSIBILITY OF THE BIDDER TO ENSURE THAT YOUR TENDER IS RECEIVED ON TIME.**

14.5 Each Tender **MUST** be accompanied by a Bid Security of **Fifty Thousand Maloti (M50,000.00) only** in the form of a Bank Guaranteed cheque from a reputable Bank. The validity of which should be ninety (90) days from the date of submission of bids.

14. Tender document is obtainable from Procurement Unit, Finance House, 2nd Floor Room 2004/2005 during working hours from 0900hrs to 1500hrs. Bidders must purchase the Tender Document at a non-refundable fee of M5,000. 00.

14.1The procedure for obtaining the Tender Document is as follows:

14.1.1 Option 1: Tender Document fee must be paid at the Ministry of Finance Accounts Section on the 2nd Floor, Room 2010. A receipt will be issued. The issued receipt must be taken to the Procurement Unit indicated above where the Tender Document will be issued.

OR

14.1.2 Option 2: The Tender Document fee must be paid into vote no. 040601 – 143547 in the Revenue Services Lesotho formerly known as LRA banking hall, ground floor Finance House where the receipt will be issued. The tender document will then be collected from the Procurement Unit indicated above or be downloaded from Ministry of Finance website.

14.1.3 Any tender that does not reflect a copy of a valid receipt will be considered null and void and will automatically be disqualified.

14.1.4 VALIDITY OF BIDS

Tenders will be valid for 90 days from the date of opening.

14.1.5 CONTACT DETAILS

Tenders must bear full name and address (email, physical and postal addresses) of the company, full name of contact person for this tender, his/her telephone numbers, both landline and mobile and email address)

14.1.6 ADDITIONAL INFORMATION AND CLARIFICATIONS

Additional information and/or clarifications of the tender may be requested from the addresses below until **14 April, 2023** after which no more information/clarifications will be provided.

Procurement Unit

Ministry of Finance
[Tel:22315318](tel:22315318) mobile: 58850704
Email: moipone.ramollo@gov.ls

Contracts Management Unit

Ministry of finance
mathabo.mphale@gov.ls
mekhoa.lekhethe@gov.ls

APPENDIX A: Form of response

Company Name	
Company Registration Number	
Country of Registration	
Physical Address	
Postal Address	
Telephone Number	
Mobile Number	
Email Address	
Project Title	
Tender Number	
Designated Authorised Representative for this Project	
Bidder's Referees	
Signed by Authorised Representative	

APPENDIX B: Statement of Commitment

Company (Name).....Commits to the conditions of Terms of Reference as specified in the tender “**Tender for supply and management of fuel, oil and lubricants for the Government of Lesotho**”

Pricing Conditions

Pricing in this response is valid for 3 months (90 days from date of opening)

Signature:.....

APPENDIX C: Site Visit Certificate

SITE VISIT CERTIFICATE

This is to certify that we

_____ (Tenderer)
Of

_____ (Address)

As represented by the person(s) named below visited the site of MoF Workshops
on _____

We acknowledge that the purpose of the site visits was to acquaint ourselves with the
works and/or matters incidental to doing the work specified in the tender document in
order for us to take account of everything necessary when compiling our tender.

Particulars of person(s) visiting the site:

Name _____ Signature

Capacity _____ Signature

Name _____ Signature

Capacity _____ Signature

A site visit by the above person(s) is confirmed by the MoF representative as follows:

Name _____ Signature

Capacity _____ Signature

MOF PROCUREMENT UNIT STAMP