

MINISTRY OF FINANCE AND DEVELOPMENT PLANNING

INVITATION TO TENDER NUMBER 08 OF 2023/2024

The Ministry of Finance and Development Planning invites tenders from locally registered companies for the appointment of a service provider to render auctioning services on behalf of Government of Lesotho.

The Tender document will be obtainable from procurement Unit 2nd Floor, Room 2005 during working hours from 0900hrs to 1500hrs. Bidders must purchase a copy of the tender document at a non- refundable fee of **M2000.00**. The procedure for obtaining the document is as follows:

Payment of the bid document must be made at 2nd Floor Room 2010 (Finance Accounts). The receipt issued must be taken to the office of Procurement Unit Room 2005 where the document will be issued.

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

1. REQUIREMENTS AND PRE-REQUISITES

- a) Copy of original receipt for the ITT document.
- b) Company Profile
- c) Correct number of responses (one original and four copies)
- d) Copy of Tax Clearance and Traders license certified at source
- e) Include VAT in tender price (if applicable)

Tenderers should two envelopes in one big envelope, one envelope labelled “**Technical Proposal**” and the other labelled “**Financial Proposal**” The original envelopes should be duplicated in four copies each, being four copies for technical proposal and four for financial proposal, they should be deposited in the tender box at the Finance House, 3rd Floor, Government Complex **not later than Wednesday 11 October 2023** on or before **1200hrs**. Tenders will be opened in the presence of Tenderers or their representatives who choose to attend at 1430hrs on the same day (**Wednesday 11 October 2023**) at 3rd Floor, Ministry of Finance Tender Board Room.

Tenders should be clearly marked “**Tender number 7 of 2023/2024 Tender for Government Auctioneer**”

2. Evaluation Criteria

1. Compliance
2. Company experience
3. Workplan and methodology
4. Financial offer

3. Validity of Bids

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

4. 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.

5. Additional Information or Clarification

Additional Information or Clarification of the tender may be requested from the address below until the **6th October 2023** after which no more information/clarification will be provided

Physical/Postal address
Procurement Unit
P.O Box 395, Maseru
2nd Floor Finance House, Room 2004/5

Contact Person:
Procurement Manager
Tel. 22315318/22320169

This tender will be awarded by the Ministry of Finance Tender Panel. Bidders must however, note that awarding of this tender will be subject to an agreed contract

The Ministry also reserves the right to cancel the tenders before submission/opening OR postpone the tender submission/opening dates and to accept/reject any or all tenders without assigning any reasons thereof. The Ministry is not bound to accept the lowest or any bid