

# MINISTRY OF FINANCE

## TENDER NOTICE No. 1/2018/19

### PROCUREMENT OF THE SERVICES OF BASOTHO-OWNED VEHICLES

#### 1. INTRODUCTION

- 1.1 The Government of Lesotho has taken a decision to proactively use large tenders as an opportunity to catalyse the involvement of Basotho in business. The first tender under this policy is the Government Fleet Tender. The intention is to support dealerships registered and trading in Lesotho, with significant Basotho ownership. Vehicle service, provision of vehicle parts, and panel beating will also be procured proactively to ensure that Basotho take active part in this initiative.
- 1.2 The intention is also to procure government's transportation needs in a cost-effective manner.
- 1.3 Government also wishes to extend a hand to community associations by opening the tender to those associations that support vulnerable members of society.
- 1.4 In the light of the aforementioned, the Government of Lesotho invites Basotho to lease their vehicles to Government. The type and quantities of vehicles needed are presented in Table 1.

#### 2. MANDATORY REQUIREMENTS

- 2.1 Each vehicle must not have a mileage exceeding **30,000kms**.
- 2.2 Each vehicle must be under a motor service plan.
- 2.3 Applicants must only bid for one vehicle (i.e. one vehicle per household).**
- 2.4 Each applicant must deposit a filled application form and other certified mandatory documents into the Tender box at the Ministry of Finance.
- 2.5 The applicant must be a Lesotho citizen.
- 2.6 Each submission must be accompanied by:
  - a. A certified copy of the National ID of the owner of the vehicle

b. Proof of ownership of the vehicle which should include a certified copy of registration certificate bearing the names as they appear on the ID.

**2.7 If the applicant is a member of the targeted marginal groups i.e. Youth Association, Women Association or Association for the Disabled, the application must be accompanied by:**

- a. A certified copy of the constitution.
- b. A certified copy of the National Identity of the members of the Executive Committee of the Association.
- c. Once the vehicle is engaged, the owner should convert a normal insurance cover to a comprehensive insurance.
- d. The Association must have been registered for at least two years.

**2.8** Application forms can be obtained from the Ministry of Finance Procurement Unit - Office numbers: 3035 and 2004/5, offices of the District Administrators and the Ministry of Finance and Government Websites ([www.finance.gov.ls](http://www.finance.gov.ls) and [www.gov.ls](http://www.gov.ls)). Application forms will be **available from 23<sup>rd</sup> July/2018 to 31<sup>st</sup> August, 2018 from 08:00hrs to 16:00hrs.**

### **3. TYPES AND QUANTITIES OF VEHICLES NEEDED**

3.1 Vehicles will be paid on a monthly basis in line with the rates set out in Table 1 below

**Table 1: Types, Rates and Quantities of Vehicles needed**

<b>Type</b>	<b>Quantity</b>	<b>Basotho Full Maintenance Lease (FML) Rates per Month (Maloti) for up to 4,000 km per month</b>	<b>Excess mileage per km (Maloti)</b>
Sedan	37	11,809	2.15
Double Cab 4x4	130	21,623	3.88
Single Cab 4x4	35	20,140	3.49
Double Cab 4x2	111	18,565	3.00
People's mover—25 seater	3	39,928	4.52
People's mover—5 seater	19	20,881	4.28
Panel Van	1	19,702	3.86
People's mover—7 seater	5	19,702	3.86
<b>Total</b>	<b>341</b>		

**3.2** The allocation of vehicles for the marginalised targeted groups is as presented in Table 2 below.

**Table 2: Marginalised targeted Groups and Quantities of Vehicles**

<b>Groups</b>	<b>Quantity of Vehicles</b>
Association of the disabled	20
Youth Association	20
Women Association	20
Taxi associations	150
General public by district	14 vehicles for Maseru and 13 vehicles for each of the nine Districts

#### **4. SUBMISSION OF BID PROPOSALS AND OPENING**

**4.1** Applicants should deposit an application form and certified copies of all mandatory documents in a sealed envelope bearing no identification of the applicant and must be deposited in the tender box at Finance House, 3rd Floor; Government Complex, not later than **31<sup>st</sup> August, 2018** on or before 12:00hrs. Applications will be opened in the presence of applicants or their representatives who will choose to attend at **14:00hrs on the same day (31<sup>st</sup> August, 2018) at ‘Manthabiseng Convention Centre.**

**4.2** Applications should be clearly marked “**APPLICATION FOR FLEET SERVICE**”.

**4.3 Note:** Applicant **should write on an envelope name of the district (e.g. Maseru) and type of vehicle (e.g.4x4 Double Cab). Please, refer to the last pages for illustration.**

#### **5. SELECTION CRITERIA**

**5.1** The selection criteria will be an **open random selection.**

- Physical inspection will be used to verify the compliance with the Motor Vehicle Theft Act of 2000 and physical fitness of a vehicle.
- For marginalised groups (Disabled, Youth and Women) each group will be allotted 20 vehicles, meaning one vehicle per group in each category.

- 5.2 With regard to the three groups mentioned above, the following requirements must be incorporated in the application:
- (a) Certified copies of Constitution of the organization which should date back at least two (2) years.
  - (b) Certified copies of valid National Identity documents of the members of the Executive Committee.
- 5.3 With regard to those who are already in the Fleet Industry (i.e. Taxi operators), the following requirements must be included in the application:
- (i) For a member of an associations, a letter from the Association confirming membership of the applicant;
  - (ii) Certified copy of a **C Permit**
- 5.4 An applicant who does not have a vehicle during the advertisement window, but has an intention to participate, must submit the standard application form together with confirmation from a recognized financial institution to finance the purchase of the motor vehicle.
- 5.5 Such applicants would be given a maximum period of sixty (60) calendar days from the closing date to provide with the vehicles if they have been selected, otherwise such an opportunity will be forfeited.
- 5.6 Those who have been selected, will be provided with the letters of intent from the Ministry of Finance to their respective financial institutions.

## **6. EXCLUSIONS**

6.1 The following categories are excluded from participating in this request:

Individual and entities that have already benefited from this scheme are excluded from providing the vehicles.

- **Public servants occupying position of Director upwards (and equivalent positions)**
- **State Owned Enterprises employees occupying position of Director upwards (and equivalent positions)**

- **Government Agencies employees occupying position of Director upwards (and equivalent positions)**
- **Government employees occupying Statutory positions**
- **Members of Parliament**

**6.2 AND ALL THEIR RESPECTIVE SPOUSES AND IMMEDIATE FAMILY (children and/or dependents)**

**7. TIMING**

**7.1** The preferred applicants are expected to deliver their vehicles from **3<sup>rd</sup> to 7<sup>th</sup> September, 2018 at Mejametalana Air-wing from 09:00hrs to 16:00hrs**

**7.2 NB: A CERTIFIED COPY OF A VALID NATIONAL TAX CLEARANCE CERTIFICATE IS A REQUIREMENT FOR ALL APPLICANTS.**

**7.3 In the event of any identified fraud or fronting by applicants, necessary measures will be taken which will include, but not limited to, disqualification.**

**8. CONTACTS**

**8.1** Bidders must contact the following officers for clarification during working days between 09:00hrs to 16:30hrs

1. Mr. Motolo Mandoro  
E-mail: [motolo.mandoro@gov.ls](mailto:motolo.mandoro@gov.ls)  
Tel: 2231 5318/5946 5929; Room: 3035/2004/5
2. Ms. Mathabo Mphale  
E-mail: [mathabo.mphale@gov.ls](mailto:mathabo.mphale@gov.ls)  
Tel: 2231 4367/58854884 Room: 3004
3. Mr. Folojeng Folojeng  
E-mail: [folojeng.folojeng@gov.ls](mailto:folojeng.folojeng@gov.ls)  
Tel: 2232 1245/5887 3828 Room: 3002

**8.2 Different categories are required to mark the envelop in the following manner, depending on whether tenderer is an association, is bidding under the common district pool, or is providing a twin cab or people mover.**

Figure 1: illustration for General Public



Figure 2: illustration for Marginalized Groups

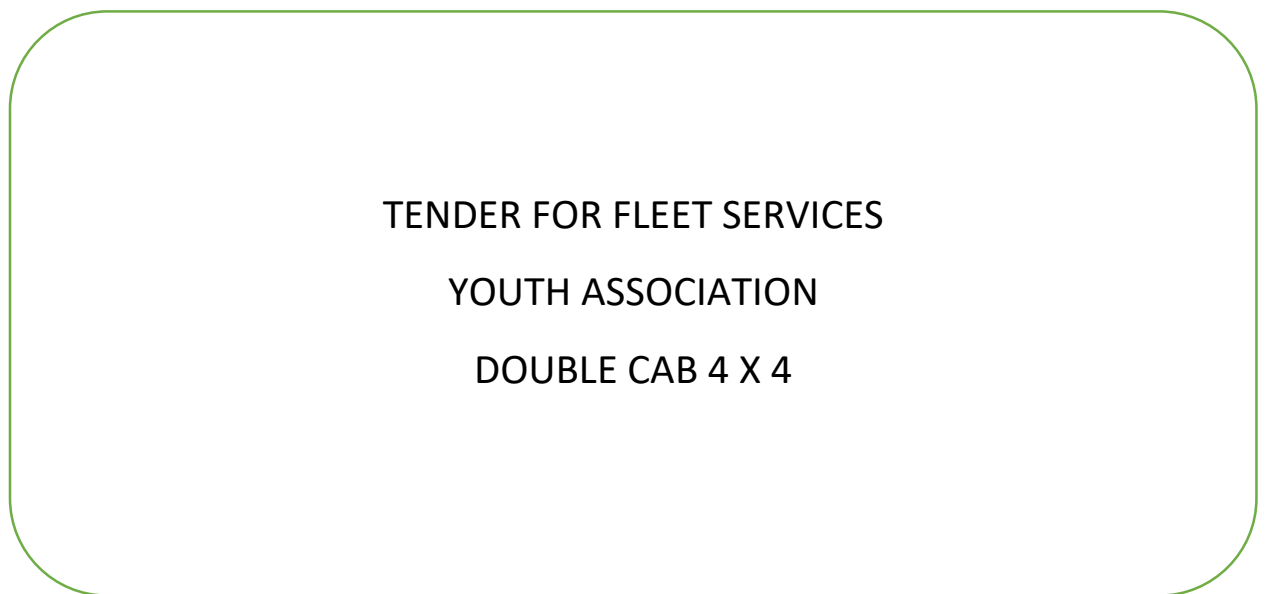


Figure 3: illustration for Taxi Operators

