

MINISTRY OF FINANCE

INVITATION TO TENDER NUMBER: 002 OF 2026/2027

The Ministry of Finance invites tenders from locally registered companies to supply, deliver and install nine (9) **ARCHIVE HIGH DENSITY MOBILE SHELVING UNITS** at Government Records Centre.

Specification;

9 mobile shelving units

10 bay high density filing system

H x W x L =2345 x 1000 x 6850

Fully enclosed and lockable

Tender document is obtainable from procurement Unit 2nd Floor, Room 2004/2005 during working hours from 0900hrs to 1600hrs. Bidders must purchase a copy of 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 2004 where the document will be issued.

There will be a compulsory site visit at Government Records Centre on 10 June 2026 at 10:00am.

Bidders should gather a Government Records Center grounds on the above mentioned date.

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) 3 reference letters confirming supply of similar equipment
- e) Include VAT in tender price(if applicable)
- f) Copy of Tax Clearance and Traders license certified at source
- g) Site visit certificate

2. SUBMISSIONS

The closing date for the above mentioned tender is **21 July 2026**. Bidders should deposit one original and five copies of tender responses in one envelope and deposit in the tender box at Finance House, 3rd Floor, Government Complex **not later than 21 July, 2026** on or before 1200hrs. Bids will be opened in the presence of Bidders or their representatives who choose to attend at 14:30hrs on the same day (**Tuesday, 21 July, 2026**) at 3rd Floor, Finance House Board Room.

Tenders should be clearly marked "**Tender for Supply, delivery and Installation of high-density mobile shelving units**"

3. Validity of Bids

Tenders must be valid for 60 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 **Friday 16 July 2026**, after which no more information/clarification will be provided

Contact Person:
Procurement Manager
Tel. 22315318
moipone.ramollo@gov.ls

OR

Principal Technical Officer
2nd Floor, Finance House
Cell: 62000321

This tender will be awarded by the Ministry of Finance and Development Planning Procurement Committee. 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