

## MINISTRY OF FINANCE

### INVITATION TO TENDER NUMBER: 2 OF 2016/2017

The Ministry of Finance (MoF) invites tenders from suitable locally registered companies for the provision of Supply of acid-free archival boxes for records storage at Government Records Centre.

Tender document is obtainable from procurement Unit 2<sup>nd</sup> 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 **M300.00**. The procedure for obtaining the document is as follows:

Payment of the bid document must be made at 2<sup>nd</sup> Floor Room 2010 (Finance Accounts). The receipt issued must be taken to the office of Procurement Unit Room 2004/5 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**.

#### 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) Provide a track record of where a similar job was done in the past three years
- f) 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, 3<sup>rd</sup> Floor, Government Complex not later **than 22<sup>nd</sup> November,2016 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 (**22<sup>nd</sup> November, 2016**) at 3<sup>rd</sup> Floor, Ministry of Finance Tender Board Room

Tenders must be clearly marked "**Supply of acid-free archival boxes for records storage- Government Record Centre** "

#### Pricing Conditions

All prices shall remain valid for 3 months from the date of tender opening.

## **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 **18<sup>th</sup> November, 2016**, after which no more information/clarification will be provided

Procurement Manager (Mr. Motolo Mandoro)

Procurement Unit

2<sup>nd</sup> Floor, Finance House, Room 3035

Box 395, Maseru

Contact Number 22315318

Email: [mmandoro@hotmail.com](mailto:mmandoro@hotmail.com)

OR

Project Manager (Mrs 'Mapalo Qhobosheane)

Government Records Centre (Former Lesotho Liquor Commission)

Conduct Number: 28317709/22327718

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 tender 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.**

