**MINISTRY OF FINANCE AND DEVELOPMENT PLANNING**

**INVITATION TO TENDER NUMBER: 2 OF 2025/2026**

The Ministry of Finance and Development Planning invites bids from registered companies for provision of facilities and property management service.

**LIST OF PROPERTIES**;

Finance House building

Africa House

Post Office building

Moposo House

Lesotho Bank flats

Quthing building

Victoria Hotel compplex

Mechanical workshops - Maseru and districts (former PVPS)

Maseru Private Hospital

Government Records Center

Tender document is obtainable from procurement Unit 2nd Floor, Room 2004/

2005 during working hours from 0900hrs to 1500hrs. Bidders will obtain 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.

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

**There shall be a compulsory site visit at seven sites at the following dates;**

|  |  |
| --- | --- |
| **SITE** | **DATE** |
| **Maseru (finance house, Africa house post office, moposo,lesotho bank flats,Victoria Hotel,former PVPS,government records center, Maseru Private Hospital)** | **16 June, 2025****@ 10:00am starting at Finance House, ground floor** |
| **Mechanical workshops** |  |
| **South,****Mohale’s Hoek to Qacha’s Nek** | **17-18 June,2025** **11:00** |
| **Leribe to Mokhotlong** | **19-20 June, 2025** |
| **Thaba Tseka** | **23 June, 2025** |
|  |  |

1. **REQIREMENTS AND PRE-REQUISITES**
2. Copy of the receipt
3. Company profile
4. Correct number of responses (one original and five copies)
5. 3 reference letters confirming supply of similar service
6. Include VAT in tender price (if applicable)
7. Copy of Tax Clearance and Traders license certified at source
8. **SUBMISSIONS**

 The closing date for the above mentioned tender is 22 **July**, **2025**. Bidders should deposit one original and five copies of the bids in the tender box at Finance House, 3rd Floor, Government Complex **not later than 22 July, 2025** on or before 1200hrs. Tenders will be opened in the presence of Bidders or their representatives who choose to attend at 14:30hrs on the same day **(Tuesday, 22 July, 2025**) at 3rd Floor, Ministry of Finance Tender Board Room.

Tenders should be clearly marked “**Tender for provision of facilities and properties management for Ministry of Finance and Development Planning”**

1. **Validity of Bids**

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

1. **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.

1. **Additional Information or Clarification**

Additional Information or Clarification of the tender may be requested in writing to the following addressees below until the Wednesday 18 July 2025, after which no more information/clarification will be provided.

moipone.ramollo@gov.ls

thabo.theoha@gov.ls

tsekelo.moshoeshoe@gov.ls

Contact Person:

Procurement Manager

 Tel. 22315318

 OR

Contracts manager

Contracts Management Unit

Contact: 22314367.

**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**