**MINISTRY OF FINANCE**

**INVITATION TO TENDER NUMBER: 004 OF 2025/2026**

The Ministry of Finance invites bids for maintenance and repairs of fire detection system from locally registered companies at Finance House for a period of 2 years.

Finance House is equipped with the following firefighting equipment;

Fire hydrants

Fire hose reels

Fire extinguishers

Fire detection and alarm system

Automatic fire sprinkles system

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.

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**

**There will be a compulsory site visit at Finance House on 18 June 2025 at 11:00am.**

**(Failure to attend will result in disqualification to participate.)**

1. **REQIREMENTS AND PRE-REQUISITES**
2. Copy of original receipt for the ITT document.
3. Company Profile
4. Correct number of responses (one original and five copies)
5. 3 reference letters confirming experience in similar sized project
6. Include VAT in tender price
7. Fire detection certificate
8. Health and safety certificate
9. Copy of Tax Clearance and Traders license certified at source
10. Site visit certificate
11. Draft contract
12. **SUBMISSION**

The closing date for the above mentioned tender is 22 **July 2025**. Bidders should deposit one original and five copies of the bids in one envelope and be deposited 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 “

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| **TENDER: MAINTENANCE, REPAIRS AND REPLACEMENT OF FIRE DETECTION AND ALARM SYSTEM AT FINANCE HOUSE** |

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 from the address below until the **Friday 18 July,** **2025**, 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

[moipone.ramollo@gov.ls](mailto:Moipone.ramollo@gov.ls)

OR

Principal Technical Officer

2nd Floor, Finance House

[tsekelo.moshoeshoe@gov.ls](mailto:Tsekelo.moshoeshoe@gov.ls)

**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**

**Late bids will NOT be accepted**

**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**