**MINISTRY OF FINANCE**

**INVITATION TO TENDER NUMBER: 1 OF 2016/2017**

The Ministry of Finance (MoF) invites tenders from suitable locally registered companies for the provision of security services to save guard and protect property and people at Finance House

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 **M300.00**. 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 2004/5 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**:

1. Copy of original receipt for the ITT document.
2. Company profile
3. Correct number of responses (one original and four copies).
4. 3 reference letters confirming experience in similar sized project
5. Provide a track record of where a similar job was done in the past three years
6. Provide a certified copy of proof of insurance covering company’s employees
7. Registration certificate (Form2A)
8. Copies of Tax clearance certified at source
9. Certified copy of two way radio system license
10. Provide a clear break-down of the tender price.
11. Tender price should include VAT

**Specification:**

* 1. **Thirteen (13) guards during the day**
  2. **Four (4) armed guards at night**

**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, 3rd Floor, Government Complex not later **than 23rd August,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 **23rd August 2016** at 3rd Floor, Ministry of Finance Tender Board Room

Tenders must be clearly marked “ **Tender for security services for the Ministry of Finance- Finance House”**

**Pricing Conditions**

All prices are required to be submitted in Maloti and shall remain valid for 3 months from the date of 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 **16th August, 2016**, after which no more information/clarification will be provided

Procurement Manager (Mr. Motolo Mandoro)

Procurement Unit

2nd Floor, Finance House, Room 3035

Box 395, Maseru

Contact Number22315318

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

OR

Principal Technical Officer ( Mr. Ts’ekelo Moshoeshoe)

3rdFloor, Finance House Room 3044

Conduct Number:22328231

Email: moshoeshoe.tv@gmail.com

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 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.**