

# MINISTRY OF FINANCE

## INVITATION TO TENDER NUMBER: 6 OF 2018/2019

### 1.1 Background

The GOL is experiencing a huge volume of obsolete, obsolescent, unserviceable and redundant stores, fixed and moveable assets that their life expectancy are beyond imaginary. Therefore, such items need to be disposed of; hence, there is a need to appoint an experienced, professional and competent auctioneer/s to be engaged on embarking on such functions and responsibilities.

The Government of Lesotho – Ministry of Finance wishes to invite applications from suitably qualified Basotho/Lesotho registered individuals / companies to submit their applications for the appointment of an Auctioneer.

Tender document can be obtained at no charge fee from the Ministry of Finance, Procurement Unit - Office numbers: 3035 and 2004/5

### 1.2 Objective

**To invite bids from suitable service providers to submit proposals for the appointment of an auctioneer for the Government of Lesotho (GOL) the Procurement Unit within the Ministry of Finance on framework agreement.**

**1.3 The successful bidder will be expected to execute and conduct the following tasks for GOL:**

- 1.3.1 The auctioneer/s are responsible for advertising the sale in the public press in English and depending on the target group, advertisements may also be in Sesotho Language and proof of such adverts must be submitted to the Procurement Unit.**
- 1.3.2 The cost of the advertisements is solely the responsibility of the auctioneer/s and the Unit will not be held liable for the advertising costs including all other expenditure on advertisements such as handbills, posters, etc**

## **2. Mandatory requirements**

**If the applicant is a registered individual/s, the submission must be accompanied by the following**

1. Profile
2. Valid Trader's licence certified at source
3. Valid tax clearance certified at source
4. Certified copy of National Identity Document (ID),
5. Three reference letters demonstrating experience in public auction

**If the applicant is a company, the submission must be accompanied by the following:**

1. Company Profile
2. A certified copy of Company registration
3. Three reference letters demonstrating experience in public auction
4. A certified copy of valid Traders Licence certified at source ;
5. A certified copy of a valid Tax clearance certificate at source.

### **Submission**

Bids in two separate envelopes bearing no identification of the Tenderer, clearly marked **“Technical proposal for Appointment of a service provider to conduct auctioneering services for the Government of Lesotho” and Financial proposal for Appointment of a service provider to conduct auctioneering services for the Government of Lesotho”** should be deposited in the designated tender box at the **Ministry of Finance, 3<sup>rd</sup> Floor, Government Office Complex, Phase III, not later than 19<sup>th</sup> March, 2019 on or before 1200hrs .**

Bids will be opened in the presence of Tenderers or their representatives who choose to attend at **14h30** on the same day (19<sup>th</sup> March 2019 ) at the Ministry of Finance Tender Boardroom.

### **Validity of Tenders**

All tenders must be valid for **90 working days** from date of opening

### **Contact Details**

All tenders must bear full names and address (both physical and postal) of the company, full names of contact person for this tender; his/her fax number, telephone numbers (both landline and mobile) and e-mail address where available.

### **Additional information or clarification**

Additional information or clarification of the tender may be requested from the address below until the **15<sup>th</sup> March 2019**, after which no more information/clarification will be provided

Procurement Manager ( Mr. Motolo Mandoro)  
Procurement Unit  
Ministry of Finance  
3<sup>rd</sup> Floor Finance House  
Office No. 3035 (East Wing)  
PO. Box 395  
Maseru  
Contact Numbers: 22315318/59465929 OR