

## MINISTRY OF FINANCE

### INVITATION TO TENDER NO: 8 OF 2018/2019

The Ministry of Finance (MoF) invites tenders from suitable locally registered companies for the provision of Catering services on a monthly basis for the financial year 2019/2020. Bidders are expected to come from seven regions (**Botha Bothe, Leribe** ( Hlotse, Maputsoe) , **Maseru , Berea, Mafeteng, Mohales Hoek and Quthing**).

Tender document is obtainable from procurement Unit 2<sup>nd</sup> Floor, Room 2010 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 1<sup>st</sup> Floor Room 1050 (Pension Accounts Section). The receipt issued must be taken to the office of Procurement Unit 2<sup>nd</sup> Floor Room 2010 where the document will be issued.

Any tender that does not reflect a copy of a valid receipt issued by Accounts section in 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) Copies of Traders License and Tax Clearance certified at source
- f) Food handlers certificate
- g) 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 26<sup>th</sup> March, 2019 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 (**26<sup>th</sup> March**) at 3<sup>rd</sup> Floor, Ministry of Finance Tender Board Room

Tenders should be clearly marked according to the region to be served. For example, “**Tender for the provision of catering Services to the Ministry of Finance ( Maseru)**”

## **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 **19<sup>th</sup> March, 2019** after which no more information/clarification will be provided

Physical/Postal address

Procurement Unit

P.O Box 395, Maseru

Finance House, Rooms 2004/5 and 3035

Contact Persons:

1. Mr Motolo Mandoro : Tel. 22315318/59465929
2. Ms Mokhant'so Molopo : Tel. 22320169