

## MINISTRY OF FINANCE

### INVITATION TO TENDER NO. 004 OF 2025/2026

The Ministry of Finance invites bids from **locally registered companies** for the **maintenance and repairs of the fire detection system** at **Finance House** for a period of **two (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 sprinkler system

#### **Tender Document Access:**

Tender documents are available at the **Procurement Unit**, 2nd Floor, Room 2004/2005 during working hours (09:00–16:00).

Documents are issued upon payment of a **non-refundable fee of M2,000.00**.

#### **Procedure for Obtaining Tender Document:**

- 1.Make payment at **Room 2010 (Finance Accounts)**.
- 2.Present the issued receipt at **Room 2004 (Procurement Unit)** to collect the tender document.
- 3.**Tenders without a valid receipt will be disqualified.**

#### **Compulsory Site Visit:**

- Date:** 18 June 2025
  - Time:** 11:00 AM
  - Location:** Finance House
- Failure to attend will result in disqualification.
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## 1. Requirements and Pre-requisites

- Copy of original receipt for the ITT document
  - Company profile
  - One original and five copies of the bid
  - Three reference letters confirming experience in similar-sized projects
  - VAT-inclusive pricing
  - Fire detection certificate
  - Health and safety certificate
  - Certified copy of Tax Clearance and Trader's License
  - Site visit certificate
  - Draft contract
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## 2. Submission Details

- Closing Date:** 22 July 2025
  - Time:** On or before 12:00 PM
  - Location:** Tender Box, 3rd Floor, Finance House, Government Complex
  - Opening of Bids:** 22 July 2025 at 14:30 PM, Ministry of Finance Tender Board Room
  - Envelope Label:**  
**TENDER: MAINTENANCE, REPAIRS AND REPLACEMENT OF  
FIRE DETECTION AND ALARM SYSTEM AT FINANCE HOUSE**
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## 3. Validity of Bids

- Bids must remain valid for **90 days** from the date of opening.
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#### 4. Contact Details

Include in your bid:

- Full company name and address (email, physical, and postal)
  - Full name and contact details of the responsible person (phone and email)
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#### 5. Additional Information or Clarification

Requests for clarification must be submitted in writing by **Friday, 18 July 2025** to:

##### **Procurement Unit**

P.O. Box 395, Maseru

2nd Floor, Finance House, Room 2004/2005

##### **Contact Persons:**

- Procurement Manager: moipone.ramollo@gov.ls | Tel: 22315318
  - Principal Technical Officer: tsekelo.moshoeshoe@gov.ls
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##### **Important Notes:**

- Late bids will **not** be accepted.
- The Ministry reserves the right to cancel or postpone the tender process.
- The Ministry is **not bound** to accept the lowest or any bid.
- Awarding of the tender is subject to an agreed contract.

**Country: Lesotho**