

# INVITATION FOR PRE-QUALIFICATION OF VENDORS FOR THE SUPPLY OF CATERING AND CARPENTRY SERVICES

## 1. Introduction

The Lesotho Communications Authority (referred to as the Authority) is a statutory body established to regulate the communications sector in Lesotho. Its primary mandate includes licensing of communications operators, provision of good-quality communication services throughout the country; as well as protection and empowerment of consumers.

In its pursuit of continuous improvement and sustained service delivery, the Authority intends to pre-qualify vendors for the supply of catering and/or plumbing services. Inclusion on the list allows vendors the opportunity to be directly solicited to do business with the Authority when a need arises without additional advertisements. However, vendors should note that inclusion in the database of common goods and services does not automatically qualify the vendor to supply common goods and services. Selection of vendors will continue to be made on competitive basis and on merit, as well as consideration for best value for money, good quality, acceptable delivery period and reliability using only suppliers that exist in the database.

The Authority will procure goods and services over the next two years from those suppliers that have been pre-qualified based on their response to this invitation. The Authority, therefore, invites submissions from local suppliers of goods and services in the categories of **catering and/or carpentry services**.

Vendors who provides these services but opt not to respond to this call for pre-qualification should note that the Authority will not seek their services for a period of two years or any other period that the Authority may determine.

## 3. Submission Conditions

Submissions must meet all conditions indicated below.

- a) Full details of services offered;
- b) List of references where a similar assignment was undertaken, including contact persons, telephone numbers and physical address;
- c) A Company profile which summarises an organisation's purpose, history, functions, and experience as well as contact details;

- d) Certified copy of a current Tax Certificate;
- e) Certified copy of a Traders Licence;
- f) Copies must be certified at source and
- g) All submissions shall be signed.

#### **4. Submission Format**

- a) All submissions must be in a sealed envelope clearly marked **“Invitation for pre-qualification of vendors for the supply of goods and services in the categories of catering and/or carpentry services;”**
- b) The bidder must submit the **original** and **four copies** clearly marked **“ORIGINAL”** and **“COPIES”** and
- c) **No electronic submissions will be allowed.**

#### **5. Other Details**

- a) Any requests for clarification on this invitation must be addressed in writing to the Chief Financial Officer at [admin@lca.org.ls](mailto:admin@lca.org.ls) at least ten days prior to the deadline. The Authority will respond to written inquiries or queries only.
- b) Submissions must be made at Lesotho Communications Authority Offices, 30 Princess Margaret Road, Old Europa, Maseru, Lesotho on or before 12:00 noon on the 25 April 2018. No submissions will be accepted after the closing date and time.
- c) The Authority reserves the right to cancel or withdraw this invitation for pre-qualification of vendors as a whole or in part without furnishing any reasons and without attracting any liability.
- d) Late submissions shall not be accepted.



L E S O T H O  
C O M M U N I C A T I O N S  
A U T H O R I T Y

## **ADVERTISEMENT FOR PRE-QUALIFICATION OF LOCAL SUPPLIERS FOR CATERING AND CARPENTRY SERVICES**

Lesotho Communications Authority (LCA) invites submissions from local catering and carpentry companies who would like to be included in the Authority's common goods/services supplier database for an exclusive period of two (2) years.

The sealed tender envelopes marked **“Invitation for pre-qualification of vendors for the supply of goods and services in the categories of catering and/or carpentry services”** must be delivered at the address specified below on or before the **25 April 2018 at 12:00 noon**. Late submissions shall NOT be accepted.

Interested vendors may obtain a detailed Request for Proposal (RFP) from the LCA website: [www.lca.org.ls](http://www.lca.org.ls) or from the LCA reception at 30 Princess Margaret Road, Old Europa, Maseru, Lesotho.

### **Submissions should be addressed to:**

Chief Financial Officer  
Lesotho Communications Authority  
30 Princess Margaret Road, Old Europa  
P. O. Box 15896  
Maseru 100  
LESOTHO.

### **For enquiries only**

Tel: 266 2222 4300

Email: [admin@lca.org.ls](mailto:admin@lca.org.ls)