ROADS DIRECTORATE

TENDER NOTICE

PROVISION OF CATERING SERVICES TO TRAINING CENTRE – RESEARCH AND INDUSTRY DEVELOPMENT CENTRE

1. The Roads Directorate intends to engage the services of a suitably qualified and experienced Catering Service Provider at the Roads Directorate Training Centre in Teyateyaneng. The Roads Directorate intends to enter a Two years (24months) Contract with a Catering Service Provider that will provide the required catering services

2. The Roads Directorate (RD) therefore invites tenders from locally registered Catering companies with relevant experience in providing similar services, for the Provision of Catering Services at the Roads Directorate Training Centre in Teyateyaneng.

3. A Compulsory Pre-Tender Meeting/Site Inspection will be held at the Roads Directorate Training Centre in Teyateyaneng (opposite St. Agnes High School) on Thursday, 11th February 2025 at 11h00 (11.00 a.m).

Quotations should clearly show breakdown of the cost for the following:

- **Breakfast plus Juice and Tea/Coffee**
- **Morning Break Tea /Juice**
- **Finger Foods plus Juice/Fizzy Drink (340ml)**
- **Lunch plus Juice/Fizzy Drink (340 ml)**
- **Packed Lunch plus Juice/Fizzy Drink (340ml)**
- **Afternoon Break Tea/Juice**
- **Supper plus Juice/Fizzy Drink (340ml)**
- **Bottled Still Water (500ml) plus Fruits/Sweets**

Assessment and evaluation will be based on, but not limited to the following criteria:

a. A registered catering company with a valid Catering License (certified at source)

b. Tax Clearance Certificate (certified at source)

c. Proven track record and Experience of Catering Services.

d. Good Business Reputation

f. Tender Price

g. All Suppliers Should Submit Recent Financial Statements of 3yrs (between years 2022 and 2024). All suppliers to the Lesotho Government are expected to be in compliance with their tax obligations. They should therefore attach copies of valid Tax Clearance Certificates, valid copies of Traders License/Registration Certificate, all certified at source.

h. A proven track record on Provision of catering and canteen services is required. (i.e three reference letters for previous work done of a similar nature).

4. The Tender Document will be available from the Procurement Section of the Roads Directorate (Ground floor Room G11) for a **non- refundable amount of M2000.00 per document**. The payment shall be by transfer or deposit in the following Bank Account: Roads Directorate **Operating Revenue Account, Account No. 021000067633, Swift Code: NEDLLSMX, Branch Code: 390161, Nedbank Lesotho** and proof thereof be presented to the Roads Directorate. Facility shall be made available for purchasing the tender documents by Mpesa, Ecocash or POS/swiping at the Finance Division (Room G03), Roads Directorate Headquarters.

5. Confidential tenders in sealed envelopes comprising one (1 original and one () copy of the tender document) bearing no identification of the tenderer marked **"TENDER FOR THE PROVISION OF CATERING SERVICES AT THE ROADS DIRECTORATE TRAINING CENTRE IN TEYATEYANENG"** should be deposited in the Tender Box of the Roads Directorate Procurement Unit situated at Ground Floor next to the Procurement Section (Room G11, Roads Directorate Headquarters Building , situated off Moshoeshoe Road at Maseru Industrial area, opposite to Brown's Wholesalers on or before 1200 Noon/Midday, Thursday 6th March,2025.

6. The tenders will be opened on the same day, 6th March,2025, at the Ground Floor Boardroom of the Roads Directorate Headquarters at 14h30 (2:30 p.m.). Representatives of the tendering firms are free to attend the Tender Opening Session.

7. All tenderers who failed to fulfill their contractual obligations on past catering Contract with Roads Directorate Training Centre (i.e. those caterers who have outstanding 10% facility rental payments) will not be eligible to tender for the said services.

8. A prospective Tenderer requiring any clarification of the Tendering documents may contact the Roads Directorate Procurement Section at 52229000 or Email: ntlhakanam@rd.org.ls or mahiritonaf@rd.org.ls Roads Directorate Training Centre at +266 52229504. The Employer will respond to any request for clarification received

earlier than five (5) days prior to the deadline for submission of Tenders. **Tenders in electronic form will not be accepted.**

PROCUREMENT SECTION
ROADS DIRECTORATE