NVITATION TO BID

PROJECT NAME: Provision, Management and Support of Microsoft 365 Business Standard Licenses to Roads Directorate

BID REF NO: RD/MICROSOFT 365-001/2026-2027

DATE: 26 March 2026

1.1 The Roads Directorate intends to apply part of its budgetary allocation to fund eligible payments under the contract for **Provision, Management and Support of Microsoft 365 Business Standard Licenses**, towards the realization of the above-cited project.

BRIEF DESCRIPTION OF GOODS:

PROVISION, MANAGEMENT AND SUPPORT OF MICROSOFT 365 BUSINESS STANDARD LICENCES TO ROADS DIRECTORATE - REF NO.: RD/MICROSOFT 365 001/2026-2027

1.2 Roads Directorate invites sealed bids from eligible Bidders in and outside Lesotho for "**Provision, Management, and Support Microsoft 365 Business Standard Licenses - Ref RD/Microsoft 365-001/2026-2027"**

1.3 Interested eligible Bidders may obtain further information from the following address and office during normal business hours (08:00am and 16:30pm):

The Procurement Specialist
Postal Address
P.O. Box 194
MASERU 100
Tel: (266) 22229000/52229137
Email Address: manoelin@rd.org.ls **CC:** molefimt@rd.org.ls , mahlomaholob@rd.org.ls

Physical Address:
Procurement Section, Ground Floor (Room G11)
Corner Senate and Lepoqo Road
Industrial Area (Opposite Browns Cash & Carry)

1.4 The Bidding Documents in English may be purchased by interested eligible bidders (**starting on Thursday 02 April 2026)** upon payment of a non-refundable fee of **Two Thousand Maloti (LSL 2,000.00).** The method of payment will be by transfer or deposit into 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 POS/swiping at the Finance Division (Room G03), Roads Directorate Headquarters.

1.5 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, copies of Traders Licences/ Business Identity Cards/ Registration Certificates all certified at source, and authority of signatory. A proven track record of similar nature of Provision, Management and Support of Microsoft 365 Business Standard Licences and Reference Letters

should be attached.

1.6 There will be a pre-tender meeting to be held at Roads Directorate Ground Floor, Board Room on Friday 10 April 2026 at 10:00 am.

1.7 Prices quoted should be net inclusive of all taxes and shall remain valid for 90 days from the closing date of the bid.

Bidding documents must be accompanied by a **Bid Security of Five Thousand Maloti (M5,000.00) in the form of a Bank Guaranteed Letter**

addressed to Roads Directorate showing the name of the project (Provision, Management and Support of Microsoft 365 Business Standard Licences).

1.8 Completed Bid Documents comprising one (1) original and one (1) copy and soft copy in a flash drive enclosed in plain sealed envelope bearing no identification on the bidder and marked as follows: "**Provision, Management and Support of Microsoft 365 Business Standard Licences. Ref No.: RD/Microsoft 365-001/2026-2027"** must be deposited in the Tender Box at Roads Directorate, Ground Floor, Room G11 near the Procurement Section, Corner Senate and Lepoqo Roads, Industrial Area (Opposite Browns Cash & Carry) and addressed to Roads Directorate at the above address to be received on or before 10:00 am, Thursday 30 April 2026 bids will be opened the same day at 10:30 am in the presence of bidders or their representatives who may choose to attend.

1.9 Late Bids will be rejected.

_____

Procurement Unit

Roads Directorate