



PRIVATE BAG A96 MASERU 100 TEL: 22312012 FAX: 22310038

Website: www.lndc.org.ls

INVITATION FOR PRE-QUALIFICATION OF VENDORS FOR THE SUPPLY OF COMMON GOODS AND SERVICES

1. Introduction

Lesotho National Development Corporation (LNDC) is a parastatal of the Government of Lesotho mandated to “initiate, promote and facilitate the development of manufacturing and processing industries, mining and commerce in a manner calculated to raise the level of income and employment in Lesotho”.

In pursuit of continuous improvement and sustained service delivery and evolving economy, the corporation intends to pre-qualify vendors for the supply of goods and services that are routinely procured throughout the year. Inclusion on the list allows vendors the opportunity to be directly solicited to do business with the corporation 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 a competitive basis and on merit, as well as consideration for the best value for money, good quality, acceptable delivery period, and reliability using only suppliers that exist in the database.

The corporation will procure goods and services over the next two years from those suppliers that are determined pre-qualified in response to this invitation. The corporation invites local suppliers for the supply of goods and services in the categories listed in the subsequent section.

2. Categories of common Goods and Services

The common goods and services to be supplied by vendors are on the following individual **categories**;

GOODS AND SERVICES	ITEM DESCRIPTION
LNDC/PQ/001/2021-2022	General office stationery, cartridges, toners, etc.
LNDC/PQ/002/2021/2022	Computers, computer Accessories/consumables and printers.
LNDC/PQ/003/2021-2022	General Equipment: Air conditioners, refrigerators, prefabricated structures, etc.
LNDC/PQ/004/2021-2022	Corporate Branding and marketing-uniforms, branded corporate apparel, corporate stationery, printed materials, promotional items, calenders, flyers, business cards, outdoor and indoor banners, signage, corporate branding and national branding services, photography and videography, billboard hire and production, corporate profile producers, graphic designers.
LNDC/PQ/005/2021-2022	Office Furniture: Office desks, chairs, coats hangers, boardroom tables, etc.

GOODS AND SERVICES	
CATEGORY NO	ITEM DESCRIPTION
LNDC/PQ/006/2021-2022	Medical Health Care: Hygiene, digital thermometers, pharmaceutical suppliers, etc.
LNDC/PQ/007/2021-2022	Telecommunication and network supply installation and maintenance.
LNDC/PQ/008/2021-2022	Software and website design, content management and digital hosting
LNDC/PQ/009/2021-2022	Printing and photocopying equipment supply and maintenance.
LNDC/PQ/010/2021-2022	Agriculture equipment supply and maintenance.
GENERAL SERVICES	ITEM DESCRIPTION
CATEGORY NO	ITEM DESCRIPTION
LNDC/PQ/011/2021-2022	Provision of travel agency - Air ticket services, etc.
LNDC/PQ/012/2021-2022	Provision of vehicle hire- Taxi services, cab services, etc.
LNDC/PQ/013/2021-2022	Advertising - Print, television, radio and mobile and digital advertising.
LNDC/PQ/014/2021-2022	Logistic Services - Clearing, forwarding, road transportation and courier services.
LNDC/PQ/015/2021-2022	Catering - Provision of meals and drinks for meetings.
LNDC/PQ/016/2021-2022	Bottled water - Provision of locally manufactured bottled water.
LNDC/PQ/017/2021-2022	Accommodation - Hotel, Guesthouse, and Bed & Breakfast Accomodation, conferencing facilities.
LNDC/PQ/018/2021-2022	Provision of cleaning services - Cleaning surroundings, offices, carpets and gardening.
LNDC/PQ/019/2021-2022	Provision of pest control and fumigation services.
LNDC/PQ/020/2021-2022	Security services - All security related services.
LNDC/PQ/021/2021-2022	Events - Events management services.
LNDC/PQ/022/2021-2022	Business plan - Developers/transactional advisors.
LNDC/PQ/023/2021-2022	Agriculture and manufacturing industries - Feasibility studies.
LNDC/PQ/024/2021-2022	Carwash services.
CONSULTANCY AND ADVISORY SERVICES	ITEM DESCRIPTION
CATEGORY NO	ITEM DESCRIPTION
LNDC/PQ/025/2021-2022	Legal Services.
LNDC/PQ/026/2021-2022	General Consultancy.
LNDC/PQ/027/2021-2022	Private Investigation.
LNDC/PQ/028/2021-2022	Board Secretarial services.
LNDC/PQ/029/2021-2022	Recruitment Agencies.
LNDC/PQ/030/2021-2022	Consultancy on salary grading, remuneration & benefits and performance management.
LNDC/PQ/031/2021-2022	Debt Collectors.
LNDC/PQ/032/2021-2022	Insurance Brokers.
LNDC/PQ/033/2021-2022	Company and assets valuation services.
LNDC/PQ/034/2021-2022	Risk assessment, profiling and management.
LNDC/PQ/035/2021-2022	Audit and investigation services.
LNDC/PQ/036/2021-2022	Forensic Audit.
LNDC/PQ/037/2021-2022	Research consultancy on trade and investment.
LNDC/PQ/038/2021-2022	Research consultancy on agro-processing and manufacturing.
LNDC/PQ/039/2021-2022	Data collection.
LNDC/PQ/040/2021-2022	Community liaison and engagement..
LNDC/PQ/041/2021-2022	Land scaping services.
LNDC/PQ/042/2021-2022	Consultancy on construction projects managements.

GOODS AND SERVICES	
CATEGORY NO	ITEM DESCRIPTION
LNDC/PQ/043/2021-2022	Environmental practitioners.
LNDC/PQ/044/2021-2022	Communication and Branding specialist - high profile journalist, National Branding consultants.
BUILDING AND CONSTRUCTION-RELATED SERVICES	
CATEGORY NO	ITEM DESCRIPTION
LNDC/PQ/045/2021-2022	Electrical works - Installation and maintenance which is electrical in nature.
LNDC/PQ/046/2021-2022	Fire Contractors.
LNDC/PQ/047/2021-2022	Locksmith Services.
LNDC/PQ/048/2021-2022	Carpet fitting.
LNDC/PQ/049/2021-2022	Blinds supply and fitting.
LNDC/PQ/050/2021-2022	Carports shades supply.
LNDC/PQ/051/2021-2022	Plumbing works - Installation and maintenance of plumbing nature.
LNDC/PQ/052/2021-2022	Construction works - Construction and building maintenance works.
LNDC/PQ/053/2021-2022	Professional services - Built environment services that include but not limited to architectural, property valuers, civil, electrical and mechanical engineering, project management, etc.

3. Submission Condition

Submission must meet all conditions indicated below.

- a) Full details of goods and or services offered;
- b) At least four (4) references where a similar assignment was undertaken, including contact persons, telephone numbers, physical addresses and copies of contracts for work done ;
- c) A Company profile which summarises an organisation's purpose, history, functions, and experience as well as contact details;
- d) Certified copy of current Tax Certificate;
- e) Certified copy of 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 common goods and services and the category applied for;**
- 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 request for clarification on this invitation must be addressed in writing to the Procurement Manager at lewaneka@lndc.org.ls with copies to letele@lndc.org.ls and letseka@lndc.org.ls at least five days prior to the deadline. The Corporation will respond to written inquiries or queries only.

- b) Submissions must be made at Lesotho National Development Corporation office, Block A, Development House, Kingsway Road, Maseru, Lesotho on or before 12:00 noon on the 16th July 2021. No submissions will be accepted after the closing date and time.

- c) The Corporation 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 submission shall not be accepted.