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| **PRE-QUALIFICATION OF SUPPLIERS QUESTIONNAIRE**  **REGISTRATION OF VENDORS FOR**  **SUPPLY OF COMMON GOODS, SERVICES & WORKS**  **FOR 2025/2027** |
|  | |  |

**LOT Number** *(refer to annexure A for list of LOTS)*

*(Fill an application form for every LOT applied for - failure to comply may lead to disqualification)*

**1.0 Company Details**

|  |  |
| --- | --- |
| Company Name |  |
| Company physical address |  |
| Contact person |  |
| Position |  |
| Contact/office Number |  |
| Office Email address |  |
| Reg. to Professional bodies |  |

**2.0 Company Background – please give a brief background on the services/goods/works supplied.**

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**3.0 Mandatory documents – Please attach:**

1. Valid copy of tax clearance.
2. Valid copy of Trader’s licence and/or Business ID
3. Valid copy of Ministry of Works Category A, B or C (Only for building contractors).
4. Valid copy of LEC Electrical certificate (for all electrical contractors)
   1. Attach Copy of Shareholding certificate

**3.2** Attach VAT Registration Certificate if applicable

**4.0 Evaluation Criteria**

To qualify for inclusion in the LNDC supplier database, applicants must demonstrate technical expertise and financial stability.

**5.0 Financial capability**

Please attach Copy of applicants’ recent audited financial statements of the past three years or Past three (3) months bank statements.

**6.0 Technical Expertise - Demonstration of Experience**

Provide a list of Similar Goods, Services & Works undertaken atleast in the past two (2) years. Use table 1.0 on page 3.

1. **Reference Letters**

Attach three (3) reference letters (not older than 12 months)

**8.0 Instructions to Applicants**

* The Closing date for submission of applications is Thursday 20th of February 2025.
* The application form together with supporting documents, must be emailed in PDF Format to [tenders@lndc.org.ls](mailto:tenders@lndc.org.ls) OR hand-delivered to procurement office.
* The subject heading of the email and envelope marking must be **Pre-Qualification of Vendors**
* Bidders are allowed to apply for more than one (1) LOT if they qualify. Please Fill in an application form for every LOT applied for.
* Failure to comply may lead to disqualification

**9.0 Due diligence assessment Questionnaire**

The due diligence assessment Questionnaire attached as **Annexture B** should be

completed

**10.0 Disclaimer**

* This application is non-binding
* The LNDC reserves the right to reject all submissions.
* THE LNDC reservices the right to cancel or withdraw this invitation for pre-qualification of Vendors without providing any reasons.
* Participating in this process does not guarantee that applicants will be awarded contracts.
* LNDC reserves the right to verify the information

**11.0 Similar Works, Goods or services undertaken at least in the past two (2) years (You may attach extra sheet if required)**

**Table 1.0**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Client Name** | **Description of work** | **Contract amount** | **Year Completed** | **Contact Number** |
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**12.0 Declaration by Vendor**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ confirm that all information provided is true and correct.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**ANNEXURE A**



**ANNEXURE B**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **DUE DILIGENCE ASSESSMENT QUESTIONNAIRE** | | | | | | | | | | | | | | | | | |
|  | | **SECTION 1-PARTICULARS OF THE LEGAL ENTITY** | | | | | | | | | | | | | | | | | |
| 1.1 | Name of legal entity | |  | | | | | | | | | | | | | | | | |
| 1.2. | Trading Name | |  | | | | | | | | | | | | | | | | |
| 1.3. | Type of legal entity | |  | | | | | | | | | | | | | | | | |
| 1.4 | Registration number | |  | | | | | | | | | | | | | | | | |
| 1.5. | Registered address | |  | | | | | | | | | | | | | | | | |
| 1.6. | Business address | |  | | | | | | | | | | | | | | | | |
| 1.7. | Business activity | |  | | | | | | | | | | | | | | | | |
| 1.8. | Share capital | |  | | | | | | | | | | | | | | | | |
| 1.9. | Authorized Representative | |  | | | | | | | | | | | | | | | | |
| 1.10 | Email | |  | | | | | | | | | | | | | | | | |
| 1.11 | Telephone number | |  | | | | | | | | | | | | | | | | |
|  | | **SECTION 2 -LICENSING AND TAX COMPLIANCE** | | | | | | | | | | | | | | | | | |
| 2.1. | Regulating Authority where applicable | |  | | | | | | | | | | | | | | | | |
| 2.2. | Licensing authority | |  | | | | | | | | | | | | | | | | |
| 2.3. | License number | |  | | | | | | | | | | | | | | | | |
| 2.4 | License expiration date | |  | | | | | | | | | | | | | | | | |
| 2.5. | Business identification card number | |  | | | | | | | | | | | | | | | | |
| 2.6. | Business identification expiration date | |  | | | | | | | | | | | | | | | | |
| 2.7 | Tax identification number | |  | | | | | | | | | | | | | | | | |
|  | | **SECTION 3- CASES/SANCTIONS/FINES/INVESTIGATION** | | | | | | | | | | | | | | | | | |
| 3.1. | Has the Legal entity been under investigation by any competent authority in the last five (5) years? If yes provide details of such an investigation. | |  | | | |  | | | | | | | | | | | | |
| 3.2. | Has there been judgements passed in favour and or against the legal entity in the last five (5) years? If yes provide details of such judgements. | |  | | | |  | | | | | | | | | | | | |
| 3.3. | Has the legal entity been sanctioned or fined by any authority whether locally or internationally? If yes provide details of the sanctions and or fines. | |  | | | |  | | | | | | | | | | | | |
| 3.4 | Are there any pending cases the company is involved in? | |  | | | |  | | | | | | | | | | | | |
|  | | **SECTION 4-OFFICERS OF THE LEGAL ENTITY** | | | | | | | | | | | | | | | | | |
| 4.1 | Who are the shareholders of the legal entity and what percentage of the shares do they hold? | | Name of shareholder | | | | Percentage of shareholding | | | | | Address | | | | Nationality and Identification Number | | | |
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| 4.2 | Who are the Directors of the legal entity and what is their tenure in office? | | Name of director | | | Executive or non- executive director | | |  | | | | Tenure of office | | | | Nationality and Identification Number | | |
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| 4.3 | What academic qualifications do the directors hold | | Name of director | | Qualification | | | | |  | | | | Institution | | | | Date obtained | |
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| 4.4 | Professional Membership | | Name of director | | | Professional body | | |  | | | | Date joined | | | | Status | | |
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| 4.5. | Has any of the directors been under investigation by a competent authority? If yes provide details of such investigations | |  | | | |  | | | | | | | | | | | | |
| 4.6. | Has any of the directors been sanctioned or fined by any authority whether locally or internationally? If yes provide details of the sanctions and or fines. | |  | | | |  | | | | | | | | | | | | |
| 4.7. | Are any of the Directors affiliated with other legal entities? If yes provide details | | Name of director | | | Name of legal entity | | |  | | | | Type of legal entity | | | | Position held | | |
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| 4.8 | Previous Occupation of the Directors | | Name of Director | Name of employer | | | | Years employed | | |  | | | | Position held | | | | Reason for leaving |
|  |  | | | |  | | |  | | | |  | | | |  |
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|  | | **SECTION 5-DOCUMENTARY REQUIREMENTS PLEASE ATTACH THE DOCUMENTS LISTED BELOW** | | | | | | | | | | | | | | | | | |
| 5.1 |  | Certified statement of assets and liabilities for the legal entity and its officers | | | | | | | | | | | | | | | | | |
| 5.2 |  | Latest tax clearance certificate or certified true copy of income tax returns | | | | | | | | | | | | | | | | | |
| 5.3 |  | Trader’s licence and or Business Identification Card | | | | | | | | | | | | | | | | | |
| 5.4 |  | Two letters of character reference from individuals other than relatives who have personally known the undersigned for at least ten years | | | | | | | | | | | | | | | | | |
| 5.5 |  | Letter/s duly certified and notarised from financial institutions with whom the undersigned has had dealings for the last two years on the performance of past and present account/s | | | | | | | | | | | | | | | | | |
| 5.7 |  | Police Clearance from the country of origin in the case of non-Basotho Nationals | | | | | | | | | | | | | | | | | |
| 5.8 |  | Identification documents of shareholders and directors | | | | | | | | | | | | | | | | | |
|  | | **SECTION 6-DECLARATION AND UNDERTAKING** | | | | | | | | | | | | | | | | | |
|  | | I declare that the above information and documents are complete and accurate to the best of my knowledge and belief.  I also undertake to notify the Lesotho National Development Corporation within period of thirty days, of any material change.  Sworn to at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  This \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Deponent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Deponent acknowledges that he/she understands the contents of this affidavit signed and sworn before me.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  COMMISSIONER OF OATHS  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Capacity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Affix Office Stamp | | | | | | | | | | | | | | | | | |