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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 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**

|  |  |
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|  | **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 OATHSName: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Capacity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Affix Office Stamp |