



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

### 1. Introduction

Lesotho College of Education (LCE) is a higher education institution whose main function is to provide education and training for members of the teaching profession as well as other fields that the Governing Council deems appropriate from time to time.

In pursuit of continuous improvement and sustained service delivery, the college 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 college 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 college will procure goods and services over the next two years from those suppliers that are determined pre-qualified in response to this invitation. The college 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;

The goods and services to be procured from vendors are but not limited on the following individual categories.

GOODS AND SERVICES CATEGORY NUMBER	ITEM DESCRIPTION
LCE/PQ/01/2023-2024	General office consumables( stationery, cartridges & toners)
LCE/PQ/02/2023-2024	Computer equipment, accessories and consumables
LCE/PQ/03/2023-2024	Heavy duty machinery, equipment and hardware ( electrical, carpentry, plumbing etc)
LCE/PQ/04/2023-2024	Corporate apparel, branding and marketing
LCE/PQ/05/2023-2024	Office furniture and fittings ( carpet, blinds etc)
LCE/PQ/06/2023-2024	Medical, pharmaceutical and hygiene supplies
LCE/PQ/07/2023-2024	ICT Equipment supply and maintenance
LCE/PQ/08/2023-2024	Advertising media
LCE/PQ/09/2023-2024	Logistics services ( courier and clearing services)
LCE/PQ/10/2023-2024	Catering services
LCE/PQ/11/2023-2024	Accommodation and Conferencing facilities (hotels. Guesthouses, Bed & Breakfast)
LCE/PQ/12/2023-2024	Cleaning services, offices and surroundings
LCE/PQ/13/2023-2024	Pest control and fumigation services
LCE/PQ/14/2023-2024	Security services
LCE/PQ/15/2023-2024	Animal feeds and agricultural inputs
LCE/PQ/16/2023-2024	Construction and building maintenance works
LCE/PQ/17/2023-2024	Domestic fuel ( gas, firewood & coal)

### 3. Submission condition

- a) Business profile with organisational structure and purpose, full details of goods and services provided, experience and physical address and contact details.
- b) At least 3 references where a similar assignment was undertaken including contact person name, contact number and physical address
- c) Valid copy of traders licence/ business identification card, tax clearance certificate, vat registration certificate where applicable and 3 months bank statement.

### 4. Submission Format

- a) All submissions shall be in sealed enveloped clearly marked “ Invitation for pre-qualification of vendors of the supply of common goods and services”. (note: each submission must bear category applied for as reference on the marked envelope).
- b) The bidder must submit the original and three ( 3) copies
- c) No electronic submissions will be accepted.

### 5. Other details

- a) Any request for clarification on this invitation must be addressed in writing to the Procurement office at [p.selemela@lce.ac.ls](mailto:p.selemela@lce.ac.ls) at least five days prior to the deadline. Only written inquiries will be responded to.
- b) Submissions shall be made at Procurement Office , Lesotho College of Education Main South 1, Cathedral Area, Maseru on or before 12;00 noon on 19<sup>th</sup> April 2024. No submissions will be accepted after the closing date and time
- c) The College reserves the right to cancel or withdraw this invitation for pre-qualification of vendors as a whole or in part without providing any reasons and without attracting any liability.