



# Road Fund

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

The Road Fund aspires to harness effective and efficient collection and disbursement of funds, cognisant of highest moral, business standards and sound stakeholder management.

In an effort to continuously improve and sustain service delivery, the Fund intends to pre-qualify vendors for the supply of goods and services that are routinely procured throughout the year. The Road Fund thus requests companies or/sole traders who are interested in providing services to the Fund to submit their Business Profiles as per the listed services categories to update its database.

1. **Business Profiles should be accompanied by;**
  - a) Valid Tax Clearance Certificate;
  - b) Valid Traders License;
  - c) Certificate of incorporation (where applicable);
  - d) Reference letters from two different and recently served organizations.
  
2. This invitation is not a tender request for any services but a business profile request for potential future engagements which will still follow a full procurement process.
  
3. Hand delivered documents should be submitted in envelopes clearly marked “**Business Profile**”. **Deadline for submission: Friday 26th August 2022 at 12:00hrs**

All submissions should be hand delivered at:  
Ground Floor Former Department of Rural Roads Building  
Cnr. Moshoeshoe & Senate Roads,  
Industrial Area  
Maseru

#### 4. Categories of Goods and Services

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

- a) General office stationery, cartridges, toners, etc.
- b) Computer hardware and software suppliers and maintenance
- c) General Equipment; Air conditioners, refrigerators etc.
- d) Corporate Branding, branded corporate apparel, corporate stationery, printed materials, promotional items, calendars, flyers, business cards, outdoor and indoor banners, signage, photography and videography, graphic designers
- e) Protective clothing
- f) Office Furniture; Office desks, chairs, boardroom furniture
- g) Printing and photocopying equipment supply and maintenance
- h) Printing and photocopying consumables
- i) Newspaper supply
- j) Vehicle hire Services
- k) Advertising-Print, television, radio and digital advertising
- l) Logistic Services - Clearing and courier services
- m) Catering Services - Provision of meals and drinks for meetings
- n) Conferencing facilities
- o) Provision of cleaning services - Cleaning surroundings, offices, carpets, windows and gardening
- p) Security services
- q) Carwash services

- r) Consultancy services
- s) Recruitment Agencies
- t) Insurance Brokers
- u) Electrical works; Installation and maintenance
- v) Locksmith Services
- w) Carpet fitting and Cleaning
- x) Blinds supply and fitting
- y) Plumbing works; Installation and maintenance
- z) Construction works; Construction and building maintenance works...