



# Road Fund

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## INVITATION FOR VENDORS' PRE-QUALIFICATION FOR THE PROCUREMENT OF GOODS, SERVICES AND MINOR WORKS

### 1. Background and requirements:

The Road Fund Secretariat (RFS) hereby invites interested vendors who wish to be included in the RFS suppliers' database to respond to the attached Pre- Qualification requirements.

The engagement period shall be from **01<sup>st</sup> May 2026 to 31<sup>st</sup> March 2027**.

The required categories are outlined in Table 1 below:

**Table 1:**

Lot	CATEGORIES	GOODS AND SERVICES
1.	GENERAL OFFICE SUPPLIES AND CONSUMABLES	<ul style="list-style-type: none"><li>• Stationery</li><li>• Refuse bags</li><li>• Mineral water supply</li><li>• Photocopying paper</li><li>• Toners &amp; Cartridges</li><li>• Water dispensers</li></ul>
2.	SANITARY PRODUCTS AND CLEANING MATERIALS	<ul style="list-style-type: none"><li>• Toilet paper and paper towels</li><li>• Office cleaning materials</li><li>• Bathroom hand soap,</li><li>• Sanitizer</li><li>• She bin liner</li></ul>
3.	PRINTING, MARKETING AND BRANDING	<ul style="list-style-type: none"><li>• Video, photography, documentary production services etc.</li><li>• Printing services (bulk printing, photocopying and binding)</li><li>• Design, branding and printing of promotional materials and corporate publications</li></ul>

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Former Department of Rural Roads Building, Cnr Moshoeshoe & Senate Roads, Industrial Area, Maseru, Lesotho, P.O. Box 14644

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		<ul style="list-style-type: none"> <li>• Vehicle branding</li> </ul>
4.	ADVERTISING	<ul style="list-style-type: none"> <li>• Newspaper</li> <li>• Radio station</li> <li>• Television station</li> <li>• Social media</li> <li>• Billboards</li> </ul>
5.	IT EQUIPMENT AND MAINTENANCE	<ul style="list-style-type: none"> <li>• Computers (Laptops, desktops)</li> <li>• Projectors</li> <li>• Shredders</li> <li>• Printers and Photocopying machines</li> <li>• Cameras (drones) and IT related accessories</li> <li>• Provision of Internet and web hosting services</li> <li>• Security equipment, spares, maintenance and repairs</li> </ul>
6.	LOGISTICS AND TRAVEL (TRANSPORT)	<ul style="list-style-type: none"> <li>• Travel agencies (flights)</li> <li>• Vehicle hire</li> <li>• Provision of freight, clearing and forwarding services</li> <li>• Provision of courier services</li> <li>• Mail delivery services</li> </ul>
7.	HOTELS AND CATERING	<ul style="list-style-type: none"> <li>• Boarding and Lodging</li> <li>• Meal packs</li> <li>• Events management</li> <li>• Conferencing service</li> </ul>
8.	PROPERTY MAINTENANCE	<ul style="list-style-type: none"> <li>• Building maintenance (plumbing, electrical, carpentry, painting and interior and exterior finishes)</li> <li>• Office fumigations/ office cleaning services</li> <li>• Service of air conditioners</li> <li>• Fire extinguishers services</li> <li>• Pest control services</li> <li>• Provision of garbage collection service</li> </ul>
9.	VEHICLE MAINTENANCE	<ul style="list-style-type: none"> <li>• Provision of tyres</li> <li>• Vehicle repairs and maintenance</li> </ul>

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*Maintaining a smooth journey.*



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		<ul style="list-style-type: none"><li>• Provision of Fleet Management system including vehicle tracking services</li></ul>
10.	OFFICE EQUIPMENT AND FURNITURE	<ul style="list-style-type: none"><li>• Supply and delivery of office desks, chairs, board room tables etc.</li><li>• Air conditioners</li><li>• Office heaters</li></ul>
11.	CONSTRUCTION SERVICES	<ul style="list-style-type: none"><li>• Civil and/or small works</li></ul>
12.	PROTECTIVE CLOTHING	<ul style="list-style-type: none"><li>• Dust coats, safety helmets, reflective vests, freezer suits</li><li>• Overalls</li><li>• Safety boots etc.</li></ul>

**The eligibility for pre-qualification will be based on the following information, inter alia:**

- Company/Business Profile;
- Valid business trading documents namely: a) share certificates b) traders' licence/Business Identity Document and c) tax clearance certificate;
- VAT Registration Certificate (where applicable);
- Current bank statement for the past three (3) months;
- Confirmation letter from the bank endorsing your banking details;
- Current recommendation/reference letters from 3 major clients for services provided or goods supplied during the last 2 years.

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All supporting documents listed above must be submitted to the Road Fund Secretariat for an enterprise to be considered. **Incomplete** Expressions of Interest **shall not** be considered.

**NB:** After completion of the pre-qualification process, due diligence will be conducted where thorough verification will be determined. Then the qualified service providers will be added to the **ROAD FUND SECRETARIAT'S DATABASE under the relevant category for this financial year as this pre-qualification process is a repeated procedure to be conducted every fiscal year.**

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*Further information can be obtained at the address in clause 4 below during office hours [08:00hrs to 16:30hrs local time].*

2. Interested eligible service providers/contractors/suppliers may obtain a submission template in English from the Road Fund Secretariat website: [www.roadfund.org.ls](http://www.roadfund.org.ls).
3. Requests for clarifications may be sent in writing to this email address [procurement@roadfund.org.ls](mailto:procurement@roadfund.org.ls).
4. Expressions of interest Must be deposited in the tender box at the address below on or before **14<sup>th</sup> April 2026 at 16:30hrs:**

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**Road Fund Secretariat**  
**Former Department of Rural Roads Building,**  
**P.O. Box 14644,**  
**Cnr Moshoeshoe & Senate Roads,**  
**Industrial Area, Maseru, Lesotho**

Service providers/contractors/suppliers **shall ensure that the envelopes/packages containing their Expressions of interest are properly addressed** as indicated under clause 4 above and are **Clearly Marked “VENDORS’ PRE-QUALIFICATION FOR THE PROCUREMENT OF GOODS, SERVICES AND MINOR WORKS AT ROAD FUND”**.

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