



COUNCIL ON HIGHER EDUCATION

REQUEST FOR PROPOSALS FOR SECURITY GUARDING SERVICES AND CLEANING OF SURROUNDINGS SERVICES

1. The Council on Higher Education (CHE) is a parastatal under the Ministry of Education and Training. The Council was established by the Higher Education Act No. 1 of 2004 to advise the Minister of Education and Training on higher education.
2. CHE invites sealed bids from all eligible companies for the following services:
 - i. Cleaning Services (Cleaning of Surroundings) – **(Cleaning once per week) – 2 year contract**
 - ii. Security guards – **(one guard on site for 24 hours a day, seven days a week) – 2 year contract**

3. Compliance to the Tender Conditions

3.1. Bidders must comply with the following conditions:

- a) Application Letter
- b) One (1) original and four (4) copies of the technical proposal (the technical proposal must include the Company Profile);
- c) 1 original and 4 copies of the financial proposal (in separate sealed envelope from that of Technical Proposal) not bearing the identity of the bidder (the financial proposal must clearly show the amount to be charged per month for the proposed service);
- d) Valid Trading License Certified at source attached to the technical proposals;
- e) Valid Tax Clearance Certificate certified at source attached to the technical proposals;
- f) Certified copies of the shareholders' identity documents or passports attached to the technical proposals;
- g) Reference letters from two reputable organisations attached to the technical proposals; and
- h) The most recent 3 months Bank Statement attached to the technical proposal.

3.2. Bidders who do not comply with any or all the above conditions will be disqualified.

4. Interested bidders must be aware that the CHE is not bound to award the assignment to any company that has submitted a proposal and/or even attach reasons whatsoever for not awarding.

5. Interested companies are allowed to visit CHE offices during working hours (08: 00 a.m. – 12: 45 p.m. and 02:00 p.m. – 05:00 p.m. to view the site in order to make informed bidding decisions

6. Bids in properly sealed envelopes marked provision of (insert nature of services)" should be addressed to:

The Chief Executive
Council on Higher Education
P. O. Box 14046
Maseru

The sealed bids must be submitted to the Council on Higher Education offices at OLD EUROPA, 5 BOWKER ROAD (OPPOSITE CENTRE FOR ACCOUNTING STUDIES).

Deadline for submission: Friday, 18th March at 04:00 p.m. The Opening session shall be held the same day in the CHE Boardroom at 04:15 p.m.