

INVITATION TO TENDER

PROVISION OF SECURITY AND CLEANING SERVICES

Issue Date: 13/08/2026

Closing Date: 26/08/26

Closing Time: 17:00pm

Submission Address: Council on Higher Education

ADDRESS: CORNER LEROTHOLI ROAD AND CONSTITUTIONAL ROAD, (OPPOSITE MASERU CENTRAL CHARGE OFFICE
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1. INTRODUCTION

The Client invites suitably qualified and experienced service providers to submit sealed bids for the Provision of Security Services and Cleaning Services.

The successful bidder(s) shall be awarded a contract for a period of **two (2) years** commencing on a date agreed upon by both parties.

The Client reserves the right to award Security Services and Cleaning Services separately to different bidders.

2. INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF TENDER DOCUMENTS

2.1 Separate Envelopes

Bidders shall submit their proposals in two separate sealed envelopes as follows:

Envelope A: Technical Proposal

The envelope shall:

- Be clearly marked "**TECHNICAL PROPOSAL**".
- Indicate the Company Name.
- Contain:

- One (1) Original Technical Proposal.
- Two (2) Copies of the Technical Proposal.
- All mandatory supporting documents.

Envelope B: Financial Proposal

The envelope shall:

- Be clearly marked "**FINANCIAL PROPOSAL**".
- Indicate the Company Name on the outer envelope.
- Contain:
 - One (1) Original Financial Proposal.
 - Two (2) Copies of the Financial Proposal.
 - The proposed monthly charge for the services.

Note: The Financial Proposal document itself shall not contain any identifying information of the bidder.

2.2 Sealing of Documents

- Both envelopes must be properly sealed.
- Documents shall be neatly arranged and securely bound.
- All pages shall be numbered.
- All documents requiring signatures shall be signed by a duly authorized representative of the company.

2.3 Identification of Tender

Both envelopes shall clearly indicate:

- Tender Name.
- Tender Reference Number.
- Name of the Bidder.
- Physical Address.
- Contact Person.
- Telephone Number.
- Email Address.

2.4 Late Submissions

Late submissions shall not be accepted and shall be returned unopened.

2.5 Incomplete Submissions

Failure to submit any mandatory document may result in disqualification of the bid.

2.6 Authorized Signatory

All tender documents must be signed by a duly authorized representative of the bidder.

3. TENDER SUBMISSION REQUIREMENTS

3.1 Application Letter

A duly signed application letter expressing interest in providing the required services.

3.2 Technical Proposal

The Technical Proposal shall include:

- Company Profile.
- Organizational Structure.
- Details of the proposed services.
- Relevant experience in providing similar services.
- All mandatory supporting documents.

3.3 Financial Proposal

The Financial Proposal shall:

- Be submitted in a separate sealed envelope.
- Be submitted as one (1) original and two (2) copies.
- Clearly indicate the proposed monthly charge for the service.
- Not contain any identifying information of the bidder within the proposal document.

4. MANDATORY SUPPORTING DOCUMENTS

The Technical Proposal must include the following:

1. Signed Application Letter.
2. Company Profile.
3. Organizational Structure.
4. Certified copy of a Valid Trading Licence.
5. Certified copy of a Valid Tax Clearance Certificate.
6. Certified copies of Shareholders' Identity Documents or Passports.
7. Reference Letters from at least two (2) reputable organizations confirming satisfactory performance of similar services.
8. Bank Statements for the most recent three (3) months as evidence of financial capacity and stability.

Failure to submit any of the above mandatory documents may result in disqualification.

5. SCOPE OF WORK

5.1 Security Services

The successful bidder shall provide security services as follows:

- a) Provide security services twenty-four (24) hours per day, seven (7) days per week, including weekends.
- b) Provide 1 security services during public holidays. (one during the day and one at the night)
- c) Control access to the premises.
- d) Maintain a visitors' register.
- e) Record all visitors entering and leaving the premises.
- f) Monitor and safeguard company assets and property.
- g) Report any security incidents, accidents, or suspicious activities immediately to management.
- h) Ensure all security personnel are properly trained, professionally presented, and appropriately always uniformed.
- i) Maintain discipline and professionalism while performing duties on the Client's premises
- J) The Guard must possess a valid firearm licence issued in accordance with the Lesotho

Security Personnel Qualifications:

- Security personnel are medically fit.
- Personnel have no criminal record
- Security personnel are courteous, professional, and capable of communicating effectively.

5.2 Cleaning Services

The successful bidder shall provide cleaning services for the **office yard and surrounding grounds only** as follows:

- a) One (1) Clean the office yard and surrounding grounds twice per week.
- b) Collect and remove litter, waste, and debris from the office premises.
- c) Sweep and maintain cleanliness of walkways, entrances, and surrounding outdoor areas.
- d) Remove weeds, leaves, and other unwanted materials from the office surroundings.
- e) Maintain the office yard and surrounding environment in a clean, neat, and presentable condition always.

f) Collect and remove rubbish from all offices.

6. CONTRACT DURATION

The successful bidder(s) shall be awarded a contract for a period of **two (2) years**.

The contract shall commence on a date agreed upon by both parties and shall remain valid for twenty-four (24) months, subject to satisfactory performance and compliance with the terms and conditions of the contract.

The Client reserves the right to conduct periodic performance reviews during the contract period.

7. PRICING

Bidders shall quote a **fixed monthly rate in Maloti (LSL)** for the provision of the services throughout the contract period.

Security Services

Bidders shall indicate the fixed monthly amount payable for the provision of Security Services.

The quoted amount shall be deemed to include all costs associated with the provision of the security services.

Cleaning Services

Bidders shall indicate the fixed monthly amount payable for the provision of Cleaning Services for the office yard and surrounding grounds.

The quoted amount shall be deemed to include all costs associated with the provision of the cleaning services.

The Client shall not be responsible for any additional costs beyond the agreed monthly contract price.

8. EVALUATION CRITERIA

The tender shall be evaluated on a competitive bidding basis.

Only bids meeting all mandatory requirements shall be considered for evaluation.

The evaluation shall consider:

- **Compliance with mandatory requirements.**
- **Validity of the Trading Licence.**
- **Validity of the Tax Clearance Certificate.**
- **Relevant experience in providing similar services.**
- **Reference checks.**
- **Financial capacity and stability of the bidder.**
- **Quality and suitability of the proposed services.**
- **Competitiveness and reasonableness of the proposed price.**
- **At least three reference letters from similar contracts.**

The contract may be awarded to the bidder whose proposal is determined to be the most responsive and offers the best value for money.

9. AWARD OF TENDER

The Client reserves the right to:

- Accept or reject any bid in whole or in part.
- Request clarification from bidders where necessary.
- Cancel the tender process without awarding the contract.
- Award Security Services and Cleaning Services separately to different bidders.
- Award the contract to the bidder whose proposal is deemed most advantageous to the Client.

**Note: Evaluation process: security on the 03rd and cleaning on the 04th.
(subject to change)**