

EXPRESSION OF INTEREST FOR SUPPLY OF GOODS AND SERVICES

This expression is an invitation to express **your company's** interest and ability to provide goods and services to Habitat for Humanity Lesotho Office and **be registered as potential vendor** in our Vendor Database for consideration during financial years FY22 to FY24

PURPOSE

Habitat for Humanity Lesotho is in the process of reviewing and validating its Vendor Master Database for all business suppliers. Businesses registered in Lesotho are invited to submit their expression of interest to Habitat for Humanity Lesotho Office in Maseru.

1. Construction Services

- Supply of hardware Construction Materials
- Supply of building sands and concrete building blocks
- Individual builders
- Laboratory testing services- construction material

NB: ONLY INDIVIDUAL SKILLED BUILDERS ARE EXPECTED TO REGISTER THEIR NAMES AT HABITAT FOR HUMANITY LESOTHO OFFICES.

2. Office Supplies

- Office stationery and printer cartridges
- Office equipment, printers, photocopiers, computers
- Office furniture
- Advertisements services e.g newspapers, radio stations, advertising/marketing agencies
- Covid 19 PPE supplies cleaning and fumigation services, Surgical mask, sanitizer

3. Logistics services

- Hotel, Lodges and Bed & Breakfast(B&B) accommodation – Boarding & lodging with minimum **3-Star grade** status
- Workshops/Conferences venue
- Catering services
- Transport hire with the following requirements
 - Vehicles in good condition ranging from sedan, four-wheel drive 15 and 22-seater buses with safety belts and fire extinguisher
 - Valid vehicle insurance cover

- Good customer care, communication and ethical.

4. Specialized/Professional Services

- Website design & maintenance
- Professional video and photography services (recording, editing, documentary)
- IT services
- Graphic design and printing
- Quantity Surveying
- Building Architects
- External Auditors
- Insurance brokers
- Legal Support Services.
- Recruitment Companies
- Consultancy services (company/individual)
- Telephone

Interested registered business are requested to submit their expression of interest to supply Habitat for Humanity Lesotho with any of the goods and services listed above. For your expression of interest to be eligible for consideration, it **MUST** be accompanied by the following documents:

1. Company/Sole Proprietary Registration Documents
2. Business profile with referees
3. Proof of Physical Address in Lesotho
4. Valid VAT Certificate
5. Valid Tax Clearance Certificate
6. Trader's License
7. Proof of Financial Capacity
8. The business **MUST** be at least 3 years in operation in the country.

Submission of these documents is opened from **16th August 2021 to 17th September 2021 at 12:00pm**. All documents **MUST** be hand delivered to Habitat for Humanity Lesotho offices at Alliance Park, Unit 1 First Floor, Four Bowker Road, Private Bag A217, Maseru 100 For Further information contact:

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