



REQUEST FOR PROPOSALS

DESIGN AND IMPLEMENTATION OF DOCUMENT MANAGEMENT SYSTEM

PF/RFP/2024/2025-04

The Petroleum Fund is a statutory organisation under the Ministry of Finance and Development Planning, which was established through the Legal Notice No. 96 of 1997 under the Finance Order of 1988. The purpose of the Fund is to collect revenue that is utilised for ensuring that there is a security of supply of Petroleum Products in the country. The organisation is further delegated, under the Fuel and Services Control (Delegation Notice) Number 32 of 2021, the powers to set the price of Petroleum Products, and time at which they may be adjusted. It is managed by the Board of Directors while day-to-day activities are administered by the Secretariat, headed by the Chief Executive Officer, and its operations are guided by the Lesotho (Petroleum Fund) Regulations of 2021.

Petroleum Fund invites proposals from reputable and eligible Information Systems and Technology service providers for the Design, Supply, Implementation and Maintenance of a Document Management System (DMS) to help manage internal processes, workflow, records keeping and information sharing.

Interested eligible individuals or companies may obtain the detailed Terms of Reference upon payment of a non-refundable fee of M2,000.00 into the Fund's bank account:

Bank Name: – Nedbank

Account Holder: – Petroleum Fund

Account No: 021000028317

Branch: Kingsway

Bidders should present the confirmation/proof of payment to the Fund offices for the purchase of bidding documents. Documents will be available from Thursday the 8th August from 9:00hrs to 16:00hrs.

Requests for clarification should be made in writing on or before Tuesday 20th August 2024, to the following e-mail address: supplier@petroleum.org.ls. The Proposals must be submitted in sealed packages clearly marked '**PF/RFP/2024/2025-04**' containing the Technical Proposals and separately sealed Financial Proposals. The proposals must be submitted to the address below on Friday 6th September 2024 by 12:00 noon, to be followed by a public opening of Technical Proposals at 12:15 pm on the same day.

Delivery Address:

Petroleum Fund

LCCI Building

Orpen Road, Old Europa

Maseru 100

Tel. (+266) 22312137

Online submissions may be made by sending encrypted Technical and Financial proposals to supplier@petroleum.org.ls by the set deadline.