

INVITATION TO REGISTER AS AN APPROVED SUPPLIER ON THE PETROLEUM FUND'S PREQUALIFIED SUPPLIER DATABASE

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

Petroleum Fund invites legally registered suppliers interested in doing business with the organisation to register on its database. The Fund specifically request service providers in the following categories:

No.	Category	No.	Category
1.	Accommodation	13.	Events Management
2.	Asset Valuers and Auctioneers	14.	Furniture and Fixtures
3.	Billboards and Outdoor Advertising	15.	General Supply
4.	Corporate Branding	16.	Graphic Design
5.	Catering	17.	Office Equipment and Stationery
6.	Clearing Agents	18.	Printing and Photocopy
7.	Computer Equipment and Electronics	19.	Print Media and Advertising Agencies
8.	Conferencing Facilities	20.	Photography and Videography
9.	Corporate Gifts	21.	Radio Stations
10.	Corporate Wear	22.	Transport hire
11.	Courier Services	23.	Travel Agencies
12.	Editing and Publishing		

1. Mandatory Documents for submission

Interested vendors must submit the following mandatory documents:

- Company Profile;
- A valid Tax Clearance certificate;
- A valid Traders' Licence or equivalent;
- Evidence of physical location (depending on the nature of the company);

- Three Reference letters for services recently provided;
- Three Copies of client Purchase Orders or Service Agreements not older than three years

2. Submission Instruction:

Step 1

Interested vendors must first register their company details and select categories on the following link: <https://forms.cloud.microsoft/r/wgGYN4PTaM>

Step 2

Mandatory documents must be sent by e-mail to supplier@petroleum.org.ls and the e-mail subject should be **PF Database 2025/26_ *Name of the Company***.

The deadline for registration and submission of mandatory documents is Thursday, January 8th, 2026, at 12:00 noon.

For further clarification, please contact the Human Capital and Administration Specialist at +266 22312137.