



Food and Agriculture Organization
of the United Nations

THE FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS (FAO) MASERU LESOTHO

RE-ADVERTISEMENT

Invitation to tender for the provision of custom clearing and forwarding services for all UN agencies in Lesotho referenced **2024/FRLES/FRLES/130048**

The issuance date for this ITB is Thursday the 14th November 2024 and the closing date is Monday the 16th December 2024

GENERAL INFORMATION

The United Nations Agencies in Lesotho comprising of the following Agencies UNAIDS, UNDP, UNFPA, UNICEF, FAO, WHO, IOM, WFP, and the Residents Coordinators Offices accommodated in the UN House in Maseru, in their efforts to harmonize common services among the agencies are seeking a service provider to provides custom clearing and forwarding services. FAO on behalf of all the United Nations Agencies intends to sign a Long Time Agreement (LTA) for a period of up to three (3) years with a reputed, experienced, and technically qualified Lesotho-based company. The successful Proposer shall be contracted for an initial period of two (2) years with the contract renewable on an annual basis subject to satisfactory contract performance. The performance of the contract will be subject to evaluation by the Operations Management Team (OMT).

The applicant shall provide information supporting their suitability for this assignment, among them, details of the firm's experience, experience of staff proposed for this assignment and a listing of similar tasks carried out in the last five years. Also, to be submitted are tender documents: a trading license, VAT Registration Certificate, and a valid Tax Clearance Certificate. In the absence of these, please provide certified proof of exemption.

DESCRIPTION OF SERVICES

Food and Agricultural Organization of the United Nations now invites interested and eligible firms for the provision of custom clearing and forwarding services for all UN agencies in Maseru Lesotho.

PROCEDURE FOR SUBMISSION OF ITB

THE ITB SHALL BE SUBMITTED AS FOLLOWS:

- i. **Registration in UNGM:** <https://www.ungm.org/Account/Account/Login>

To access the documents, you need to be fully registered in UNGM (Basic Level is sufficient).

- ii. **Uploading your Information on UNGM:**



Please login and upload the documents requested in the designated placeholders in the UNGM portal and within the indicated deadline, by following the instructions below:

- a) Log in the UNGM website with your e-mail and password;
- b) Click on MY TENDERS and select the related project;
- c) Click on VIEW DOCUMENTS (green button on the left of the specific notice you are interested in);
- d) Click on the REQUEST FOR INFORMATION tab;
- e) Click on the “OPT IN” button;
- f) To upload all the files, click on the relevant “UPLOAD DOCUMENT” red buttons under the “MY TENDER RETURN”.

IMPORTANT: Once all files are uploaded, please remember to click on the red button “SUBMIT RETURN” to send your Information. If the submission is properly completed, you will be able to view and download a receipt under the “HISTORY” tab.

SUBMISSIONS BY E-MAIL OR FAX ARE NOT ALLOWED.

iii. Modification or Withdrawal of Information:

- iv.** A Vendor may, without prejudice, modify or withdraw a submission before the deadline with the “MODIFY RETURN” function. No submission may be modified after the deadline.

v. OPT OUT:

In the event that your company is not interested to participate in this EOI, the Organization would appreciate your feedback with a brief explanation. In this case, you are kindly requested to click on the “OPT OUT” button displayed in the UNGM portal to send your reason for non-participation.

Should you have any questions, please use the CORRESPONDENCE TAB in the UNGM portal.