**Ministry of Social Development**

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**Request for proposals for the Management Information System (MIS) Project**

1. The Ministry of Social Development (MoSD) with the financial assistance of the European Union (EU) and technical assistance of UNICEF has developed a Management Information System (MIS) to manage its social assistance programs. MIS was developed in November 2014 and completed in January 2016. The system is web-based and runs on a Microsoft platform. It works in conjunction with a mobile application that was developed to facilitate timely data collection and entry. Based on evolving technology, the limitations in terms of functionality, coupled with new system’s requirements a consultancy in 2021 supported various enhancements of the system including setting up facility for mobile payments. In order to maintain the system in running order, a maintenance support company is sought for the period of one year.

2. The MoSD now invites sealed Bids from relevant service providers whereby ToR are obtainable in the procurement office upon paying M300.00 in accounts office.

3. Bidding will be conducted through national competitive procurement approach using a EU procurement guideline and is open to all eligible Bidders registered with the Ministry of Trade and Industry and in good standing in taxes with the Lesotho Revenue Authority.

4. All bidders shall provide valid certified copies of Trader’s License, VAT certificate and Tax Clearance Certificates issued by relevant authorities in the Kingdom of Lesotho. All copies shall be certified at source. Failure to submit these documents will form grounds for disqualification of the bid

5. Interested eligible Bidders may obtain further information from Ministry of Social Development (EU) Procurement Section during office hours from Monday to Friday between 08:00am and 16:30pm. This should be done in writing.

6. The bidding documents will be available from 26th July 2021 to 27th August 2021 from 0800 – 1600 hrs. This document will provide detailed specifications as to what is requested.

7. The government of Lesotho reserves the right to accept or reject any submission and is not bound to accept a bid with the lowest tender price. What is considered is the tender which provide value for money.

8. Bids must be hand delivered to the address below on or before 31st August 2021 at 1230hrs in one sealed envelope clearly marked “**Technical support to upgrade, maintain and expand the functionality of the existing MIS”** bearing no identification of the bidder. The envelope should contain the technical and financial proposal separated and clearly labelled “technical proposal” and “financial proposal”. Bids submitted after the deadline will be rejected.

9. All bids shall be addressed to:

*Procurement Office*

Attention: *Procurement Manager*

Ministry of Social Development,

P. O. Box 01181,

Maseru 100

Lesotho.