N D S O
NATIONAL DRUG SERVICE ORGANISATION
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REQUEST FOR EXPRESSIONS OF INTEREST

(INDIVIDUAL CONSULTING SERVICES)

NDSO Solar Panels Consultancy
Reference No.: NDSO/SOLAR/ROEI/2025/11

1.0 Background Information

The **National Drug Service Organization (NDSO)** has set aside funds for the financing of the **NDSO Solar Panels Consultancy** and intends to apply part of these funds towards the procurement of consulting services.

2.0 Brief Description of the Required Consultancy

The NDSO Solar Panels Consulting Services ("the Services") involve the engagement of a Consultant to assist NDSO in the successful installation of solar panels at the NDSO Distribution Centre in Mafeteng. Specifically, the Consultant shall:

2.1. Develop detailed technical specifications for the NDSO Solar Panel Project.

2.2. Prepare the bidding documents to be used for the procurement and engagement of the Contractor for the NDSO Solar Panel Project, in compliance with the **Public Procurement Act, 2023** and the **Public Procurement Regulations, 2025**.

2.3. Assist NDSO in conducting the evaluation of bids submitted for the project and recommend the successful bidder to the NDSO Procurement Committee, in line with the applicable legal framework.

2.4. Assist in preparing the contract for the bidder approved by the NDSO Procurement Committee.

2.5. Supervise the Contractor to ensure that the implementation of the project is carried out in accordance with the approved specifications.

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2.6. Liaise, as necessary, with relevant stakeholders to ensure successful implementation of the project. These may include, but are not limited to, the **Lesotho Electricity Company (LEC)**, the **Lesotho Electricity and Water Authority (LEWA)**, and other relevant Government Ministries.

3.0 Estimated Level of Effort

The Consultancy is expected to be completed within **three hundred and one (301) days**. A detailed breakdown of the estimated level of effort per activity is available on the NDSO website. The Consultancy is scheduled to commence in **May 2026** and run for the duration indicated above.

4.0 Website and Address for Detailed Terms of Reference

The detailed **Terms of Reference (ToRs)** for the assignment may be accessed at **www.ndso.org.ls/tenders** or by contacting **tenders@ndso.org.ls** during official working hours (08:00 – 16:30, Monday to Friday).

5.0 Invitation to Eligible Consultants

The **National Drug Service Organization (NDSO)** hereby invites suitably qualified and experienced individual consultants ("Consultants") to indicate their interest in providing the required services.

Interested Consultants should submit information demonstrating that they possess the requisite qualifications and relevant experience to perform the assignment. Such information shall include a **detailed curriculum vitae (CV)** outlining educational background, professional experience in similar assignments, and work undertaken under comparable conditions.

Consultants employed by firms may also express interest through their respective employers. However, in such cases, only the qualifications and experience of the individual consultant proposed for the assignment shall be considered during evaluation.

6.0 Qualification Criteria

6.1 **Academic Qualification:**

A minimum of a **Bachelor's Degree in Electrical Engineering** or an equivalent qualification.

6.2 **Experience Qualification:**

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A minimum of **five (5) years' experience** working as an Electrical Engineer or Electrical Engineering Consultant.

6.3 **Added Advantage:**

- Possession of a **Project Management Certification** (e.g., PMP, PRINCE2, or equivalent).
- Possession of a **Renewable Energy or Solar Energy Certification** from a recognized institution or professional body.

7.0 Information Required to Establish Qualifications

Interested Consultants must submit the following:

7.1. Certified copies of relevant academic certificates;

7.2. Certified copies of professional or additional certifications, where applicable; and

7.3. A detailed Curriculum Vitae prepared according to the format provided on the NDSO website (refer to Section 4.0 above).

8.0 Selection Criteria

The detailed selection criteria are available on the NDSO website indicated in Section 4.0. Evaluation will be based primarily on the following parameters derived from the Terms of Reference:

8.1. Academic qualifications as specified in Section 6.1;

8.2. Additional academic or professional qualifications as specified in the detailed ToRs;

8.3. Relevant certifications in **Project Management** and **Renewable Energy Systems** (considered as added advantages);

8.4. Additional years of professional experience beyond the minimum requirement; and

8.5. Specific experience related to solar power systems, electrical installations, and similar engineering projects, as detailed in the ToRs.

9.0 Submission Details

9.1 **Place of Submission:**
Expressions of Interest shall be submitted to the National Drug Service Organization (NDSO) and deposited in the **Tender Box** located at the **NDSO Procurement Building**, situated above the Golden Hotel, Mafeteng, Lesotho.

9.2 **Deadline for Submission:**
27th November 2025 at 14:00 hours

10.0 Sealing and Labelling Instructions

The Expression of Interest must be submitted in a sealed A4 envelope clearly marked with the following information:

10.1. **Name of the Expression of Interest:**
Expression of Interest for Solar Panels Consultancy

10.2. **Reference Number:**
NDSO/SOLAR/ROEI/2025/11

10.3. **Special Marking:**
"DO NOT OPEN BEFORE 27th November 2025 at 14:30 hours"

11.0 Further Information

Further information may be obtained at the address below during office hours (08:00 – 16:30):

The Assistant Procurement Manager
National Drug Service Organization (NDSO)
Procurement Building, Mafeteng
Email: **sebilop@ndso.org.ls** with a copy to **tenders@ndso.org.ls**
Tel: **+266 2221 5329**