

ADVERTISEMENT

REQUEST FOR PROPOSALS

**Re : PUBLIC OFFICERS' DEFINED CONTRIBUTION PENSION FUND – RETIREMENT FUND
TRANSITION CONSULTANCY SERVICES**

Tender Name: PODCPF - RETIREMENT FUND TRANSITION CONSULTANCY SERVICES

Tender No.: PODCPF/TENDER/TCS/03/2025

BACKGROUND

The Fund is established by the Public Officers' Defined Contribution Pension Fund Act of 2008, as amended (the Act) to provide pension benefits to contributing Members in the Public Service of the Government of Lesotho. The Fund provides for retirement benefits and related matters to permanent and pensionable Public Officers. As of 31st March 2024, there were 37,515 active members and 268 pensioners, with assets under management of around M12 billion.

INVITATION TO TENDER

The Public Officers' Defined Contribution Pension Fund (the Fund) invites Request For Proposals (RFP) from qualified consulting firms to assist in transitioning the organisation from its current structure of seventeen (17) employees to a newly board-approved structure of approximately forty-three (43) employees. This transition is a key strategic initiative aimed at enhancing operational efficiency and capacity of the Fund.

TENDER DOCUMENT

Interested and eligible firms must obtain further information from and obtain the tender documents at the address shown below during the normal working hours or on the Fund website www.pensionfund.org.ls. Eligible firms collecting tender documents physically from the Fund offices will be registered at the Fund's Reception upon collection.

DEADLINE FOR SUBMISSION OF TENDERS

The proposals must be received by the Fund at the address specified not later than **8th May 2025 at 12:00 noon**.

All proposals will be opened on the same day at 12:00 noon, in the presence of the firms or their representatives who wish to attend. Bidders making inquiries or seeking clarification of the tender document may contact the Fund through the following email address: tenders@pensionfund.org.ls

All submissions must be addressed to:

The Principal Officer
Public Officers' Defined Contribution Pension Fund
4th Floor, Pension Fund House
Constitution Road
Private Box 14395
Maseru 100
Lesotho

NOTICE: The Fund accords its tender/procurement processes outmost seriousness, therefore, failure to comply with the terms and conditions as set out in the tender document shall lead to disqualification of tender.

DISCLAIMER: The Fund reserves the right to appoint a service provider of its own choice for purposes of services required.