



# Revenue Services Lesotho

## TENDER NOTICE: ‘*Supply & Delivery of a Comprehensive Staff Wellness programme*’

**Tendering: Reference: RSL/BE/SCM/02/11/2023**

The Revenue Services Lesotho invites interested and qualified suppliers/ companies to submit proposals for “**Supply & Delivery of a Comprehensive Staff Wellness programme**” to provide a comprehensive professional wellness accessible and beneficial to staff to enable them to fully function at work. The proposed Programme must be to promote, support staff welfare, healthy lifestyles, and psychosocial wellbeing. All potential Bidders must be in possession of a proven track record and must be licensed for providing services of this nature.

**All bidders must attach certified copies of valid Tax Clearance Certificates, company registration licences, copy of shareholding certificates, and the most recent annual financial statements for RSL to assess the financial strength and capability of the bidder to carry out the assignment. Bids without these required minimum documents shall be disqualified.**

The detailed Request for Proposal (RFP) document indicating all requirements and specifications shall, upon request, be sent through email from the **13 November 2023 @ 10:00 am**. Interested entities shall contact Supply Chain Management office **through the email** stated below.

### Terms and Conditions:

1. Tender documents will be available at a non-refundable tender deposit of **M500.00**.
2. The price quoted in the Bids must be in Maloti/Rand and must include all applicable taxes and duties.
3. The Bids must be submitted not later than **12:00 hours** on the **14 December 2023** and they shall be opened same day at **12:30 hours**.
4. Tenders received later than the above-mentioned deadline shall not be accepted.
5. Non- electronic tenders **shall not be accepted**; and
6. Detailed tender packaging and labelling requirements in the Request for Proposal (RFP) must be adhered to or this shall lead to **disqualification**.

### 1. Important indicative dates:

Action	Date
Issue RFP	13 November 2023
Final date to submit written questions only (email format)	30 November 2023 @17:00 hrs
Pre- bid meeting	30 November 2023 @ 10:00 hrs
Distribution of questions and answers to all bidders (email format)	04 December 2023
Final date for submission of Bidder proposals in response to the RFP electronic	<b>14 December 2023 @ 12:00 noon</b>
Public opening of the bids (virtual)	14 December 2023 @ 12:30pm

All tenders/ queries must be addressed to: The Secretary – Tender Adjudication Committee Revenue Services Lesotho at this e-mail address: [supplychainmanagement@rsl.org.ls](mailto:supplychainmanagement@rsl.org.ls)