



Revenue Services Lesotho

TENDER NOTICE: ‘Corporate Insurance Brokerage Services’

Tendering: Reference: RSL/BE/ SCM/ 01/05/2025

The Revenue Services Lesotho invites interested and qualified suppliers/ companies to submit proposals for “**Corporate Insurance Brokerage Services**”. The bidder must be ready to provide the required services upon the award of the tender. 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 licenses, 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 **2nd June 2025 @ 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 **11 July 2025** 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	2 nd June 2025
Pre-bidding meeting (virtual)	17 th June 2025@1000hrs
Final date to submit written questions only (email format)	23 rd June 2025
Distribution of final questions and answers (email format)	27 th June 2025
Final date for submission of Bidder proposals in response to the RFP	11 th July 2025 @ 1200hrs
Public opening of the bids	11 th July 2025 @ 1230hrs

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