



Revenue Services Lesotho

TENDER NOTICE: ‘*Branded Materials and Marketing/Public Relations Services.*’

Tendering: Reference: RSL/BE/ SCM/ 01/11/2025

The Revenue Services Lesotho invites interested and qualified suppliers/ companies to submit proposals for “**Supply of Branded Materials and Marketing/Public Relations 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 **26th November 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 **15th January 2026** and they shall be opened on the 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:

No	Event	Date
1.	Issue RFP	26 November 2025
2.	Pre-bidding meeting (virtual)	11 December 2025 @10:00hrs
3.	Final date to submit written questions only (email format)	6 January 2026 @ 1700hrs
4.	Distribution of final questions and answers (email format)	8 January 2026 @17hrs
5.	Submission of Samples	15 January 2026 @ 12:00hrs
6.	Final date for submission of Bidder proposals in response to the RFP	15 January 2026 @ 12:00hrs
7.	Public opening of the bids	15 January 2026 @ 12:30hrs

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