



Serving You – Serving the Nation

Re Sebeletsa Uena – Re Sebeletsa Sechaba

**TENDER NOTICE: ‘Consultancy for LRA Travel Management Services:  
LRA/CS/ 01/09/2018’**

The Lesotho Revenue Authority invites interested and qualified firms/ companies to submit proposals for provision of **LRA Travel Management Services**. The bidders must be ready to deliver the work 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 and Company Registration Licences or equivalents; bids without these documents shall be disqualified.**

The full Request for proposal (RFP indicating all requirements and specifications may be collected from the address stated below from the **24<sup>th</sup> September 2018 at 10:00 am**. An alternative for emailing the RFP is also offered and bidders) who may have interest may contact the email below for assistance.

**Conditions:**

1. Tender documents will be available at a non-refundable tender deposit of **R500**.
2. The price quoted in the Bid must be in Maloti/Rand and include all applicable taxes and duties
3. The Bids must be submitted not later than **12:00 hours** on the **26<sup>th</sup> October 2018** and they shall be opened same day at **12:15 hours**.
4. Tenders received later than the above mentioned deadline, telegraphic, faxed or electronic tenders **will not be accepted**.
5. Detailed tender packaging and labelling requirements in the Request for Proposal (RFP) must be adhered to or this shall lead to **disqualification**.
6. **Important indicative dates:**

Action	Date
Issue RFP	24 <sup>th</sup> September 2018
Final date to submit written questions only (email format)	12 <sup>th</sup> October 2018
Pre bid meeting	12 <sup>th</sup> October 2018 @10:00 am: Finance House Maseru
Distribution of questions and answers to all bidders (email format)	15 <sup>th</sup> October 2018
Final date for submission of Bidder proposals in response to the RFP	26 <sup>th</sup> October 2018 @ <b>12:00</b>
Public opening of the bids	26 <sup>th</sup> October 2018 @ <b>12:15</b>

7. All tenders must be delivered to: The Secretary – Tender Committee  
Lesotho Revenue Authority  
Government Complex, Phase III  
Cnr. Kingsway Road and Old High Court Road  
Finance House, Ground Floor  
Office Number 0013

Any queries concerning this tender should be addressed to the Secretary of The Tender Committee at this e-mail address: [supplychainmanagement@lra.org.ls](mailto:supplychainmanagement@lra.org.ls)