



**Expression of Interest to  
be considered for:**

**Work stream: Supplying the Lesotho Revenue Authority  
(LRA) with Goods and/or Services.**

**Reference: LRA/BE/EoI/01/2021**

*Please enter the information requested in sections 1 - 7 in the spaces provided below.  
Additional information should also be attached to this Expression of Interest and all  
documents should be hand delivered in office 0012 at LRA*

**1. Your Details**

Name of Entity

Parent Company  
(if applicable)

Office Address  
(physical &  
postal)

Contact  
Details- cell  Tel  Busines  
s  
E-mail

TIN  
Number  Trade Lic.  
Number

Director/  
Manager  Contact person

**Category of business**

(e.g. Catering, construction)

**2. Years in business**

- How many years has your Company been in operating?
- Of more relevance, how many years have you been providing this type of service (s) / good(s) you want to supply to the LRA?
- Please provide banking details of your company?

  


**3. Provide the following information relating to your company:**

Item	Comment
Legally registered structure of company (Sole proprietorship, Private Ltd, Public Ltd, CC)	
Year of establishment/Registration	
Shareholding information (provide each shareholder together with % shareholding) and Nationality	
Provide information how many of the shareholders are women, Youth, Disabled Persons	
Provide share certificates as proof	

Other information	
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## 4. Turnover

- What was your Company's total annual turnover for the last three years?

One year ago		Two years ago		Three years ago	
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\* Please attach most recent Audited Annual Financial Statements – see below

## 5. capacity

- How many employees does your company employ?
- Please attach curriculum Vitae for the **main team only**
- What grade or category does your company fall under? (if applicable) i.e., construction category A, B, C etc
- What credit limit are you willing to provide LRA with? (amount of credit or work your company is capable of handling e.g., work valued at M100k)
- Does your company own manufacturing equipment necessary to supply the good/services intended to be Supplied? if yes provide a list, if not provide information to show your supply chain is designed?

## 6. a) Expression of Interest Specific Questions

• Question	Answer
What experience does your company have in the provision of the goods/ service you want to supply LRA with?	
What experience does your company have in working in Lesotho? And how familiar is your company with relevant local regulations?	
What experience does your company have working within limited time and budget?	
If your entity is asked by LRA to provide goods or services, how long would it take you to complete the project (lead time)?	
What are your payment terms (e.g. COD, 30 days or 60 days)?	

**Please attach full company profile**



Name of assignment and deliverables	Name of Client	Year carried out	Value	Contacts (Contact person Phone & email)

## 8. Other Information Required

Please attach the following documents:

- Valid Tax Clearance certificate
- Valid Traders' licence copy (certified)
- Most recent Annual Financial statements audited statements/ or submitted for filing.
- Company profile with CV's for leading staff or partners and detailed capability statement which illustrates your skills and experience of providing the services/goods, with contactable references.
- Categories (especially construction)
- Certificate of incorporation (if applicable)
- Certified copy of health certificate/food handling certificate – ONLY Food Industry entities
- List of Equipment to use where applicable.
- Certified Lease/title of property/ sub – lease (s) if you are tenant/ or any other proof of residence.
- Copy of shareholding certificates for all shareholders and Nationality.

## 9. Submission instructions:

- Fill the questionnaire accordingly and attach the above-mentioned documents related to your business into 1 document with clear page numbers

- Pay a minimal fee of M100 in finance office using Lesotho revenue Authority account:  
NEDBANK LESOTHO  
A/C no- 21 0000 27658  
Branch code- 390161  
Swift code- NEDLLSMX
- Then submit this copy together with proof of payment in Supply Chain Office as a soft copy in the SCM EMAIL below [supplychainmanagement@lra.org.ls](mailto:supplychainmanagement@lra.org.ls)