



**RAYMOND
MHLABA**
MUNICIPALITY

UMANYANO KUPHULISO

T 046 645 7400/7451 | F 046 645 2562
8 SOMERSET STREET
FORT BEAUFORT | 5720
P.O.BOX 36 | FORT BEAUFORT | 5720

Date 26 June 2023

REQUEST FOR QUOTATIONS

The Municipality would like to extend a call for the submission of quotations from suitably qualified service providers to value Employment Benefits as at 30 June 2023.

Enquiries should be addressed to L Mayi at lmayi@raymondmhlaba.gov.za . Quotations/Proposals are to be placed in a sealed envelope endorsed with the name of the project mentioned above and must be deposited in the Bid Box at the **Budget and Treasury Office: Corner of Campbell and Market Street, Fort Beaufort Town Hall, 5720**, not later than **12h00pm on 3rd July 2023**, at which time they will be opened in public.

Preferential Procurement Policy Framework Act points will be awarded as follows:

Price	- 80 Points
Specific goals	- 20 Points
Total	- 100 Points

MANDATORY DOCUMENTS TO BE SUBMITTED AND FAILURE TO DO SO WILL LEAD TO BIDS DEEMED TO BE NON-RESPONSIVE.

- Raymond Mhlaba Municipality Supply Chain Management Policy will apply.
- Raymond Mhlaba Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid and value for money will be the key determinant of the appointment.
- Prices quoted must be firm and must be inclusive of VAT for VAT vendors.
- Bids which are late, not filled in black ink, incomplete, pages not filled in, unsigned or submitted by facsimile or electronically, will not be accepted.
- A confirmation from SARS with a verification pin.
- Certified copy of company CIPC Document. Proof of CIDB registration
- Certified BBBEE certificate or sworn affidavits for EME's and QSE's (non-elimination item).
- Certified ID Copies of Managing Directors/ Owners.
- Municipal Billing Clearance Certificate from your local municipality is a compulsory submission. All service providers must provide municipal billing clearance obtainable from Revenue Manager/Section. Take note that the municipality will not enter into a contract with a bidder whose Municipal Bill is more than 3 months in arrears.
- Certification of documents must be within a period of 90 days and must be originally certified.
- Bidders must be registered on CSD and provide confirmation of registration.
- Specific goals will be allocated to SMMEs and youth and means of verification will be a Sworn Affidavit issued by the Commissioner of Oath or a certificate from the Verification Agency as means of verification to claim points plus Certified ID
- No bidders in the service of the state are allowed to bid.
- Bidders will be required to produce proof of VAT registration for appointments in excess of R 1 Million.



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Background

Raymond Mhlaba Local Municipality is required in terms of GRAP 25 to value Employment Benefits at each year end and report them in the Annual Financial Statements that will be submitted to the AGSA by 31 August of each year.

Invitation for Quotations

The Municipality would like to extend a call for the submission of quotations from suitably qualified service providers to value Employment Benefits as at 30 June 2023.

SPECIFICATIONS

The service provider will be required to perform the following services:

- Valuation of Employment Benefits in terms of the standards of GRAP
- Issuing of Draft and final valuation reports
- Responding to AGSA queries during the audit

OBJECTIVE CRITERIA

- Must be a registered Actuary with the Actuarial Society of South Africa – **Submit proof of registration and qualifications (certified)**
- Must have a minimum 5 years relevant experience (valuation of employment benefits for municipalities) – **attach c.v, reference letter from previous municipalities**

SPECIFIC CRITERIA

- SMME - <51% black owned – 10 POINTS
- YOUTH – POINTS 10

X.Pantsi
SCM Manager