



**RAYMOND
MHLABA
MUNICIPALITY**
UMAYANG KUPHULELISO

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

DATE: 13th March 2024

INVITATION FOR QUOTATION

RAYMOND MHLABA 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 31ST AUGUST OF EACH YEAR.

Completed quotations must be placed in a sealed envelope endorsed with the relevant above-mentioned name of the project and must be deposited in the Bid Box at the offices of Raymond Mhlaba Local Municipality, Corner Market Street, Town Hall, Fort Beaufort 5720, by no later than **12:00, on Wednesday, 20th March 2024.**

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.

- 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.
- Certified ID Copies of Managing Directors/ Owners.
- Municipal Billing Clearance Certificate for the company and its directors 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 contract with the bidder whose Municipal Bill is more than 3 months in arrears.
- Compulsory submission of MBD forms 4, 8 and 9
- Bidders must be registered on CSD and provide confirmation of registration.
- Specific goals will be allocated as indicated below, and means of verification will be a full CSD Report
- No bidders in the service of the state are allowed to bid.

OTHER ADMINISTRATIVE REQUIREMENTS

- 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.
- Certified BBBEE certificate or sworn affidavits for EME's and QSE's (non-elimination item). Certification of documents must be within a period of 90 days and must be originally certified.

Enquiries should be sent to Mr. L Mayi at: lmayi@raymondmhlaba.gov.za, cell no: 0664715970.

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



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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

Yours Faithfully

X. PANTSIS
SCM Manager