



**RAYMOND
MHLABA**
MUNICIPALITY

UMAYANG SUPHULESO

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

DATE: 12 JULY 2024

INVITATION FOR QUOTATIONS: PROCUREMENT OF BRANDING FOR RAYMOND MHLABA MUNICIPALITY

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 Friday, 19th July 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 copies (not older than 3 months from date of advertisement) of:
- Entity Registration Document.
- Certified ID Copies of Managing Directors/ Owners.
- Original Municipal Billing Clearance Certificate or statement of Municipal Accounts confirming that no undisputed municipal accounts are overdue by more than 90 for Business and all Directors, or valid lease agreements in the name of the business and or directors which must stipulate the responsibility of municipal services.
- Compulsory submission of MBD forms 4, 8 and 9
- Bidders must be registered on CSD, include CSD print out as proof of registration.
- Specific goals will be allocated to SMME's and means of verification will be a full CSD Report
- A certified copy/ copies or Original BBBEE Status Level Certificate (SANAS accredited) or original affidavit.
- No bidders in the service of the state are allowed to bid.

OTHER ADMINISTRATIVE REQUIREMENTS

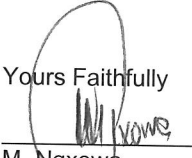
- Raymond Mhlaba Municipality Supply Chain Management Policy will apply.
- Raymond Mhlaba Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid and value for money will be the key determinant of the appointment.
- Certified 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 Ms. S. Mtiya: smtiya@raymondmhlaba.gov.za, cell no: 066 471 5895 or 046 645 7400.

SPECIFICATION

See attached

Yours Faithfully


M. Ngxowa
Chief Financial Officer



**RAYMOND
MHLABA**
MUNICIPALITY

UMANYANO KUPHULISO

Tel: 046 645 7400/7451 | Fax: 046 645 2562
8 Somerset Street | Fort Beaufort, 5720 | P.O.Box 36, Fort Beaufort, 5720

INTERNAL MEMORANDUM	
TO	CFO
FROM	DIRECTOR STRATEGIC PLANNING & LED
SUBJECT	SPECIFICATION DOCUMENT FOR BRANDING MATERIAL (SOMA 2024)
DATE	08 JULY 2024

PURPOSE:

This memo serves to request to procure branding for the Raymond Mhlaba Municipality SOMA 2024, that will be held on the 31 of July 2024 in KwaMaqoma.

ITEM	QUANTITY
Telescopic flags cluster base 4 / 5 pole	5
Telescopic banner (double sided, 4m) with carry bag	20
Pop up banner 3M BY 1M	10

For enquiries please contact Ms Sivenkosi Mtiya on 046 645 7400 or 066 471 5895 or smtiya@raymondmhlaba.gov.za



DR. L. HANABE
SENIOR MANAGER: STRATEGIC PLANNING AND LED

DATE: _____