



**RAYMOND
MHLABA
MUNICIPALITY**

UMANYANO KUPHHELESO

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

DATE: 18th July 2024

INVITATION FOR QUOTATION

REQUEST FOR THE DECORATION OF THE FORT BEAUFORT TOWN HALL

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 Thursday, 25th 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 copy of company CIPC Document.
- Certified ID Copies of Managing Directors/ Owners.
- A certified copy/copies (not older than 3 months from date of advertisement) or Original BBBEE status Level Certificate (SANAS accredited) or original affidavit-(Does not disqualify)
- Original Municipal Billing Clearance Certificate and statement of Municipal accounts confirming that no undisputed municipal accounts are overdue by more than 90 days for Business and all Directors, or valid lease agreements in the name of the business and or the directors which must stipulate the responsibility of payment of municipal services.
- 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 to SMME - <51% black owned – 10 POINTS and YOUTH – POINTS 10 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 Ms.Z Qengwa at: zqengwa@raymondmhlaba.gov.za, cell no: 066 471 5878

SPECIFICATIONS

TO BE COLLECTED AT SCM OFFICE



8 Somerset Street Fort Beaufort, 5720 | P.O.Box 36, Fort Beaufort, 5720

INTERNAL MEMORANDUM	
TO	DIRECTOR STRATEGIC PLANNING & LED
FROM	IDP/PMS MANAGER
SUBJECT	REQUEST FOR THE DECORATION OF THE FORT BEAUFORT TOWN HALL
DATE	18 JULY 2024

PURPOSE:

This is to request decoration of the Hall for the SOMA scheduled for 30th of July 2024 at Fort Beaufort Town Hall.

ITEM	QUANTITY
TOWN HALL :	
Wooden long tables	6
Round tables	10
Full Decoration of the town hall (stage and hall draping(full hall draping), Tables décor : fresh flowers, centre pieces, tables cloths, glasses (drinking glasses) , under plates .	
NB: Fresh flowers	
Phoenix chairs	140
Chair covers	120
Red carpet	1

For enquiries, please contact Ms. Zimkhita Qengwa on 066 471 5878
zqengwa@raymondmhlabi.gov.za