



**RAYMOND
MHLABA**
MUNICIPALITY

UMANYANO KUPHURILESO

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

DATE: 29th August 2025

INVITATION FOR QUOTATIONS: PROCUREMENT OF STATIONERY FOR NATIONAL BOOK EVENT

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 05th September 2025**

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.
- Original Municipal Billing Clearance Certificate/ statement of account for the company and its directors from your local municipality is a compulsory submission. All service providers must provide municipal billing clearance obtainable from the Revenue Manager/ Section. Where the director and the entity use the same billing address an affidavit must be attached. 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 at 20 points for SMME's, 10 for 50%+ black owned entities, 10 for women, disabled & youth, and the means of verification will be a full CSD Report
- No bidders in the service of the state are allowed to bid.

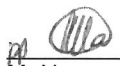
OTHER ADMINISTRATIVE REQUIREMENTS

- 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. K. Makgoka, kmakgoka@raymondmhlaba.gov.za, cell no: 063 810 4624 / 046 645 7409

SPECIFICATION ATTACHED

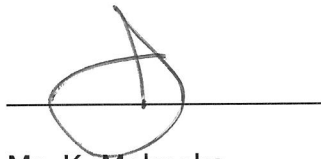
Yours Faithfully


M. Ngxowa
Chief Financial Officer

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

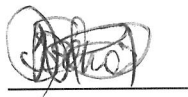
TO	SUPPLY CHAIN
FROM	WASTE AND SOCIAL NEEDS
SUBJECT	SPECIFICATION FOR NATIONAL BOOK WEEK STATIONERY
DATE	22 AUGUST 2025

Type	Description	Quantity
BRANDED WATERPROOF BACK PACKS	Color- Red & Black Padded shoulder straps, front and side pockets plus room for bottle 3 pockets with zip	X100
Pen	Branded pen	x 110
Cellphone Power Bank	40000mAh high performance power wih LED +LCD display Q-CD701	X10



Mr. K. Makgoka
Manager: Waste and Social Needs

25/08/25
Date



Ms.N. Speelman
DIRECTOR: Community Services

25/08/25

Date