



**RAYMOND  
MHLABA**  
MUNICIPALITY  
UMAYANO KUPHUMISO

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

**DATE: 24<sup>th</sup> November 2025**

**INVITATION: APPOINTMENT OF QUALIFIED ENERGY ASSESSOR FOR MUNICIPAL BUILDING  
ENERGY PERFORMANCE CERTIFICATION**

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 Monday, 01<sup>st</sup> December 2025.**

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

<b>Price</b>	<b>- 80 Points</b>
<b>Specific goals</b>	<b>- 20 Points</b>
<b>Total</b>	<b>- 100 Points</b>

**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 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, disabled 3, Youth 5, Woman (Females) 5, Military Veterans 2, Black 5 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. Y.Casa at: [ycasa@raymondmhlaba.gov.za](mailto:ycasa@raymondmhlaba.gov.za), 046 645 7426/ 7439

**SPECIFICATION**

Quantity	Description	Comments
1.	Issuing of Energy Performance Certificate for the following buildings in Raymond Mhlaba Municipality: 1. Bonakele Milner Ntsangani Multi-Purpose Hall - 1496m <sup>2</sup>	Energy Performance Certificate (EPC) for public buildings issued by accredited and qualified energy assessors or authorized professionals



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	<ul style="list-style-type: none"><li>2. Alice Council Chamber - 2542m<sup>2</sup></li><li>3. Adelaide Council Chambers - 1292m<sup>2</sup></li><li>4. Bedford Town Hall - 1014m<sup>2</sup></li></ul>	who have been registered with the relevant regulatory authorities (SANAS).
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Yours Faithfully

M. Ngxowa  
Chief Financial Officer