



**RAYMOND
MHLABA**
MUNICIPALITY

UMANYANO KUPHUMLESO

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

DATE: 11 November 2025

ADVERT: PROCUREMENT OF CORPORATE 2026 DIARIES FOR COUNCILLORS AND MANAGEMENT.

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 Tuesday, 18 November 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 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, 05 for 50%+ black owned entities, 15 for (Youth, Women, Disabled) 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. S. Mtiya** at: smtiya@raymondmhlaba.gov.za, cell no: **066 471 5895/ 046 645 7454**

SPECIFICATION

ATTACHED

Yours Faithfully

M. Ngxowa
Chief Financial Officer

RAYMOND MHLABA MUNICIPALITY



**RAYMOND
MHLABA**
MUNICIPALITY
EMAKHONTO
RAYMOND MHLABA

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	REQUEST FOR PROCUREMENT OF CORPORATE DIARIES
DATE	16 OCTOBER 2025

PURPOSE:

This memo serves as a request for the approval for procurement of Corporate Diaries.

SPECIFICATION:

- A4 executive page a day (278 x 210mm)
- Black leather (soft flexible cover)
- Foiling Branding option (Corporate Logo, Name, Portfolio)

For enquiries, please contact Ms. Sivenkosi Mtiya on 066 471 5895 smtiya@raymondmhlaba.gov.za

Request by:



Dr. L. Hanábe
Director Strategic Planning and LED Services

RAYMOND MHLABA MUNICIPALITY