



**RAYMOND
MHLABA**
MUNICIPALITY
UMAYYANO KUPHUKHESO

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

DATE: 02nd December 2025

INVITATION FOR QUOTATION

PROCUREMENT OF APPOINTMENT OF A SERVICE PROVIDER FOR POUNDING OF MOTOR VEHICLE

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 9th December 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 ID Copies of Managing Directors/ Owners.
- Original Municipal Billing Clearance Certificate/Statement of Account 88k4 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. 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 total 20 points.

SPECIFIC GOALS	POINTS
Disabled	3
Youth	5
Woman (female)	5
Military veterans	2
Black	5

- In order to claim points for disability, bidder must submit medical certificate. It is compulsory to submit 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 S Qunta at: squnta@raymondmhlaba.gov.za, cell no: 066 471 6029



**RAYMOND
MHLABA**
MUNICIPALITY

UMANYANO KUPHUMLESO

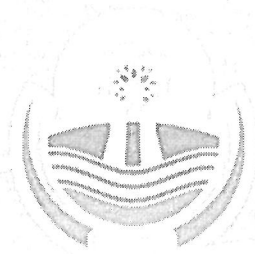
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SPECIFICATIONS :

TO BE COLLECTED AT SCM OFFICE

Yours Faithfully

M. Ngxowa
Chief Financial Officer



M H L A B A

046 645 7400/7451

046 645 2562

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

To : MUNICIPAL MANAGER

From : DIRECTOR: COMMUNITY SERVICES

Date : 28 OCTOBER 2025

Subject : REQUEST FOR PROCUREMENT OF APPOINTMENT OF A SERVICE PROVIDER FOR POUNDING OF MOTOR VEHICLE

Dear Madam

This serves to request the approval for procurement of appointment of a service provider for pounding of motor vehicle

Background

Law Enforcement Unit is required to traffic regulation and municipal bylaws. Issuing summons does not remedy the challenge of violating traffic regulations. The municipality experiences continuous traffic violations in roads and public places. There has been no positive change in enhancing road safety within municipal jurisdiction, hence the request for appointment of a service provider for pounding of motor vehicle.

Purpose

To remove and pound motor vehicles violating traffic regulations

Financial Implications

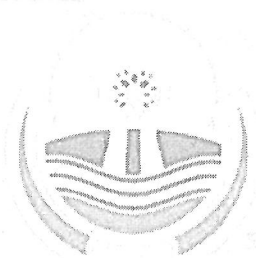
Vote Number - 01294-2/1E006T8/F0045/X006/R0848/001/04

Available balance: R 410 705.03

Signed by (Budget Section) : ...*[Signature]*...

Recommendation

That the municipal manager approves the request.



MHLABA

046 645 7400/7451

046 645 2562

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

28 October 2025

The Manager
SUPPLY CHAIN MANAGEMENT

**EXPRESSION OF INTEREST FOR THE APPOINTMENT OF A
SERVICE PROVIDER FOR POUNDING OF MOTOR VEHICLE IN
RAYMOND MHLABA MUNICIPAL JURISDICTION FOR THE PERIOD
OF 2 YEARS**

TERMS OF REFERENCE, SCOPE OF WORK AND SPECIFICATIONS

1. BACKGROUND

Raymond Mhlaba Local Municipality is mandated by Section 152 of Constitution promotes a healthy and safe environment while encouraging community safety to improve the quality of life within its jurisdiction. The municipality does not have a facility for the accommodation and pounding of motor vehicle that are violating NRTA 93/96, NLTA 5/2009 and Municipal By-Laws. Motor vehicle pound facility will enhance responsible driving, road safety and roadworthiness of motor vehicles within municipal area.

1.2 AIMS AND OBJECTIVES

- a) To provide pound keeper services.
- b) To reduce road accidents and fatalities caused by unroadworthy motor vehicles
- c) To impound motor vehicle found to be violating traffic regulation.
- d) To promote and ensure public health and safety environment.
- e) To facilitate responsible driving
- f) To control parking and operation on the motor vehicle in municipal towns.
- g) To ensure undisturbed traffic flow

2.3 BID EVALUATION CRITERIA PRE-QUALIFICATION

CK Registration

CSD Registration

Tax clearance certificate

Copies of IDs of directors

2.4 FUNCTIONAL EVALUATION

NUMBER	REQUIREMENT	POINT ALLOCATION
1	<ol style="list-style-type: none">1. Attach Company profile showing capabilities to provide motor vehicle pound services (30 points)2. Proof of ownership of at least two vehicles suitable to be used for removing and transporting motor vehicle. Registration certificate or intent to lease agreement (10 points)3. Provide a proof that the pound facility is compliant (5 points)4. Attach Public liability insurance (5 points)	50
2	<ol style="list-style-type: none">1. 5 or more years traceable projects of motor vehicle pounding (Attach letters of appointments and reference) (30 points)2. 2 - 4 years traceable projects of motor vehicle pounding (Attach letters of appointments and reference) (20 points)3. 1-year traceable projects of motor vehicle pounding (Attach letters of appointments and reference) (10 points)4. No traceable projects of motor vehicle pounding (No points)	30
3	<ol style="list-style-type: none">1. Attach Police clearance (10 points)2. Attach a letter of good standing from SAPS within Raymond Mhlaba Municipal jurisdiction (10 points)	20
TOTAL		100