



**RAYMOND
MHLABA**
MUNICIPALITY

UMANYANO KUPHULISO

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

DATE: 01ST December 2025

INVITATION FOR QUOTATION: SUPPLY AND DELIVERY OF PREFABRICATED OFFICE UNITS

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 8th 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.

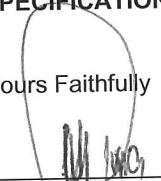
OTHER ADMINISTRATIVE REQUIREMENTS

- 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.

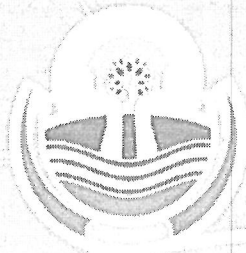
Enquiries should be sent to Ms. V. Simanga at: vsimanga@raymondmhlaba.gov.za, cell no: 046 645 7439

SPECIFICATION: Attached

Yours Faithfully


M. Ngxowa
Chief Financial Officer

RAYMOND MHLABA MUNICIPALITY



MHLABA

MINISTRY OF HEALTH, LABOUR AND AGRICULTURE

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	CHIEF FINANCIAL OFFICER
FROM	DIRECTOR : COMMUNITY SERVICES
SUBJECT	REQUEST FOR SUPPLY AND DELIVERY OF 1 PREFABRICATED OFFICE UNIT PARTITIONED IN 3 OFFICE UNITS
DATE	21 OCTOBER 2025

PURPOSE:

This is to request the supply, delivery and installation of 1 prefabricated office units

	ITEM DESCRIPTION	QUANTITY
	Prefabricated Units ±12m(Length)x ±4m(Width) Partitioned into 3 office units.	3
1.	Windows <ul style="list-style-type: none">• Top hung clear glass bars included 1.23cm(Length) x 1.13cm(Width)	3
2.	Door <ul style="list-style-type: none">• Single Aluminum door 900cm	3
3.	Floor cover <ul style="list-style-type: none">• Vinyl sheeting	3
4.	Electrical <ul style="list-style-type: none">• Surface mounted D6-20 way• Earthleakage• Double wall plug• LED light 1.5m• External Lights• Light switch lever• A/C Isolator	1 1 3 3 3 1 3 1
5.	Other <ul style="list-style-type: none">• Concrete Pads/Tripod• Steps – 1 tier hand railing• Wall Aircon	6 3 3
6	Transportation and Installation	1

N. SPEELMAN
DIRECTOR COMMUNITY SERVICES