



**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: 28th January 2026

RE-ADVERT: 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 Wednesday 4th February 2026**.

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 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



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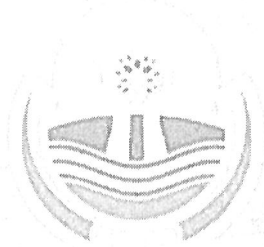
SPECIFICATIONS:

TO BE COLLECTED AT SCM OFFICE

Yours Faithfully

M. Ngxowa
Chief Financial Officer

28/01/2026



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. SCOPE OF WORK

2.1 MOTOR VEHICLE POUND FACILITY

Provide an animal pounding facility for Raymond Mhlaba Local Municipality to store and feed pounded stray motor vehicle. Enter into a Memorandum of Agreement with the Municipality for the provision of a motor vehicle pound facility in support of Municipal services

2.2 REQUIREMENTS

1. The pound facility must be located in the Raymond Mhlaba Municipal jurisdiction
2. Remove and keep motor vehicle found to be violating traffic regulations
3. Transport of motor vehicles from public place or road to the pound facility
4. Provide human resources to provide pound keeper services
5. Keep logbook for impounding and transportation of motor vehicle
6. Store, transport, and/ or release impounded motor vehicle on request or instruction by the municipality.
7. Ensure that impounded motor vehicles are kept and handled according to acceptable standards
 - a) Record and keep a daily register of impounded motor vehicle.
 - b) Provide maintenance of pound facility.
8. Shall be liable for any loss, damage, and theft caused during the storage of the pounded motor vehicle in the pound facility and transportation of therefore
9. Take reasonable care of motor vehicle whilst impounded, by: -
 - a) Providing sufficient shelter and protection against any elements
 - b) Putting in place security measures to ensure that pound motor vehicle are safe from theft in a manner acceptable to the Municipality
 - c) Keeping motor vehicle in a manner that ensures that there would be no damages or injuries caused as a result of improper transportation and storage
 - d) Ensuring that all impounded motor vehicles are covered by insurance during the transportation and storage period
10. Release motor vehicle on the instruction of the municipality after all tariffs fees and fines issued have been paid.
11. Disposal of motor vehicle shall be conducted as per municipal council resolution

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	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	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	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

Pricing

Pricing should be on commission based as per pounded animal
Municipal tariffs fees will be applied on storage and transportation

No.	Description	Exclusive Price	Vat	Inclusive Amount
1.	Year 1			
2.	Year 2			
Total				

Thank you

REQUESTED BY:



S. QUNTA
MANAGER: LAW ENFORCEMENT

RECOMMENDED BY:



N. SPEELMAN
DIRECTOR: COMMUNITY SERVICES