



**RAYMOND  
MHLABA**  
MUNICIPALITY  
.....  
UMANYANO KUPHHELESO

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

**DATE: 28<sup>th</sup> January 2026**

**RE-ADVERT: INVITATION FOR QUOTATION**

**EXPRESS OF INTEREST FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR POUNDING ANIMAL IN RAYMOND MHLABA MUNICIPAL JURISDICTION FOR THE PERIOD OF 2 YEARS**

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 4<sup>th</sup> 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.

<b>SPECIFIC GOALS</b>	<b>POINTS</b>
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](mailto:squnta@raymondmhlaba.gov.za), cell no: 066 471 6029**




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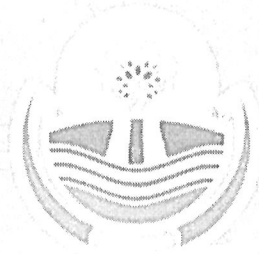
**SPECIFICATIONS:**

**TO BE COLLECTED AT SCM OFFICE**

Yours Faithfully

  
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M. Ngxowa  
Chief Financial Officer

28/01/2026



**RAYMOND  
MHLABA**

LOCAL MUNICIPALITY

Tel: 046 645 7400/7451 Fax: 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 ANIMAL 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 complaint facility for the accommodation and care of animals which are astray, at large or lost. Pound facility will enhance road safety, safe environment and responsible livestock ownership humanely and responsibly care for the animals.

**1.2 AIMS AND OBJECTIVES**

- a) To provide pound keeper services.
- b) To reduce road accidents caused by stray animals and fatalities on the municipal roads
- c) To reduce complaints regarding the keeping of animals in residential areas.
- d) To impound stray animals found on public land/areas and private land/places.
- e) To promote and ensure public health and safety environment.
- f) To facilitate responsible livestock ownership

- g) To control the movement of animals.
- h) To ensure undisturbed traffic flow

## 2. SCOPE OF WORK

### 2.1 ANIMAL POUND FACILITY

Provide an animal pouncing facility for Raymond Mhlaba Local Municipality to store and feed pounded stray animals. Enter into a Memorandum of Agreement with the Municipality for the provision of an animal 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 animals found straying
3. Transport animals found straying in a 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 impounded animals
6. Store, transport, and/ or release impounded on request or instruction by the municipality.
7. Ensure that impounded animals are kept and handled according to acceptable standards
  - a) Mark animals received at the animal pound.
  - b) Record animals received at the pound in a register.
  - c) Keep a daily register of impounded animals.
  - d) Record and keep a daily register of sick impounded animals.
  - e) Feed animals impounded at the animal pound.
  - f) Provide water to impounded animals at the pound.
  - g) Provide veterinary services where and when required to impounded animals.
  - h) Provide maintenance at the pound
8. Shall be liable for any loss, damage, and theft caused during the storage of the pounded animals in the pound facility and transportation of therefore
9. Take reasonable care of goods whilst impounded, by: -
  - a) Providing sufficient shelter and protection against any elements
  - b) Putting in place security measures to ensure that pound animals are safe from theft in a manner acceptable to the Municipality
  - c) Keeping goods in a manner that ensures that there would be no damages or injuries caused as a result of improper transportation

- d) Ensuring that all impounded animals are covered by insurance during the transportation and storage period
- 10. Release animals on the instruction of the municipality after all tariffs fees and fines issued have been paid.
- 11. Disposal of pounded animals shall be conducted as per Impoundment of animals bylaws

**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	<ul style="list-style-type: none"> <li>1. Attach Company profile showing capabilities to provide pound services (30 points)</li> <li>2. Proof of ownership of at least one vehicle suitable to be used for removing and transporting animals. Registration certificate or intent to lease agreement (10 points)</li> <li>3. Provide a proof that the pound facility is compliant (5 points)</li> <li>4. Attach Public liability insurance (5 points)</li> </ul>	50
2	<ul style="list-style-type: none"> <li>1. 5 or more years traceable projects of animal pounding (Attach letters of appointments and reference) (30 points)</li> <li>2. 2 - 4 years traceable projects of animal pounding (Attach letters of appointments and reference) (20 points)</li> <li>3. 1-year traceable projects of animal pounding (Attach letters of appointments and reference) (10 points)</li> <li>4. No traceable projects of animal pounding (No points)</li> </ul>	30

3	1. Attach Police clearance (10 points) 2. Attach a letter of good standing with stock theft within Raymond Mhlaba Municipal jurisdiction (10 points)	20
<b>TOTAL</b>		<b>100</b>

**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:**



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**S. QUNTA**  
**MANAGER: LAW ENFORCEMENT**

**RECOMMENDED BY:**



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**N. SPEELMAN**  
**DIRECTOR: COMMUNITY SERVICES**