



**RAYMOND
MHLABA**
MUNICIPALITY

IMANYANO KUPHILESO

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

DATE: 24 FEBRUARY 2026

RE-ADVERT: INVITATION FOR QUOTATION

PROCUREMENT OF STATIONERY FOR COMMUNITY SERVICES

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 March 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 Ms. L. Rooiland at: lrroiland@raymondmhlaba.gov.za cell no: 079 367 8558



**RAYMOND
MHLABA**
MUNICIPALITY

UMANYANG KUPHULEISO

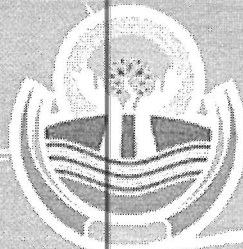
T 046 645 7400/7451 | F 046 645 2562
8 SOMERSET STREET
FORT BEAUFORT | 5720
P.O.BOX 36 | FORT BEAUFORT | 5720

SPECIFICATIONS:

ATTACHED.

Yours Faithfully

M. Ngxowa
Chief Financial Officer



**RAYMOND
MHLABA**
MUNICIPALITY

UMANTYASO KUPHUPHULISO

Tel: 046 645 7400/7451 | Fax: 046 645 2562

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

Enquires : sgege@raymondmhlaba.gov.za

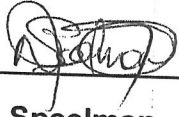
SPECIFICATION FOR COMMUNITY SERVICES STATIONERY

VOTE NUMBER : O0001/IE00583/F0042/X153/R0848/001/04

ITEM DESCRIPTION	QUANTITY
Scissors (big)	11
Pritt	10
Sign here stickers (pack)	5
Coloured paper (box- yellow , red , blue , orange , pink)	5
Coloured board (box - yellow , red , blue , orange , pink)	5
Clear Sellotape (40mmx50mm- roll)	50
Black pens (box of 50)	5
Staple Remover	10
Arch lever files (box)	15
Stapler	10
Staples (box)	20
Giant stapler	4
Giant staples (box)	5
File folders (pack- pink and blue)	10
File fasters and holders (box)	10
2 quire hard book pack /box	10
Small puncher	10
Envelops A4 (BOX – brown)	5
Calculator (big)	5
Clip board	25
Cash box (300mm x 240mm x 90 mm)	6
Money Counterfeit detector	3
Fingerprint ink pad	3
Black ink for the ink pad	3
Ring reinforcement (box)	10
Till rolls for speed point machine (pack of 10)	10

Pocket books	60
White Board (900 x 1200)	1
Ruler	5
Big Puncher	5
Paper clips big (box)	6

Approved By



N. Speelman

Director : Community Services