



8 SOMERSET STREET
FORT BEAUFORT 5720
P.O. BOX 25 FORT BEAUFORT 5720

INVITATION FOR QUOTATIONS: PROCUREMENT OF BRANDED CORPORATE DIARIES 2027.

Preferential Procurement Policy Framework Act points will be awarded as follows:

Price	-	80 Points
Specific goals	-	20 Points
Total	-	100 Points

- 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.
- Entity Registration Documents
- 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. Where the director and the entity use the same billing address an affidavit must be attached. Take note that the municipality will not enter into 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 be allocated at 20 points for SMME's, disabled 3, Youth 5, Woman (Females) 5, Military Veterans 2, Black 5 and means of verification will be a full CSD Report
- No bidders in the service of the state are allowed to

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. S. Mtiya: smtiya@raymondnmhlaba.gov.za, 046 645 7456/ 066 471 5895

Specification attached

Yours Faithfully


X. J. Panti
SCM MANAGER

RAYMOND MHLABA MUNICIPALITY



**RAYMOND
MHLABA**
MUNICIPALITY
UMANTYANO KUPHUTHISO

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	CFO
FROM	DIRECTOR STRATEGIC PLANNING & LED
SUBJECT	REQUEST FOR APPROVAL OF PROCUREMENT OF CORPORATE DIARIES FOR COUNCILLORS AND MANAGEMENT
DATE	21 SEPTEMBER 2025

PURPOSE:

This memo serves as a request for the approval of procurement of corporate diaries 2027 for Councillors and Management.

SPECIFICATION:

Corporate Branded Diaries

- A4 executive page a day (278 BY 210mm)
- Navy / Black leather (soft flexible cover)
- Foiling Branding option (Corporate Logo, Name, Portfolio)
- Quantity – 50

For enquiries, please contact Ms. Sivenkosi Mtiya on 066 471 5895
smtiya@raymondmhlaba.gov.za

Request by:



Dr L Hanabe
Director Strategic Planning and LED Services

RAYMOND MHLABA MUNICIPALITY



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UMANYANO KUPHUBLISO

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8 Somerset Street | Fort Beaufort, 5720 | P.O.Box 36, Fort Beaufort, 5700

TROIKA

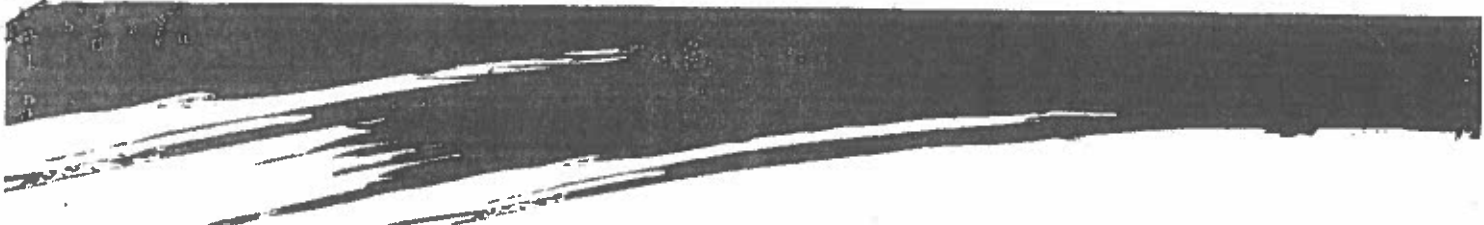
Mayor
Speaker
Chief Whip

EXCO MEMBERS

Portfolio Head Strategic Planning & LED
Portfolio Head Finance
Portfolio Head Sport, Recreation, Arts & Culture
Portfolio Head Engineering Services
Portfolio Head Corporate Services
Community Services Portfolio Head
Exco Member
Exco Member
Chairperson MPAC
Chairperson Women's Caucus
Chairperson Public Participation and Petitions
Chairperson Rules, Ethics & Integrity

PR COUNCILLORS

PR Cllr
PR Cllr
PR Cllr
PR Cllr
PR Cllr



Traditional Leader

Traditional Leader

LIST OF WARD COUNCILORS AND THEIR CONTACTS.

NAME OF COUNCILLOR
Ward Cllr
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Ms Unathi Malinzi	Municipal Manager
Dr Lulamile Hanabe	Director Strategic Planning & LED
Mr Daluxolo Mlenzana	Director Engineering Services
	Chief Financial Officer
Ms Thandiwe Malangabi Ncapayi	Director Corporate Services
Ms Nomha Speelman	Director Community Services
Ms Phumeza Madotyeni	Executive Secretary MM Office

14:02

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diariesdirect.co.za

