



# PRINCE ALBERT MUNICIPALITY

## Invitation to Quote

Quotation number: **RFQ 187 / 2025**  
Quotation description: **PROVISION OF REPAIRS AND MAINTENANCE AT THE MUNICIPAL OFFICES IN LEEU-GAMKA**  
Closing date & time: **26 NOVEMBER 2025 @ 12H00**

Prince Albert Municipality hereby invites formal written quotations for the **PROVISION OF REPAIRS AND MAINTENANCE AT THE MUNICIPAL OFFICES IN LEEU-GAMKA**. Quotation documents are available at no charge from the Prince Albert Municipality Website at [www.pamun.gov.za](http://www.pamun.gov.za) (Website navigation is as follow: Notice Board, Tenders and Quotations, or via direct link: <https://www.pamun.gov.za/bids> ).

Alternatively, a set of quotation documents can be obtained from Ms. Theolencia Biljohn (Finance Division, Thusong Centre, Prince Albert, 6930) during office hours (Monday-Thursday, 07h30 to 16h00) and Friday (07h30 to 15h30) at a non-refundable cost of R 150.00 (VAT Included), payable in cash at the cashiers at the Prince Albert Municipality's Finance Division or via EFT deposit in favour of the Prince Albert Municipality ABSA Bank, Account number 2640-5600-64 Reference: RFQ 187/2025 and company name.

**Bids must remain valid for a period of ninety (90) days after the closing date of the bid.** Enquiries can be directed as follow:

TYPE OF ENQUIRY	CONTACT PERSON	CONTACT NUMBER	EMAIL ADDRESS
Bidding procedures and quotation documents	Ms. Theolencia Biljohn	023 541 1668	<a href="mailto:scm@pamun.gov.za">scm@pamun.gov.za</a>
Technical / Specification related Enquiries	Mr. Marchel April	023 541 1036	<a href="mailto:marshall@pamun.gov.za">marshall@pamun.gov.za</a>

**Bidders are required to be registered with the Construction Industry Development Board (CIDB).** Only contractors who are registered with the CIDB, in a contractor grading designation to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25 (7A) of the Construction Industry Development Regulations for a **1 GB** or higher class of construction work are eligible to tender, **as well as quotation offers from potentially emerging (PE) enterprises** in terms of Regulation 25(8), given that the municipality is satisfied that the bidder in all aspects complies with the criteria and specifications of the quotation.

A **compulsory** clarification meeting will be held as follow:

DATE: **18 November 2025**  
VENUE: **Leeu-Gamka Municipal Offices, Gousblom Street, Prince Albert, 6930**  
TIME: **13h00**

**No bids will be accepted from bidders who did not attend the compulsory clarification meeting. Any bidder arriving late at the clarification meeting will not be permitted to attend the clarification meeting.**

**This bid is subject to functionality scoring.** Bidders must obtain a minimum of **35 out of 50 points (70%)** in order to be regarded as responsive. Bids that do not meet the minimum functionality score as indicated, will be regarded as nonresponsive, and will not proceed to evaluation on price and preference points.

Bids must be submitted in an envelope. The quotation number and quotation title must appear on the outside of the envelope. Bidders that fail to adhere to this requirement, will be disqualified at the bid opening. **Late or unmarked bids will not be considered.**

Bids must be deposited in the tender box at the Finance Division (Thusong Centre, Adderley Street, Prince Albert, 6930). The tender box will be open as follow:

Monday to Thursday: 07h30 and 16h00

Fridays: 07h30 and 15h30.

**Telegraphic, telephonic, telex, facsimile, e-mail and late bids will not be accepted.**

Bids will be opened in public immediately after the closing date at the Finance Division Boardroom (Finance Building, Thusong Centre). Bids will be evaluated according to the 80/20 preference points system. The bids are subject to the Council's Supply Chain Management Policy, the Municipal Preferential Procurement Policy, and the Preferential Procurement Regulations, 2022 (Government Gazette 47452, dated 04/11/2022). **Tenderers must be registered on the Central Supplier Database (CSD) if they wish to conduct business with the municipality.**

The preferential points system to be applied (80/20) in terms of the Preferential Procurement Policy are as follow:

<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	10
<b>LOCALITY</b>	10
<b>TOTAL POINTS</b>	<b>100</b>

The Municipality reserves the right to withdraw any invitation to bid and/or re-advertise or to reject any bid or to accept a part of it. The Municipality does not bind itself to accept the lowest bid or to award a contract to the Bidder scoring the highest number of points.

**NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE AS DEFINED IN THE MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS.**

**ZOLILE NONGENE**  
Acting Municipal Manager  
07 November 2025