RICHMOND MUNICIPALITY
UMKHANDLU WASEKHAYA RICHMOND

INVITATION TO TENDER

PROVISIONS OF ADVERTISEMENT IN THE PRINT MEDIA FOR A PERIOD OF 36 MONTHS

TENDER NUMBER RLM_04/2026/2027

Richmond Municipality is seeking proposal from suitable service provider(s) for the services of Design, Drafting of Layout and Translation of all its advertisements to print media specified by the Municipality.

Bid documents may be obtained from the budget and **Treasury Office** after payment of a non-refundable fee of **R634.20,** during normal working hours Monday to Friday at **Municipal Offices, 57 Shepstone Street, Richmond as from the date of the advert.**

The tender will be adjudicated via two stages of which the first stage will be functionality, and the second stage will be **80:20** Preference Points System (80 for price: 20 for specific goals). Each bidder must score a minimum of 70 points for functionality to be considered for the second stage of evaluation.

The closing date for the tender is **09 November 2026 at 10h00am** which will be followed by a public opening. Facsimile, electronic and late bids **WILL NOT** be accepted.

Enquiries are to be directed as follows: (a) Technical enquiries: Mr Nkosinathi Ngubane, **Supply Chain Manager,** on tel: (033) 212 2155, or e-mail: nkosinathi.ngubane@richmond.gov.za **(b). SCM/Bid Document enquiries:** Mr Sandile Sithole, (Supply Chain Management), on tel: (033) 212 2155, or e-mail: sandile.sithole@richmond.gov.za

REHABILITATION OF SIYATHUTHUKA/MAGODA MAIN ROAD 2.17KM PHASE 3 IN WARD 2 AND 7

TENDER NUMBER: RLM: 06/2026/2027

Bids are hereby invited by Richmond Local Municipality seeks to appoint a qualified and experienced service provider for the **Rehabilitation of Siyathuthuka/Magoda Main Road Ward 2 and 7 Phase 3.**

Bidders who are registered with **CIDB,** in a contractor grading equal than a contractor grading of **6CE or higher** will be eligible to bid.

Bid documents must be reserved in writing, through the office of the Supply Chain Management (SCM) e-mail: sandile.sithole@richmond.gov.za by **03 November 2026 before 16h00.**

A **compulsory** briefing session will be on the **06 November 2026 at 10h00am** and will be held at the **Council Chamber, Richmond.** The briefing session will then be followed by a site visit which forms part of the compulsory briefing.

A non-refundable fee of **R634.20** is payable for each bid document of which only cash will be accepted, Tender documents will be available on the day of the briefing from the **Budget and Treasury Office** during normal workings hours (08h00 - 16h00) on Thursday at **Municipal Offices, 57 Shepstone Street Richmond.**

The tender will be adjudicated via two stages of which the first stage will be the Functionality, and the second stage will be 80 (price):20 (specific goals) Preference Points System.

The closing date for the tender is **13 November 2026 at 10h00am** which will be followed by a public opening. Facsimile, electronic and late bids **WILL NOT** be accepted. Documents received post-closing date and time will be returned unopened.

Enquiries are to be directed as follows: (a) Technical Enquiries: Ms. Z. Vilakazi, on tel: (033) 212 2155, or e-mail: zamaswazi.vilakazi@richmond.gov.za **(b) SCM/Bid Document Enquiries:** Mr Sandile Sithole, on tel: (033) 212 2155, or e-mail: sandile.sithole@richmond.gov.za

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FOR THE ABOVE TWO (2) BID:

The completed tender documents complying with the conditions of tender must be sealed and endorsed **"RELEVANT TENDER DESCRIPTION AND TENDER NUMBER"** and must be hand delivered and deposited in the official tender box located at the **Reception area of the Richmond Municipality at 57 Shepstone Street** during the office hours from 08h00 to 16h00 Monday to Friday.

Only bidders who are registered with National Treasury Suppliers Database (CSD) will be eligible to bid.

The Richmond Municipality is not obliged to accept the lowest bid or any part thereof and in addition reserves the right not to accept any bid and therefore retains the right not to proceed herein.

MUNICIPAL MANAGER