



**UBUHLEBEZWE MUNICIPALITY  
CHIEF FINANCIAL OFFICE  
SUPPLY CHAIN MANAGEMENT UNIT**

**Tel : 039 834 7700 / 7745 /7748 /7749  
Fax: 039 834 2978 / 039 834 2978  
Email: [procurement@ubuhlebezwe.org.za](mailto:procurement@ubuhlebezwe.org.za)**

**QUOTE NO: UBU-Q-01/05/16  
Date: 03 May 2016**

**REF NO: 26110**

Dear Sir / Madam

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR "GRAP TRAINING"**

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

**The quotation must be submitted on the letterhead of your business and must be submitted in a sealed envelope to the Tender Box. The envelope must be clearly marked: "GRAP TRAINING"**

**- & UBU-Q-01/05/16" not later than the of 13 May 2016 at 12h00 to: 29 Margaret Street, Ixopo 3276.**

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The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- The quote must be submitted on a separate page containing the letterhead of your business.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 2, MBD 4, MBD 6.1, MBD 8 & MBD 9 must be scrutinized, completed and submitted together with your quotation.
- A valid Tax Clearance Certificate(MBD2)
- Proof of registration in the database not older than 12 months
- Proof of municipal accounts not older than 2 months
- A certified copy of a valid BBBEE certificate or sworn affidavit
- Proof of Company Registration Document or a copy of ID if a Sole Trader
- Letter/Statement confirming status of municipal accounts (i.e. rates, water)
- Attach an affidavit confirming that none of the Directors/Shareholders are employed in the Service of the state.

**NB: No quotations will be considered from persons in the service of the state.**

The council does not bind itself to accept the lowest or any quotation and reserves the right to accept the quotation as whole or in part, at the rates quoted  
Failure to comply with these conditions may invalidate your offer.

Yours Faithfully

  
Mr G M Sineke  
Municipal Manager

**SCHEDULE**

	QUANTITY	DESCRIPTION	PRICE INCLUDING VAT
	10	Request for Grap training for 10 people Saica registered accounting firm	
		Grap:	
		01,16 ,03,09,12,13,31,17,19,23,24,25,103,104	
		08 June 2016 and 09 june 2016	
		Lunch to be included	
		Training will be internal @Peace	
		Initiative Hall	

DELIVERY ADDRESS:  
**29 MARGARET STREET**  
**IXOPO**  
**3276**