



**UBUHLEBEZWE MUNICIPALITY**  
**CHIEF FINANCIAL OFFICE**  
**SUPPLY CHAIN MANAGEMENT UNIT**  
Tel : 039 834 7700  
Fax: 039 834 2978  
Email:scm.procurement@ubuhlebezwe.gov.za

REF: 3300  
QUOTE NO: UBU-Q-03/02/18  
Date: 05 February 2018

Dear Sir / Madam

**REQUEST FOR A FORMAL WRITTEN PRICE QUOTATION FOR ACCOMODATION, CONFERENCING VENUE AND CONFERENCING FACILITIES.**

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 "**ACCOMODATION, CONFERENCING VENUE AND CONFERENCING FACILITIES.**" - **UBU-Q-03/02/18**" not later than **13 February 2018 at 12h00 to: 29 Margaret Street, Ixopo 3276.**

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.
- 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.
- Valid Tax Clearance Certificate(MBD2)
- Proof of registration in the Central supplier database
- **A valid certified copy of BBBEE Certificate or sworn affidavit**
- Copy of Company Registration Document
- Copies of ID for Company Directors or Members
- Letter/Statement confirming status of municipal accounts (i.e. rates, water) not older than 2 months or an Affidavit signed by Commissioner of Oath if you do not pay municipal accounts.
- Attach the affidavit signed by Commissioner of Oath 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

| QUANTITY | DESCRIPTION<br>Ref: 3300  | PRICE INCL. VAT<br>IF VAT VENDOR |
|----------|---|----------------------------------|
| 46       | Accommodation, B&B, lunch, dinner and Parking for 46 people around the Margate area.  |                                  |
|          | Accommodation should include a conferencing venue with all facilities, overhead projector, chart board, water, and a bowl of sweets to be made available. |                                  |
|          | Guests will arrive at 12h00 on the 1 <sup>st</sup> March 2018, and lunch to be prepared and served at 13h00.  |                                  |
|          |   |                                  |
|          | Check in- 01/03/2018  |                                  |
|          | Check out- 02/03/2018   |                                  |
|          |   |                                  |
|          |   |                                  |
|          |   |                                  |
|          |   |                                  |

**29 Margaret Street**  
**Ixopo**  
**3297**

**DETAILED SPECIFICATION**

**CHECK IN – THURSDAY 01 MARCH 2018 AND CHECK OUT FRIDAY 02 MARCH 2018**

|              |  |
|--------------|--|
| 1 MARCH 2018 | <ul style="list-style-type: none"><li>• 46 guests will arrive on the 01 March 2018 at 12h00 to check in at the hotel and lunch must be prepared at 13h00 on a check in date, including dinner and accommodation, parking. conferencing venue (with all conferencing facilities from 12h00 – 18h30)</li></ul> |
| 2 MARCH 2018 | <ul style="list-style-type: none"><li>• Breakfast for 46 guests and check out</li></ul>  |