



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

**Tel : 039 834 7700 / 7745 / 7748 / 7749
Fax: 039 834 2978 / 039 834 1168
Email: procurement@ubuhlebezwe.org.za**

QUOTE NO: UBU-Q-03/07/12

Date 10 JULY 2012

Dear Sir / Madam

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS AND THE PROPOSALS
FOR REPORT WRITING AND MINUTE TAKING:- 10 OFFICIALS**

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 can be submitted in a sealed envelope to the Tender Box. The envelope must be clearly marked "Quote for REPORT WRITING AND MINUTE TAKING;- 10 OFFICIALS CONSTRUCTION :- & UBU-Q-03/07/12" not later than Friday 20 July 2012 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.
- 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 must be scrutinized, completed and submitted together with your quotation.
- Tax Clearance Certificate(MBD2)
- A proof of registration in the database
- **BBBEE Certificate bearing SANAS LOGO (if your certificate does not have SANAS logo, it will be regarded as invalid)**
- Proof of Company Registration Document
- Copy of ID if Sole Trader
- Letter/Statement confirming status of municipal accounts (i.e rates, water)

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

UBuhlebezwe Local Municipality hereby invites professional service providers to submit cost quotations and proposals to undertake skills development to Municipal Official as follows:-

REPORT WRITING AND MINUTE TAKING:- 10 OFFICIALS

Terms of Reference

It will be a Skills Development Programme which will be aligned to unit standards
Details of the unit standard, type of NQF level, how many credits.
Proof of programme accreditation (SETA accreditation relevant to all above mentioned training)
Duration of the course
Cost for training, cost should include refreshments for learners
Venue will be provided by the Municipality
Assessment methodology that will be used
For enquiries, please contact Mrs LH Khumalo at 039 834 7700
Late quotations will not be accepted.

Evaluation Criteria

Stage 1: Functionality

In order to reach the final stage, the bidder must obtain at least 50% of the points for functionality. The company should demonstrate the relevant experience of the project. Bidders who do not score more than 50% will not be considered for the second stage and will be eliminated. The points scored in this stage are for qualification only and they will not be added to the final stage.

EXPERIENCE OF THE BUSINESS IN SIMILAR PROJECTS - MAXIMUM 50 POINTS

0	year	0 point
1-2	years	15 points
3-4	years	30 points
5+	years	50 points

SIZE OF PREVIOUS EXPERIENCE IN SIMILAR PROJECTS: MAXIMUM 30 POINTS

R0	0 point
R1-R50 000	10 points
R51 000-R100 000	20 points
R100 000 +	30 points

PERSONNEL EXPERIENCE (RELEVANT TO THIS JOB) - MAXIMUM 20 POINTS

0	year	0 point
1-2	years	10 points
3-4	years	15 points
5+	years	20 points

POINTS SYSTEM

STAGE 2:

80 points for price

20 points for BBBEE level

This is the final stage of evaluation and is purely based on 80 points for the price and 20 points for the BBBEE level status. In order to claim the 20 points, Bidders are required to complete MBD 6.1 and submit their BBBEE certificate. Bidders who do not submit their BBBEE certificate will not get the points for BBBEE level.