



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

REF: 3991
QUOTE NO: UBU-Q-03/10/18
Date: 18 October 2018

Dear Sir / Madam

REQUEST FOR A FORMAL WRITTEN PRICE QUOTATION FOR AN EXPERIENCED SERVICE PROVIDER TO PROVIDE PROMOTIONAL MATERIAL ITEMS.

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 **"PROMOTIONAL MATERIAL ITEMS." - UBU-Q-03/10/18** not later than **26 October 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 BBEE 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	PRICE INCLUDING VAT
	Request for an experienced service provider to provide promotional material items for councilors, ward committees, amakhosi, and municipal officials as per attached specification.	
	ALL AMOUNTS TO INCLUDE VAT	

DELIVERY ADDRESS:
29 MARGARET STREET
IXOPO
3276



Ubuhlebezwe Municipality

CALL FOR QUOTATIONS

PROVISION OF PROMOTIONAL MATERIAL ITEMS FOR UBUHLEBEZWE MUNICIPALITY BID NO. UBU.....Q/.....

Ubuhlebezwe Local Municipality is requesting the services of an experienced service provider to provide quotations for Promotional Material items listed below:

<u>Item</u>	<u>Specification</u>	<u>Printing Requirements</u>	<u>Quantity</u>
Disk Holders	Full colour standard size with glossy finish.	Municipal Name Municipal Logo Contact Details Slogan	6 000
A4 Executive Diaries	Leather cover black in colour with Municipal details and Year embossed in gold. <u>Inserts:</u> Schedule and Calendar of meetings , Vision and Mission Statements ; Contact details for the Municipality	Name Designation Municipal Name Municipal Logo Slogan	62
Year Planner	Desktop Year-planners with 1 page per month and space for notes, reflecting Schedule of meetings 2019.	Municipal Name Municipal Logo Slogan	200
A5 Diary	Cover Black in colour <u>Inserts:</u> Schedule and Calendar of meetings , Vision and Mission Statements ; Contact details for the Municipality	Municipal Name Municipal Logo Slogan	230
Wall Calendars	Full colour with pictures A1 size Metal edging with mounting hole	Municipal Name Municipal Logo Contact Details Slogan	2800
0Season's Greeting Cards with white envelopes	Full Colour For His Worship the Mayor, Deputy Mayor, MM and the Speaker	Municipal Name Municipal Logo Christmas Message	200 (50 each)

All prices must include delivery and VAT.

EVALUATION CRITERIA

STAGE 1: FUNCTIONALITY

In order to reach the final stage, the bidder must obtain at least 60% of the points for functionality. The company should demonstrate the relevant experience of the project. Bidders who do not score more than 60% will not be considered for the 2nd 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.

Qualification and functionality

Experience of the business in similar projects (maximum points = 20)

(Please provide a table indicating the nature of previous work, value, commencement date and completion date)

1 – 3 years	= 10 points
4 – 6 years	= 15 points
7+ years	= 20 points

Appointment letters/ orders issued (service providers to attach reference letters for similar projects) maximum points = 30

5 points per appointment letter or order issued

Size of previous work (maximum points = 20)

R1 to R50, 000.00	= 10 points
R50, 001.00 to R100, 000.00	= 15 points
R100, 001.00+	= 20 points

Samples and References (service providers to attach a sample together with a reference letter for similar projects) maximum points = 30

3 points per reference letter submitted

5 points per sample and reference letter submitted

STAGE 2: PRICING

80 points for price

20 points for BBBEE

This is the final stage of evaluation which is purely based on 80 points for the price and 20 points for the BBBEE level. In order to claim the 20 points bidders are required to complete MDB 6.1 and submit their certified copy of the BBBEE certificate.

Quotations for the aforementioned items clearly marked **“PROVISION OF PROMOTIONAL MATERIAL ITEMS FOR UBUHLEBEZWE MUNICIPALITY ”** must be deposited in the tender box situated at the reception area of Ubuhlebezwe Municipality at 29 Margaret Street Ixopo by no later than 12h00 on 26 (day) October 2018. The name and address of the service provider must be clearly written on the sealed envelope containing the quotation.

Quotations received by a way of post, fax, e-mail or submitted after the closing date will not be considered.

Enquiries regarding this notice may be directed to Acting Director Corporate Services , Mrs NC Mohau or Manager Administration, Mrs SR Lundell on 039 – 834 7700 during Office hours (08h00 – 16h30), Monday – Thursday and 08h00 – 16h00 on Fridays.

GM Sineke
Municipal Manager