



**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-05/08/12

Date 10 August 2012

Dear Sir / Madam

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR PRINTING OF
UBUHLEBEZWE QUATERLY NEWSLETTER**

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 Printing of Ubuhlebezwe Quaterly Newsletter & UBU-Q-05/08/12**" not later than **31 August 2012 on Friday 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

DESCRIPTION – PRINTING OF UBUHLEBEZWE QUARTELY NEWSLETTER

- PRINTING OF QUARTELY NEWSLETTER – 2 000 COPIES PER QUARTER
- TO BE PRINTED ON A4 GLOSS MATERIAL
- FULL COLOUR,DOUBLE-SIDED PAGES AND STAPLED
- TO BE DELIVERED TO UBUHLEBEZWE PER QUARTER
- PRICE TO BE QUOTED PER QUARTER

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= 50)

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

0 year	= 0 points
1-2 year	= 10 points
3-5 year	= 30 points
OVER 6 years	= 50 points

Size of previous experience in similar project (size value of previous jobs) (maximum points= 30)

R0	=0 point
R1 to R20 000	=5 points
R 20 001 – R 100 000	=15 points
R 100 001 – R200 000	=20 points
Above R 200 000	=30 points

Personnel Experience in similar projects (maximum points=20)

(Please attach CV's of the proposed team to conduct this project. The CV's should summaries the previous working experience clearly indication the years)

0	= 0 point
1-2 years	= 5 points
3-5years	= 15 points
6 +	= 20 points

Stage 2

80 points for price

20 points for BBBEE

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

Enquiries: All technical enquiries may be directed to Mrs. SR Lundel at 039 834 7700 during office hours.