



**UBUHLEBEZWE MUNICIPALITY**  
**CHIEF FINANCIAL OFFICE**  
**SUPPLY CHAIN MANAGEMENT UNIT**  
Tel : 039 834 7700  
Fax: 039 834 2978  
Email: [procurement@ubuhlebezwe.org.za](mailto:procurement@ubuhlebezwe.org.za)

REF: 26918  
QUOTE NO: UBU-Q-06/03/16  
Date: 17 March 2016

Dear Sir / Madam

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR THE PROPOSED OGLE FARM DEVELOPMENT PAMPHLETS.**

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 "**PROPOSED OGLE FARM DEVELOPMENT PAMPHLETS**": - & UBU-Q-06/03/16" not later than the 01<sup>st</sup> April 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.
- 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 6.2, MBD 8 & MBD 9 must be scrutinized, completed and submitted together with your quotation.
- Valid Tax Clearance Certificate (MBD2)
- A proof of registration in the database not older than 1 year.
- **A valid certified copy of BBBEE Certificate or sworn affidavit**
- Proof of Company Registration Document
- Copy of ID if Sole Trader
- Letter/Statement confirming status of municipal accounts (i.e. rates, water) not older than 2 months.
- Attach the 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

ITEM NUMBER	QUANTITY	DESCRIPTION	PRICE INCL. VAT IF VAT VENDOR
1.	100	REQUEST FOR SERVICE PROVIDER TO DESIGN ONLINE AND PAMPHLETS	
		Design Front cover with Municipal Logo Pamphlets: Full colour copies displaying elements (including mapping to be provided) of the Ogle Farm Proposed Development.	
		Front & Back cover to be in high glossy hard cover full colour finish	
	3-way folder	Back to back printing on a A6 size paper	
	3- way folder	Pages internally to be in standard full colour	
		Electronic copy of the above to be submitted upon submission (in PDF and Microsoft word format)	
		Conception of an online link to be created showcasing an electronic version summarized pamphlet.	

DELIVERY ADDRESS  
29 MARGARET STREET  
IXOPO  
3276

**STAGE 1**  
**FUNCTIONALITY**

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION		WEIGHT	TOTAL
1) EXPERIENCE OF THE BUSINESS IN SIMILAR PROJECTS	Please provide a table indicating the nature of previous work, value, date commence and date completed.	1-2 years' experience	10	30
		3 – 4 years' experience	20	
		4+ years' experience	30	
2) SIZE OF PREVIOUS EXPERIENCE IN SIMILAR PROJECT	Size value of previous jobs (maximum points=30)	R1 to R50 000	5	20
		R50 001 to R200 001+	10	
		R200 001	20	
3) EXPERIENCE AND TRACK RECORD	Copies of Appointment letters or Orders			20
	1-2 Appointment letters/Order attached.		5	
	3-5 Appointment letter/Order attached.		10	
	5+ Appointment letters/ Order attached		20	
4) SAMPLES OF PAMPHLETS, CALENDERS, BOOKS OR BOOKLETS, NEWSLETTER ETC WITH PROOF OF PRINTING	1-2 Samples		10	30
	3-5 Samples		20	
	5+ Samples		30	
<b>TOTAL: 100</b>				<b>100</b>