

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

REF: 4046
QUOTE NO: UBU-Q-07/08/17
Date: 15 August 2017

Dear Sir / Madam

REQUEST FOR A FORMAL WRITTEN PRICE QUOTATION FOR THE SUPPLY AND DELIVERY OF PROMOTIONAL MATERIAL.

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" - UBU-Q-07/08/17" not later than 25 August 2017 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)
- A proof of registration in the Municipal database not older than 1 year.
- Proof of registration in the Central supplier database
- **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

QUANTITY	DESCRIPTION Ref: 4046	PRICE INCL. VAT IF VAT VENDOR
	Supply and delivery of promotional material items for Ubuhlebezwe Municipality as per attached.	

29 Margaret Street
Ixopo
3297

**CALL FOR QUOTATIONS**

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

Item	Specification	Printing Requirements	Quantity
Disk Holders	Full colour standard size with glossy finish.	Municipal Name Municipal Logo Contact Details Slogan	5000
A4 Executive Diaries	Leather cover tan or burgundy in colour with Municipal details and Year <u>embossed</u> . <u>Inserts:</u> Schedule and Calendar of meetings , Vision and Mission Statements ; Contact details for the Municipality	Name Designation Municipal Name Municipal Logo Slogan	64
Year Planner	Desktop Year-planners with 1 page per month and space for notes, reflecting Schedule of meetings 2018.	Municipal Name Municipal Logo Slogan	200
A5 Diary	Cover Burgundy or 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	50
Wall Calendars	Full colour with pictures A1 size Metal edging with mounting hole	Municipal Name Municipal Logo Contact Details Slogan	2000
Framed creed and code of conduct	Quality white paper to fit in A1 Size Frames Provide A1 Size Frames	Municipal Name Municipal Logo Slogan	2
Season'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)
Name plaques	White perspex tabletop name plaques for Councillors, Amakhosi and officials to reflect name and designation.	Name and Designation	17
Business Cards	Business Cards for officials in full gloss colour	Municipal Name Logo Contact Details	14 Officials
Banners	4 x Teardrops (Medium 330cm x 90cm) 2 x Pull up/ Retractable vertical standard (212cm x 85cm) 2 x Wall expanding back wall (2.25m x 3m) 3 x Flags with 3m Pole (260cm x 70cm)	Municipal Name Municipal Logo	11

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.

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	= 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.

References (service providers to attach reference letters for similar projects) maximum points = 20

5 points per reference letter submitted.

Samples (service provider to submit samples of similar (printed copies) of previous experience) Maximum points = 30

5 points per sample 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.