



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

REF: 24056
QUOTE NO: UBU-Q-08/01/16
Date: 18 January 2016

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR 2014/15 ANNUAL REPORT BOOKLETS.

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 "**2014/15 ANNUAL REPORT BOOKLETS**": - & UBU-Q-08/01/16" **not later than the 29 January 2016 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 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
	200	Copies of 2014/15 Annual Report Booklets	
		Colour Copies (Full Colour)	
		High Gloss Hard Cover Back & Front	
		Back to Back Inside Pages	
		Design Front Cover with Logo	
		Booklet Binding (310 pages)	
		Back Cover to include Municipal Contact Details	
		Delivery should not be later than 15 March 2016	

DELIVERY ADDRESS
29 MARGARET STREET
IXOPO
3276

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)

1-2 years = 10 points

2-3 years = 30 points

3+ year = 50 points

Size of previous experience in similar project (size value of previous jobs) (maximum points= 50)

R1 to R50 000 = 10 points

R 50 001 – R 200 000 = 30 points

R 200 001 + = 50 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 order 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 UP Mahlasela at 039 834 7700 during office hours.