



**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-16/07/15
Date: 28 July 2015**

OUR REF: 24225

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR 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-16/07/15" not later than the 07 of August 2015 at 12h00 to: 29 Margaret Street, Ixopo 3276.

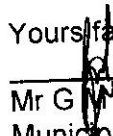
The following conditions will apply:

- 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 & MBD 9 must be scrutinized, completed and submitted together with your quotation.
- Tax Clearance Certificate(MBD2)
- A letter confirming proof of registration in the database not older than twelve (12) months
- **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) not older than two (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 W Sineke
Municipal Manager



Ubuhebezwe Municipality

CALL FOR QUOTATIONS

PROVISION OF PROMOTIONAL MATERIAL ITEMS FOR UBUHEBEZWE MUNICIPALITY

Ubuhebezwe 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	1000
A4 Executive Diary	Page –a-day Padded Protective brass corners Quality cream paper Monthly tabs Burgundy Colour	Name Designation Municipal Name Municipal Logo Slogan	48
A5 Diary	Black cover Inserts: Schedule and Calendar of meetings , Vision and Mission Statements ; Contact details for the Municipality	Municipal Name Municipal Logo Slogan	50
Wall Calendars	Full colour A1 size	Municipal Name Municipal Logo Contact Details Slogan	2000
Wall Banner	Expanding Banner Wall 2.25m high and 3m wide	Municipal Name Municipal Logo Contact Details Slogan	1
Departmental Banners <i>(Pull up banners)</i>	Social Development Department	Municipal Name Municipal Logo Social Development Department Public Participation Unit	1
	Office of the Municipal Manager	<i>(See attached Artistic impression)</i>	1
Light up signage	Inner illuminated sign made up of aluminium box with fluorescent/ luminous tubes inside with a Perspex face	Municipal Logo Municipal Name	1
Season's Greeting Cards	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.

UBUHLEBEZWE



MUNICIPALITY

OFFICE

MANAGER'S

CONSENSUS ORIENTED

ACCOUNTABLE

PARTICIPATORY

TRANSPARENT

EFFECTIVE AND EFFICIENT

RESPONSIVE

**"Driving Good Governance through determination,
dedication & discipline, to improve the quality of life of
all Ubuhebezwe citizens"**