



**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

REF: 24737

QUOTE NO: UBU-Q-05/12/13
Date: 10 DECEMBER 2013

Dear Sir / Madam

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR CONFERENCE
CENTRE FOR WARD COMMITTEE TRAINING**

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 "WARD COMMITTEE TRAINING": - & UBU-Q-05/12/13" not later than the 20 of DECEMBER 2013 at 12h00 to: 29 Margaret Street, Ixopo 3276

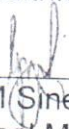
The following conditions will apply:

- 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 proof of registration in the Ubuhlebezwe 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)**
- **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 EXCL VAT
	46 PEOPLE	Conference Venue with the conference facilities. This will include the following:- <ul style="list-style-type: none"> ➤ Morning Tea(tea, coffee, sandwiches and muffins) ➤ Lunch (rice, 3 veges, chicken or beef 100% fruit juice) ➤ Afternoon tea(tea, coffee, juice, biscuit and cake) 	
		Commence from 16-18 January 2014	
		NB: LOCAL B & B	

DELIVERY
 ADDRESS
 29
 MARGARET
 STREET
 IXOPO
 3276