



**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](mailto:procurement@ubuhlebezwe.org.za)

REF: 19971

**QUOTE NO: UBU-Q-01/02/2015**  
**Date: 02 February 2015**

Dear Sir / Madam

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR ANNUAL REPORT PRINTING.**

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 "Annual Report Printing" - & UBU-Q-01/02/15" not later than the 20 of February 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 M Sineke  
Municipal Manager

ITEM NUMBER	QUANTITY	DESCRIPTION	PRICE EXCL VAT
		Request for printing and supply of annual report.	
	150	Full colour front and back cover in glossy finish with inside pages standard full colour, back to back.	
		Annual report to be printed on A4 size,453 pages.	
		Delivery to be made no later than 20 March 2015	
		N.B: Front and back cover to be a hard cover.	
		VAT	
		TOTAL PRICE INCL	

DELIVERY  
ADDRESS

**29MARGARET  
STREET  
IXOPO  
3276**

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