



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

REF: 3960
QUOTE NO: UBU-Q-02-07-18
Date: 20 July 2018

Dear Sir / Madam

REQUEST FOR A FORMAL WRITTEN PRICE QUOTATION FOR ACCOMODATION OF 18 OFFICIALS WHO WILL ATTENDING TEAM BUILDING STRAT PLAN.

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 "ACCOMODATION FOR 18 OFFICIALS WHO WILL ATTENDING TEAM BUILDING STRAT PLAN." UBU-Q-02/07/18" not later than 27 JULY 2018 at 12h00 to: 29 Margaret Street, Ixopo3276.

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)
- Proof of registration in the Central supplier database
- **A valid certified copy of BBBEE Certificate or sworn affidavit**
- Copy of Company Registration Document
- Copies of ID for Company Directors or Members
- Letter/Statement confirming status of municipal accounts (i.e. rates, water) not older than 2 months or an Affidavit signed by Commissioner of Oath if you do not pay municipal accounts.
- Attach the affidavit signed by Commissioner of Oath 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 NO	QUANTITY	DESCRIPTION	PRICE INCLUDING VAT
		ACCOMODATION <ul style="list-style-type: none"> • CHECK IN:01/08/2018 • CHECK OUT:03/08/2018 • TO INCLUDE BED,BREAKFAST,LUNCH,DIN NER AND PARKING AND THE • USE OF A CONFERENCE VENUE ON THE 2nd AUGUST 2018 	
DELIVERY ADDRESS: 29 MARGARET STREET IXOPO 3276			