

**UBUHLEBEZWE MUNICIPALITY
CHIEF FINANCIAL OFFICE
SUPPLY CHAIN MANAGEMENT UNIT**

**Tel : 039 834 7700 / 7745 / 7748 / 7749
Fax: 039 834 2978 / 039 834 2978
Email: procurement@ubuhlebezwe.org.za**

**QUOTE NO: UBU-Q-03/03/16
Date: 03 March 2016**

REF NO: 24074

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR "PRINTING OF MUNICIPAL MAGAZINE"

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: "PRINTING OF MUNICIPAL MAGAZINE"

- & UBU-Q-03/03/16" not later than the 11 of March 2016 at 12h00 to: 29 Margaret Street, Ixopo 3276.

The following conditions will apply:

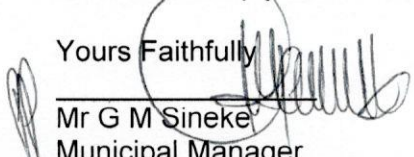
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- The quote must be submitted on a separate page containing the letterhead of your business.
- A firm delivery period must be indicated.
- This quotation 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.
- A valid Tax Clearance Certificate (MBD2)
- Proof of registration in the database not older than 12 months
- Proof of municipal accounts not older than 2 months
- A certified copy of a valid BBBEE certificate or sworn affidavit
- Proof of Company Registration Document or a copy of ID if a Sole Trader
- Letter/Statement confirming status of municipal accounts (i.e. rates, water)
- Attach an 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

SCHEDULE

	QUANTITY	DESCRIPTION	PRICE INCLUDING VAT
	500	Full colour copies of Magazine front and back cover to be a high gloss full colour hard cover	
		Front and back cover to be in high glossy hard cover full colour finish	
		Back to back printing on A4 size inside pages in standard full colour booklet	
		50 Pages per copy	
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 70% of the points for functionality. The company should demonstrate the relevant experience of the project. Bidders who do not score more than 70% 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= 30)

(Please provide a table indicating the nature of previous work, value, date commence and date completed)

1-2 years	= 10 points
3-4 years	= 20 points
5+ year	= 30 points

Size of previous experience in similar project (size value of previous jobs) (maximum points= 30)

R1 to R100 000	= 5 points
R 100 001 – R 400 000	= 10 points
R 400 001 +	= 30 points

Appointment letters or orders for previous work done (please attaché) (maximum points=20)

1-4	= 5
5+	=20

Attach hard copies for the previous printed jobs (copies attached should be in relation to the appointment letters or orders provided) (maximum points=20)

1-4 copies	= 10
5+	= 20

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 ordered 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.