



**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-03/04/16

Date: 06 April 2016

REF NO: 26088/9

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR "Accommodation and Conferencing"

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: "Accommodation and Conferencing"

- & UBU-Q-03/04/16" not later than the of 13 April 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
	11	Accomadation,Dinner,B&B,lunch and parking for 11 people attending Strategic plan	
		Conferencing venue	
		Drinks, water and mint to be provided 2 drinks per person	
		Tea break@10:30 and 15:30 with pastries lunch to be severd @ 12:30	
		Check in 18 April 2016	
		Check out 22 April 2016	
		Conference venue to be provided on the 18 with projector for 5 days	
	28	28 Joining in for strategic planning <ul style="list-style-type: none"> • Accomodation,Dinner,B&B Lunch and Parking water and mint to be provided at the conferencing venue,teabreak@ 10:30 and 15:30 with pastries 	
		Check in 19 April 2016	
		Check out April 2016	

DELIVERY ADDRESS:
29 MARGARET STREET
IXOPO
3276