



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: 24655

QUOTE NO: UBU-Q-03/10/13  
Date: 07 October 2013

Dear Sir / Madam

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR PRINTING OF A THIRD AND FOURTH QUARTER OF A MUNICIPAL NEWS LETTER**

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 THIRD & FOURTH QUARTER MUNICIPAL NEWSLETTER": - & UBU-Q-03/10/13" not later than the 18<sup>th</sup> of October 2013 at 12h00 to: 29 Margaret Street, Ixopo 3276.**

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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 database of Uthmaniyana Municipality.
- **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 |
|-------------|----------|--|----------------|
|             |          | Printing of 20 pages A4 Third and Fourth Quarter of Municipal Newsletter (2000 copies on each Quarter) <ul style="list-style-type: none"> <li>➤ Edit photo-through indesign program</li> <li>➤ Print in a glossy paper 128gms</li> </ul> |                |
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|             |          |  |                |
|             |          |  |                |
|             |          |  |                |
|             |          | DELIVERY COST  |                |
|             |          | VAT  |                |
|             |          | TOTAL PRICE INCL   |                |
|             |          |  |                |
|             |          |  |                |
|             |          |  |                |

DELIVERY  
 ADDRESS:  
**P O BOX 132**  
**IXOPO**  
**3276**