



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

REF: 24172
QUOTE NO: UBU-Q-04/01/17
Date: 24 January 2017

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR PRINTING OF 2015/16 ANNUAL REPORT.

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 2015/16 ANNUAL REPORT - UBU-Q-04/01/17" not later than the 03 FEBRUARY 2017 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.
- 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)
- A proof of registration in the Municipal database not older than 1 year.
- Proof of registration in the Central supplier database
- **A valid certified copy of BBBEE Certificate or sworn affidavit**
- 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 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

QUANTITY	DESCRIPTION	PRICE INCL. VAT IF VAT VENDOR
	Service provider to print 250 copies of the 2015/16 annual report.	
250	Copies.	
	Design cover, full high gloss, full colour, front and back cover (hard cover) back to back inside colour pages. Booklet binding (281 pages)	
	Back cover to include municipal contact details, front cover with logo.	

UBUHLEBEZWE

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Website www.ubuhlebezwe.org.za



P O BOX 132
29 Margaret Street, Ixopo
Kwa-Zulu Natal, 3276
South Africa

MUNICIPALITY
From the Office of the Municipal Manager

SPECIFICATION FOR THE PRINTING OF 2015/2016 ANNUAL REPORT

DESCRIPTION	QUANTITY
Design front cover with municipal logo and back cover with municipal details	
Full colour Copies of the Annual Report	250
Front & back cover to be a high gloss full colour hard cover	Front & back cover
Front & back cover to be in high glossy hard cover full colour finish	Front and back cover
Back to back printing on an A4 size	281 (pages)
Inside pages in standard full colour	281 (pages)
Booklet	

Delivery : No later than 15 March 2017 , @ 12 noon.

UBUHLEBEZWE

EVALUATION CRITERIA

STAGE 1: FUNCTIONALITY

In order to reach the final stage, the bidder must obtain at least 60% of the points for functionality. The company should demonstrate the relevant experience of the project. Bidders who do not score more than 60% 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= 20)

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

1-2 years	= 05 points
2-3 years	= 15 points
3+ year	= 20 points

Samples in form of bound printed books, such as annual report, newsletter, etc. The samples must be printed by the bidding company and it must be accompanied by reference letter (maximum points= 50)

3 points per sample

5 points per sample with a reference letter.

Copies of orders and appointment letters of previous printing jobs (maximum points = 30)

5 points per copy (order and appointment letter)

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.