



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

REF: 3831  
QUOTE NO: UBU-Q-04/03/18  
Date: 26 March 2018

Dear Sir / Madam

**REQUEST FOR A FORMAL WRITTEN PRICE QUOTATION FOR THE SUPPLY, INSTALL AND MAINTAIN DROPBOX ADVANCED LICENCES.**

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 **"SUPPLY, INSTALL AND MAINTAIN DROPBOX ADVANCED LICENCES." - UBU-Q-04/03/18"** not later than **06 April 2018 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)
- 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

QUANTITY	DESCRIPTION	PRICES INCL VAT
50	Request for 50 dropbox advanced licences with dropbox paper. Service provider to install, maintain and support software.	
<b>DELIVERY ADDRESS</b> 29 Margaret Street Ixopo 3276		

**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 2<sup>nd</sup> 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**

(Please provide a table indicating the nature of previous work, value, date commence and date completed) (no points shall be awarded if proof is not attached). (Maximum points=20)

5-7 years = 10 points

8-9 years = 20 points

**COPIES OF APPOINTMENT LETTERS OR ORDERS FOR INSTALLING DROPBOX LICENCES (Please attach) (maximum points=30)**

5 points per appointment letter/order

**REFERENCES (Service provider to attach reference letters for similar projects) (maximum points =30)**

5 Points per letter

**PERSONNEL EXPERIENCE IN WORKING WITH DROPBOX ADVANCED LICENCES (please attach CV of relevant personnel) (maximum points=20)**

5-7 years = 10 points

8-9 years = 20 points