



**UBUHLEBEZWE MUNICIPALITY**  
**CHIEF FINANCIAL OFFICE**  
**SUPPLY CHAIN MANAGEMENT UNIT**  
Tel : 039 834 7700  
Fax: 039 834 2978  
Email: [scm.procurement@ubuhlebezwe.gov.za](mailto:scm.procurement@ubuhlebezwe.gov.za)

REF: 3845, 3846  
QUOTE NO: UBU-Q-04/04/18  
Date: 23 April 2018

Dear Sir / Madam

**REQUEST FOR A FORMAL WRITTEN PRICE QUOTATION FOR THE SUPPLY,  
INSTALLATION AND SERVICING OF AIR-CONDITIONERS**

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, INSTALLATION AND SERVICING OF AIR-CONDITIONERS" - UBU-Q-04/04/18" not later than 04 May 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 BBEE 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
2	<ul style="list-style-type: none"> <li>- Supply, installation and automation of 24000 BTU invecter air conditioner in the server room and library boardroom</li> </ul>
1	<ul style="list-style-type: none"> <li>- Relocation and automation of the air conditioner currently installed in the server room to the office of IDP/PMS officers office</li> </ul>
2	<ul style="list-style-type: none"> <li>- Supply, installation and automation of 24000 non-in vector air conditioners for the committee clerk's office and councillor's lounge</li> </ul>
10	<ul style="list-style-type: none"> <li>- Servicing of air conditioners in the following offices;</li> <li>- PA Director corp office</li> <li>- PA Mayor's office</li> <li>- Deputy mayor's office</li> <li>- Secretary to EXCO</li> <li>- Income office</li> <li>- Cashiers office</li> <li>- OHS office</li> <li>- Main Library</li> <li>- Chief librarian's office</li> <li>- Main boardroom</li> </ul>

**DELIVERY ADDRESS**

29 Magaret Sreet  
Ixopo  
3276