



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

REF: 4325  
QUOTE NO: UBU-Q-05/03/18  
Date: 26 March 2018

Dear Sir / Madam

**REQUEST FOR A FORMAL WRITTEN PRICE QUOTATION FOR THE SUPPLY AND DELIVERY OF UNIFORM-CORPORATE SERVICES (100% LOCAL MANUFACTURED MATERIAL MUST BE SUPPLIED & MBD 6.2 LOCAL PRODUCTION AND CONTENT MUST BE COMPLETED)**

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 AND DELIVERY OF UNIFORM- CORPORATE SERVICES." - UBU-Q-05/03/18" 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 6.2, 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
	Supply and delivery of uniform (Corporate services)	
	SERVICE PROVIDERS ARE REQUIRED TO SUPPLY 100% LOCAL MANUFACTURED MATERIAL. <b>*MBD 6.2 (LOCAL PRODUCTION AND CONTENT) MUST BE COMPLETED WITH ITS ATTACHEMENTS AND MUST BE ATTACHED ON THE RETURNABLES</b>	
	All prices must include VAT	
DELIVERY ADDRESS 29 Margaret Street Ixopo 3276		

<u>Items</u>	<u>Quantity and Sizes</u>	<u>Printing Requirements</u>	<u>Quotation amount Incl. VAT</u>
<b>NAVY VERSATEX POLY COTTON KICK PLEAT SKIRTS</b>	2 x size 42 2 x size 46 4 x size 40 2 x size 38 1 x size 36	NONE	
<b>KHAKI 100% COTTON TWILL SKIRTS</b>	2 x size 42 2 x size 46 4 x size 40 2 x size 38 1 x size 36	NONE	
<b>NAVY LADIES 100% POLYESTER, MINI MATTE STRAIGHT LEG PANTS</b>	1 x size 42 1 x size 40 1 x size 36 2 x size 34	NONE	
<b>KHAKI LADIES 100% POLYESTER, MINI MATTE STRAIGHT LEG PANTS</b>	1 x size 42 1 x size 40 1 x size 36 2 x size 34	NONE	
<b>NAVY TROUSERS</b>	4 x size 32 4 x size 36 4 x size 34	NONE	
<b>LIGHT BLUE CHECKED LADIES ¾ SLEEVE BLOUSE</b>	8 x Large 4 x Extra Large 2 x Medium 2 x XXL	Municipal Logo and Municipal Name embroidered on the left pocket side	
<b>NAVY LADIES ¾ SLEEVE BLOUSE</b>	8 x Large 4 x Extra Large 2 x Medium 2 x XXL	Municipal Logo and Municipal Name embroidered on the left pocket side	
<b>POWDER BLUE MEN'S SHORT SLEEVE SHIRTS</b>	8 x Large 4 x Medium		
<b>FATIGUE PVC COATED WATER RESISTANT 100% POLYESTER JACKETS</b>	1 x Medium 9 x Large 2 x XXL 1 x Extra Large	Municipal Logo and Municipal Name embroidered on the left pocket side	
<b>100% ACRYLIC CHARCOAL LADIES CARDIGANS</b>	2 x Medium 5 x Large 1 x XXL	Municipal Logo and Municipal Name embroidered on the left side	
<b>100% ACRYLIC NAVY LADIES CARDIGANS</b>	2 x Medium 5 x Large 1 x XXL	Municipal Logo and Municipal Name embroidered on the left side	

<b>MEN'S NAVY SECURITY V-NECK JERSEYS</b>	4 x Medium 2 x Large	With Municipal Logo and Municipal Name embroidered on the left side	
<b>MEN'S NAVY SLEEVELESS PULLOVERS</b>	2 x Medium 1 x Large	With Municipal Logo and Municipal Name embroidered on the left side	
<b>LADIES GREY WITH BLACK LINING SOFT SHELL JACKETS</b>	8 x Large 2 x Extra Large 2 x XXL	With Municipal Logo and Municipal Name embroidered on the left side	
<b>NAVY LADIES QUILTED BODY WARMERS/ WINDBREAKER</b>	7 x Large 1 x Extra Large 1 x XXL	With Municipal Logo and Municipal Name embroidered on the left side	
<b>MEN'S NAVY WINTER JACKETS</b>	2 x size Large 1x Extra Large 1 x size medium	With Municipal Logo and Municipal Name embroidered on the left side	
<b>NAVY PINAFORES</b>	12 x STD sizes		
<b>BLACK LADIES SLIP ON GENUINE CORPORATE SHOES WITH SINGLE DENSITY SOLE</b>	1 x size 4 1 x size 5 5 x size 6 1 x size 7		
<b>100% COTTON PIQUE KNIT FATIGUE LADIES GOLFER</b>	1 x Medium 6 x Large 1 x XXLarge	With Municipal Logo and Municipal Name embroidered on the left side	
<b>100% COTTON PIQUE KNIT NAVY MEN'S GOLFER</b>	1 x Medium 2 x Large	With Municipal Logo and Municipal Name embroidered on the left side	
<b>BLACK PARABELLIUM SHOES</b>	2 x Size 8 2 x Size 9		
<b>NAVY SOCKS</b>	9 pairs x to fit Size 8-12		
<b>LEATHER BLACK BELTS</b>	2 x Extra Large 1 x Large		