



UBUHLEBEZWE MUNICIPALITY
CHIEF FINANCIAL OFFICE
SUPPLY CHAIN MANAGEMENT UNIT
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REF: 27996
QUOTE NO: UBU-Q-06/01/2017
Date: 26 January 2017

Dear Sir / Madam

REQUEST FOR SUPPLY AND DELIVERY OF HARRY GWALA DISTRICT MARATHON T-SHIRTS AS PER SPECIFICATION

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 HARRY GWALA DISTRICT MARATHON T-SHIRTS"- UBU-Q-06/01/17"** not later than the **08 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

ITEM	SPECIFICATION	PRINTING REQUIREMENTS	SIZES	QUANTITY
T-Shirts	<p>T-Shirts must be black in colour Be round neck Be short sleeved 165/or 180g</p>	<p>“Harry Gwala Marathon 2017 hosted by Genius Athletics Club” printed at the back of the t-shirt</p> <p>Harry Gwala Logo be embroidered at the front left hand side</p> <p>Harry Gwala Marathon 2017 be printed below the logo.</p> <p>Genius Athletics Logo be embroidered in the front right hand side</p>	<p>Small Medium Large XL</p> <hr/> <p>TOTAL</p>	<p>400 600 350 150</p> <hr/> <p>1500</p>

NB: Marathon is to be held on the 05th March 2017 and the briefing session will take place on the 03th February 2017 at Library boardroom @ 12h00.

ALL PRICES SHOULD INCLUDE VAT

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 second 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.

EXPERIENCE OF THE BUSINESS IN SIMILAR PROJECTS (MAXIMUM 30 POINTS)

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

1-2 years	10 points
3-4 years	20 points
5+ years	30 points

COPY OF ORDERS/SIGNED APPOINTMENT/ SIGNED REFERENCE LETTERS (MAXIMUM 20 POINTS)

1-3 letters	5 points
4-6 letters	10 points
Over 7 letters	20 points

SIZE OF PREVIOUS WORK (MAXIMUM 30 POINTS)

R1- R100 000	10 points
R100 001- R400 000	20 points
R400 001+	30 points

SAMPLES OF PREVIOUS PRINTED SPORTWEAR (MAXIMUM 20 POINTS)

1-4 samples	10 points
5+	20 points

POINTS SYSTEM

STAGE 2:

80 points for price
20 points for BBBEE level

This is the final stage of evaluation and is purely based on 80 points for the price and 20 points for the BBBEE level status. In order to claim the 20 points, Bidders are required to complete MBD 6.1 and submit their BBBEE certificate. Bidders who do not submit their BBBEE certificate will not get the points for BBBEE level.