



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

REF: 4674  
QUOTE NO: UBU-Q-06/01/18  
Date: 16 January 2018

Dear Sir / Madam

**REQUEST FOR A FORMAL WRITTEN PRICE QUOTATION FOR THE SUPPLY AND DELIVERY OF 2016/17 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 "SUPPLY & DELIVERY OF 2016/17 ANNUAL REPORT." - UBU-Q-06/01/18" not later than 26 January 2018 at 12h00 to: 29 Margaret Street, Ixopo 3276.

The following conditions will apply:

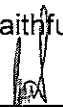
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- The quote must be submitted on a separate page containing the letterhead of your business.
- This quotation will be evaluated in terms of the 80/20 preference 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

| ITEM NO | QUANTITY | DESCRIPTION   | PRICE INCLUDING VAT |
|---------|----------|---|---------------------|
|         | 200      | Request for service provider to print 2016/17 Annual Report   |                     |
|         |          | <ul style="list-style-type: none"> <li>-Design Cover</li> <li>-Full High Gloss</li> <li>-Full Color</li> <li>-Front &amp; Back Cover (Hard Cover)</li> <li>-Back to Back Inside Color Pages</li> <li>-Booklet Binding</li> <li>-Back Cover to include Municipal Contact Details</li> <li>-Front Cover to have Logo</li> </ul> |                     |
|         |          | Delivery: No later than 15/03/2018  |                     |

DELIVERY ADDRESS:  
**29 MARGARET STREET**  
**IXOPO**  
**3276**

**UBUHLEBEZWE**

Telephone 039 834 7700  
Fax 039 834 1168  
E-mail [mm@ubuhlebezwe.org.za](mailto:mm@ubuhlebezwe.org.za)  
Website [www.ubuhlebezwe.org.za](http://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

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**SPECIFICATION FOR THE PRINTING OF 2016/2017 ANNUAL REPORT**

| <b>DESCRIPTION</b>  | <b>QUANTITY</b>      |
|---|----------------------|
| <b>Design front cover with municipal logo, back cover to have municipal contact details</b> |                      |
| Full colour Copies of the Annual Report   | 200                  |
| 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   | (401 pages)          |
| Inside pages in standard full colour  | (401pages)           |
| Booklet   |                      |

## 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 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 (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 order 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 Ms NK Sibobi at 039 834 7700 during office hours.