



**UBUHLEBEZWE MUNICIPALITY
CHIEF FINANCIAL OFFICE
SUPPLY CHAIN MANAGEMENT UNIT**

**Tel : 039 834 7700 / 7745 / 7748 / 7749
Fax: 039 834 2978 / 039 834 1168
Email: procurement@ubuhlebezwe.org.za**

**QUOTE NO: UBU-Q-08/08/14
Date: 27 August 2014**

REF: 25290

Dear Sir / Madam
REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR PROMOTIONAL MATERIAL ITEMS.

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 "Provision of Promotional Material Items" - & UBU-Q-08/08/14" not later than the 05 of September 2014 at 12h00 to: 29 Margaret Street, Ixopo 3276. Briefing date 01 September 2014 at the Social Development Boardroom 10H00.

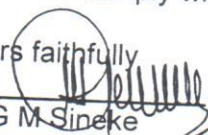
The following conditions will apply:

- 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.
- A firm delivery period must be indicated.
- 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.
- Tax Clearance Certificate(MBD2)
- A letter confirming proof of registration in the database not older than twelve (12) months
- **BBBEE Certificate bearing SANAS LOGO (if your certificate does not have SANAS logo, it will be regarded as invalid)**
- **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 two (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



Ubhlebezwe Municipality

CALL FOR QUOTATIONS

Ubhlebezwe Local Municipality is requesting the services of an experienced service provider to provide quotations for Promotional Material items listed below:

<u>Item</u>	<u>Specification</u>	<u>Printing Requirements</u>	<u>Quantity</u>
Disk Holders	Full colour standard size with glossy finish	Municipal Name Municipal Logo Contact Details Slogan	1000
A4 Executive Diary	Full mocha /burgundy / black synthetic Leather with magnetic/ press stud closing flap. Inserts: Schedule and Calendar of meetings ; Vision and Mission Statements ; Contact details for the Municipality	Name Designation Municipal Name Municipal Logo Slogan	42
A5 Diary	Black cover Inserts: Schedule and Calendar of meetings ; Vision and Mission Statements ; Contact details for the Municipality	Municipal Name Municipal Logo Slogan	150
Wall Calendars	Full colour	Municipal Name Municipal Logo Contact Details Vision & Mission Slogan	2000
Year Planners	Full colour, horizontal one month per page	Municipal Name Municipal Logo Contact Details Slogan	60
Vehicle numbering	2x vinyl sticker-on numbers for each vehicle (1 on the roof and 1 on the left back bumper)		34
Cardboard folders		Municipal Name Municipal Logo	3000
Leather Folders	Black Freestyle A4 Zip-Around Folder	Municipal Name Municipal Logo Slogan	25
Season's Greeting Cards		Municipal Name Municipal Logo Christmas Message	200 For His Worship the Mayor, Deputy Mayor, MM and the Speaker (50 each)

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 2nd 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= 50)

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

1-3 year = 10 points

4-6 year = 30 points

7+ year = 50 points

Size of previous experience in similar project (size value of previous jobs) (maximum points= 30)

R1 to R100 000 =5points

R 100 001 – R 300 000 =15points

R 300 001 + =30 points

References (service providers to attach reference letters for similar projects)

1-5 reference letters = 15 points

6-10 reference letters = 20 points

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 Mr ME Mkhize at 039 834 7700 during office hours.