

**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-09/01/14
Date: 15 JANUARY 2014

REF NO: 19910

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR THE PRINTING OF 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 "PRINTING OF ANNUAL REPORT": - & UBU-Q-09/01/14" not later than the 24TH of JANUARY 2014 at 12h00 to: 29 Margaret Street, Ixopo 3276

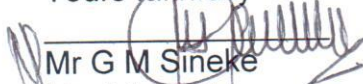
The following conditions will apply:

- 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.
- 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 proof of registration in the Uthmaniyana Municipality database
- **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)
- 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.

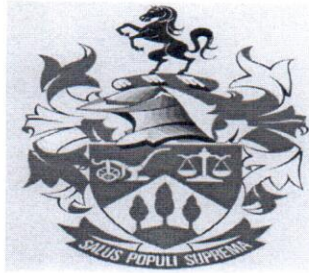
The council does not bind itself to accept the lowest or any quotation and reserves the right to accept the quotation as whole or in part, at the rates quoted
Failure to comply with these conditions may invalidate your offer.

Yours faithfully


Mr G M Sineke
Municipal Manager

UBUHLEBEZWE

Telephone 039 834 7700
Fax 039 834 1168
E-mail mm@ubuhlebezwe.org.za
Website 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

SPECIFICATION FOR THE PRINTING OF 2012/2013 ANNUAL REPORT

DESCRIPTION	QUANTITY
Full colour Copies of the Annual Report	150
Front & back cover to be a hard cover	Front & back cover
Front & back cover to be in glossy finish	Front and back cover
Back to back printing on an A4 size	454 (pages)
Inside pages in standard full colour	454 (pages)
Booklet	

Delivery : No later than 11 March 2014 , @ 12 noon.

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)

1-2 years	= 10 points
2-3 years	= 30 points
3+ year	= 50 points

Size of previous experience in similar project (size value of previous jobs) (maximum points= 50)

R1 to R50 000	= 10 points
R 50 001 – R 200 000	= 30 points
R 200 001 +	= 50 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 ordered 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 Mrs UP Mahlasela at 039 834 7700 during office hours.