



UBUHLEBEZWE MUNICIPALITY  
CHIEF FINANCIAL OFFICE  
SUPPLY CHAIN MANAGEMENT UNIT  
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REF: 26061/ 26066  
QUOTE NO: UBU-Q-09/01/16  
Date: 18 January 2016

Dear Sir / Madam

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR ACCOMMODATION FOR BUDGET STRATEGIC PLAN.**

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 "**ACCOMMODATION FOR BUDGET STRATEGIC PLAN**": - & **UBU-Q-09/01/16**" not later than the 25 January 2016 at 10h00 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)
- A proof of registration in the database not older than 1 year.
- **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 NUMBER	QUANTITY	DESCRIPTION	PRICE INCL. VAT IF VAT VENDOR
	16	Accommodation B&B, Lunch, Dinner and Parking for people attending Budget Strategic Plan	
		<u>Conference venue:</u> To include Projector, Water, 1x Cold Drinks per person and Mint sweet Tea Break at 10h30 and 15h30 with Parties Lunch to be prepared at 12h30 on the arrival day	
		Check-in 01/02/2016 Check-out 03/02/2016	
	05	Officials will join on: check-in 02/02/2016 Check-out 03/02/2016	

DELIVERY ADDRESS  
 29 MARGARET STREET  
 IXOPO  
 3276