



UBUHLEBEZWE MUNICIPALITY
CHIEF FINANCIAL OFFICE
SUPPLY CHAIN MANAGEMENT UNIT
Tel : 039 834 7700
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Email: procurement@ubuhlebezwe.org.za

REF: 27379
QUOTE NO: UBU-Q-10/07/16
Date: 19 July 2016

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR THE SUPPLY AND DELIVERY OF PROMOTIONAL MATERIAL

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 "**PROMOTIONAL MATERIAL UBU-Q-10/07/16**" not later than the **29 July 2016 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

LIST OF PROMOTIONAL MATERIAL FOR UBUHLEBEZWE MUNICIPALITY

<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	2500
A4 Executive Diary / organisers	Page –a-day Padded Protective brass corners Quality cream paper Monthly tabs Chocolate Brown/ Black / Charcoal Colour Inserts: Schedule and Calendar of meetings , Vision and Mission Statements ; Contact details for the Municipality	Municipal Name Municipal Logo Slogan Municipal Contact details Name Designation	55
A5 Diary	Black colour 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 A1 size With Gold/Brass trimming and hole for easy hanging	Municipal Name Municipal Logo Contact Details Slogan	1500
Desk Calendars (box shaped)	Full Colour	Municipal Name Municipal Logo Contact Details Slogan	150
Potency case	With car charger, Power Banks and an 8Gig usb/memory stick Chocolate Brown/ Black / Charcoal Colour	Municipal Name Municipal Logo	30
Carrier Bags	Cotton material	Municipal Name Municipal Logo Contact Details	50
Large Umbrellas	With cement base	Municipal Name Municipal Logo	2
Season's Greeting Cards		Municipal Name Municipal Logo Christmas Message	100 His Worship the Mayor, Deputy Mayor, MM and the Speaker (25 each)
Wall Clocks	(For PI Hall Boardrooms)		5