



Newcastle Municipality

Ref No: (T) 9/2 – A029-2020/2021
Enquiries: B. Mdladla
Tel:
Fax: 034 – 328-7821

**Private Bag X6621
NEWCASTLE
2940**

REGISTERED POST

UBUHLEBESU PROJECTS

54 Klipbank Road
Ladysmith
3370

Tel: 060 428 3163/033 015 5830
Email: lindo@ubuhlebesu.co.za/ubuhlebesu@outlook.com

Dear Sir/Madam

INSTRUCTION LETTER - BID NO A029-2020/21 RFQ05: APPOINTMENT OF PROFESSIONAL TOWN AND REGIONAL CONSULTANTS TO UNDERTAKE THE PREPARATION OF LAYOUT PLAN FOR ERF15049 NEWCASTLE

This letter serves to inform you that **UBUHLEBESU PROJECTS** has been appointed as preferred bidder for the above-mentioned bid.

The details of this appointment are as follows:

NAME OF BIDDER	BID AMOUNT/PERCENTAGE	DURATION
UBUHLEBESU PROJECTS	R9 798 000.00	24 Months

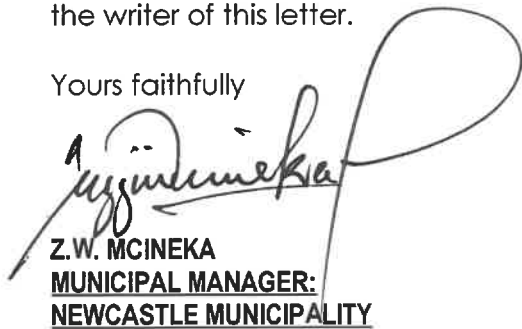
Notwithstanding the above, kindly note the following:

1. Payments due to you will only be made once all contractual documentation are in order which document may include, but not limited to, the provision of guarantees, insurances, signing of the service level agreement, etc.
2. There is no commitment from the Municipality to allocate work in relation to this award as service providers from the approved list will be allocated work as and when work become available.
3. Payments due to you will only be made once all contractual documentation are in order which document may include, but not limited to, the provision of guarantees, insurances, signing of the service level agreement, etc.

4. Payments will only be made following the submission of an invoice for services rendered or goods delivered. Such invoice must be submitted to scm@newcastle.gov.za or delivered by hand to the Supply Chain Management Unit, Office B218, 2nd floor, Newcastle Civic Centre, Tower block, Newcastle Municipality.
5. Where practical, the goods or services must be supplied only on receipt of the purchase order and reference number for such purchase order must be quoted in the invoice for the resultant delivery. All requests for delivery of goods or services without a purchase order must only be delivered on approval by the Director: Supply Chain Management.

We look forward to you making necessary arrangements to sign the contract (MBD 7) by contacting the writer of this letter.

Yours faithfully



Z.W. MCINEKA
MUNICIPAL MANAGER:
NEWCASTLE MUNICIPALITY

DATE 02/06/2023