THULAMELA LOCAL MUNICIPALITY
BID NO.35/2015/2016
REQUEST FOR PROPOSALS FOR DEBT COLLECTION SERVICES FOR THE PERIOD OF 3 YEARS

Bids are hereby invited from debt collectors with sound knowledge and experience of debt collection for provision of services regarding the debt collection of outstanding debts (accounts).

Bids must remain valid for a period of ninety (90) days after closing date of the submission thereof. Bid documents and terms of references are obtainable upon payment of a non-refundable amount of R 539,00 from 15 February 2016 at the Procurement Office. All technical enquiries must be directed to Mrs Madzhie M A or Mrs. Nembudani VE at (015) 9627 515 or 7711, whereas procurement enquiries should be directed to Mr T.P Mudzili at (015) 962 7629.

Bidders will be expected to submit the bid documents and their proposals together with the following compulsory requirements:

- Tax Clearance Certificate Issued by SARS.
- Company Registration Documents.
- Proof of updated payments of all the services in the municipality in which the business is registered or where the owner of business resides not older than 3 months and not in arrears for more than 90 days.
- Members proof of registration with relevant professional bodies.
- List of previously executed debt collection projects by the company with contract values and clients contact person thereof.

NB: Service providers must submit their certified BBBEE Verification certificate from verification agency accredited by South African accreditation system (SANAS) or a registered auditor approved by the Independent Regulatory Board (IRBA) or an Accounting Officer as contemplated in the corporation act (CCA) in order to claim preference points.

Tenderers should note the following: Functionality will be scored out of 100 and the minimum threshold to qualify is 60. Tenderers who fail to meet the minimum threshold will not be considered for further evaluation

<table>
<thead>
<tr>
<th>TARGETED GOALS:</th>
<th>WEIGHT</th>
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<tr>
<td>Functionality</td>
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<tr>
<td>Relevant Experience</td>
<td>40.0</td>
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<tr>
<td>Qualification /CV key personnel</td>
<td>20.0</td>
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<tr>
<td>Proof of Membership with Professional Bodies</td>
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<tr>
<td>Methodology</td>
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Bids will be assessed under the provisions of the following Acts and its Regulations: Municipal Finance Management Act, (Act 56 of 2003); Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) Supply Chain Management Policy of the municipality in accordance with the terms of reference and in terms of 90:10 preferential points system and functionality.

Completed bid documents signed by a duly authorized person, sealed in an envelope clearly marked “BILL No. 35/2015/2016: PROPOSALS FOR DEBT COLLECTION” must reach the undersigned by depositing it into the tender box at the foyer Thulamela Local Municipality offices by no later than 11h00 on 16 March 2016 all tenders received in time will be opened in public in the Thulamela Local Municipality offices.

Please note:

- Bid documents, which are late, incomplete, unsigned or submitted in pencil or by telegraph or electronically by E-mail, or not having the required certificates attached in-line with the terms of reference, will not be considered for further evaluation.
- The THULAMELA LOCAL MUNICIPALITY is not bound to accept the lowest or any bid and reserves the right to accept any part of a bid.

MALULEKE H.E
ACTING MUNICIPAL MANAGER
THULAMELA MUNICIPALITY