

UTHUKELA DISTRICT MUNICIPALITY

**UTHUKELA DISTRICT MUNICIPALITY
TENDER: 06/2019-PRS**

FOR UTHUKELA DISTRICT MUNICIPALITY



ADDENDUM No. 1: 25 April 2019 (06/2019-PRS)

This addendum shall be read in conjunction with and shall be deemed to form part of the project Documentation. Failure to acknowledge receipt of this Addendum may invalidate the tender.

AMMENDMENT:

1. Form of offer page has been included in the attachment.
2. Corrections to page 25 evaluation criteria as attached.
3. Page 47 debtors book has been corrected to R 964 583 115.86

Enquiries:

Enquiries: Supply Chain Management

Mr Lwazi Ngwenya Telephone: 036 638 5183

E-mail: lwazi@uthukeladm.co.za / LNgwenya2@uthukela.gov.za

UTHUKELA DISTRICT MUNICIPALITY
TENDER: 06/2019-PRS

**APPOINTMENT OF A PANEL OF SERVICE PROVIDER FOR THE PROVISION OF
DEBT MANAGEMENT SERVICES FOR UTHUKELA DISTRICT MUNICIPALITY**

ADDENDUM No. 1: 25 April 2019

This notice forms part of the Contract document and is to be **signed, dated and returned with the tender Document/Proposal.**

We acknowledge receipt of the addendum No.

Company Name:

Address:

Designation:

Telephone Number:

Date:

Signature:

Company Stamp:

UTHUKELA DISTRICT MUNICIPALITY

FORM OF OFFER AND ACCEPTANCE

OFFER

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for:

APPOINTMENT OF PANEL OF SERVICE PROVIDER FOR PROVISION OF DEBT MANAGEMENT SERVICES FOR UTHUKELA DISTRICT MUNICIPALITY FOR A PERIOD OF 36 MONTHS.

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the tender schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS

.....

..... Rand (in words);

R..... (in figures) (or other suitable wording)

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature(s)

Name(s)

Capacity

For the
Tenderer

(Name of organization)

Name and
Signature of

Witness..... Date

Evaluation Criteria

Points will be awarded, as follows:

A pre-qualification Evaluation will be undertaken. A minimum total score of 60% out of 70 points must be scored, in order to proceed to the Financial Evaluation.

Please complete the tables below and take note of the requirements for each section, which is needs to be submitted, with the completed document.

1. Experience

Description	Points:	Points	Points	
Qualification of key personnel	1 < 4 Years	5 < 9 Years	> 10 Years	
Points allocated	10	15	20	FOR OFFICE USE ONLY
Points claimed, Simply tick the appropriate box.				

CV's of key personal must be attached along with certificates.

2. Execution

Description	Points:	Points	Points	
Approach and methodology	Poor proposal no clear approach	Fair proposal with key issues covered	Approach clearly outlined all project requirements covered	
Points allocated	10	20	30	FOR OFFICE USE ONLY
Points claimed, Simply tick the appropriate box				

** Clear proposal and project methodology.

3. Experience

Description	Points:	Points	Points	
Experience of key personnel	3<5	5<10	10<15	
Points allocated	5	10	20	FOR OFFICE USE ONLY
Points claimed, Simply tick the appropriate box				

Organogram of company to be attached and staff allocation to project clearly outlined.

TERMS OF REFERENCE

SPECIFICATION:

PROVISION OF DEBT MANAGEMENT SERVICES FOR UTHUKELA DISTRICT MUNICIPALITY FOR THE PERIOD OF 36 MONTHS

This contract is for the debt collection and data cleansing, to the District Municipality.

UThukela District municipality has various household and business accounts.

As at 31 March 2019 the total debtors book of uThukela reflects the following: 964 583 115.86

The municipality is intending to appoint a reputable and competent service provider to undertake debt collection and data cleansing of the debts book.

1. SCOPE OF WORK

- Assess and establish the current situation regarding the revenue management within the municipality.
- Conduct data cleansing; using both computer software technology and experienced personnel in the use of this technology.
- Correct billing data in relation to ownership data (e.g. accuracy of id numbers; physical and postal address; contact number etc).
- Identify key anomalies that require correction; e.g. duplicate accounts missing accounts active/inactive accounts etc
- Update customer accounts with assistance of municipality staff.
- Correctly categorise each account to the appropriate municipality classification; which includes business; residents and indigent and reclassify debtors that are incorrectly identified on the billing system.
- Determine the correct debtors age analysis; debtors classification by customer type and days outstanding.
- Produce account reconciliation for each debtor account.
- Investigate all accounts that have incorrect billing.
- Reconcile migration data to eliminate inaccurate records.
- Identify all accounts that may require to be written off (for discussion of the chief financial officer/finance staff and subsequently for a council approval.
- Ensure/demonstrate skills transfer during project execution.
- Identify and assist with revenue management within the municipality
- Perform debt collection on all groups of customers.
- Pursue legal collection including summonses; judgements; letter of execution and instruction to sell.

2. MANAGEMENT OF THE CONTRACT

- The service provider of the municipality will conclude a service level agreement (SLA) based on mutually agreed performance measures.
- The municipality reserves the right to include all deliverables and performance measures that will ensure successful data cleansing and debt collection. Should the service provider not agree to such; the municipality reserves the right to terminate the contract (cancel the appointment).