



UTHUKELA DISTRICT MUNICIPALITY

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

**TENDER NO. 06/2019-PRS**

The uThukela District Municipality seeks professional service providers to provide debt management services. Tender documents are available from the offices of the Cashier from Wednesday 03 April 2019 at the uThukela District Municipality, 36 Lyell Street, Ladysmith at a non-refundable cost of R800.00. Any queries in respect of the documentation can be directed to Mr Siphamandla Dlamini via email SDlamini@uthukela.gov.za

A Compulsory Briefing Session will be held on Wednesday, 17 April 2019 at 11h00, at the uThukela District Municipality, 36 Lyell Street, Ladysmith. Failure to purchase the tender document and/or non-attendance at the Compulsory Briefing Session will render any submission invalid.

Tenders submitted on the official tender document that you have purchased are to be submitted in a sealed envelope, clearly marked **"TENDER NO. 06/2019-PRS: PROVISION OF DEBT MANAGEMENT SERVICES FOR UTHUKELA DISTRICT MUNICIPALITY"** must be deposited in the tender box situated on the ground floor of the uThukela District Municipality, 36 Lyell Street, Ladysmith, on or before the closing time of **12h00 on Tuesday, 07 May 2019**, where the tenders will be opened in public. **Late quotations or Tenders received by way of Facsimile or E-Mail will under no circumstances be considered.**

Proposals are hereby invited from suitably qualified service providers to provide integrated debt collection ;management system; together with related services in terms of uThukela district municipality credit control; debt collection and customer care policy as amended from time to time.

The period of the contract will be a maximum of three (3) years subject to an initial 6 month probation period.

The collection period for debt would be 61 days and more; clearly stipulate the percentage of commission to be levied inclusive or exclusive of VAT.

**FUNCTIONALITY**

Responsive tenders will be pre- qualified using functionality. Bidder must obtain 60% of the minimum points to be considered further.

Functionality criteria:

Approach and methodology=maximum of 30 points

Experience of key personnel=maximum of 20 points

Qualifications of key personnel=maximum of 20 points

The 90/10 Preference Points system will be applicable, with 90 points for price and 10 points for B-BBEE Status Level of Contribution. All service providers intending to submit a tender are required to register for inclusion on the District's Service Provider Database. Forms are obtainable from the District's Supply Chain Management Office.

Tenderers shall take note of the following Tender Conditions:

- uThukela District Municipality's procurement policy will apply,
  - uThukela District Municipality's does not bind itself to accept the lowest tender or any other tender and reserves the right to accept the whole or part of the tender,
  - Tenders submitted are to be valid for a period of 90 days from the closing date for submissions of tenders.
  - The Single Envelope System shall apply.
- Conditions of the tender**
- Attach to this page a Certified Copy of Registration with the Debt Collectors Council as is required in terms of Section 8(1) and 8(3) of the Debt Collectors Act No. 114 of 1998 or Confirmation as member of a Law Society in terms of the Attorneys Act,1979 or confirmation registered member of the Association of Debt Recovery Agents "ADRA". Failure to attach this document will deem the bidder non-responsive.
  - Bidders who are currently appointed for debt collection with the Municipality need not re-apply.

SN KUNENE  
Municipal Manager