**DR BEYRS NAUDE LOCAL MUNICIPALITY**

# BID NO: 48/2020

**PROJECT NAME: PROVISION OF DEBT COLLECTION SERVICES FOR BNLM FOR A PERIOD OF THREE (3) YEARS - BID NUMBER: 48/2020**

Bids are hereby invited for the Provision of Debt Collection Services for DBNLM for a Period of Three (3) Years from reputable service providers and the minimum specifications are detailed in the Bid document.

Tender documents will be available at a non-refundable deposit of R 554 from the Dr Beyers Naudé

Municipality, from the SCM Department, 11 Church Square, Graaff-Reinet, 6280, Tel nr 049 807

5700/87, e-mail: booysend@bnlm.gov.za

Bank details are as follow: First National Bank, Account Number 52300007898, Branch Number 210216, Reference – Tender Number. Proof of payment should be provided upon tender collection.

Tenders must be placed in the municipal tender box, Robert Sobukwe Building, in sealed envelopes clearly marked **"48/2020**", not later than **12h00 on Friday, 14 August 2020** and will be opened in public immediately thereafter.

Functionality will apply:

| **CRITERION NO** | **CRITERIA** | **MAXIMUM POINTS** |
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| 1 | **Presentation on**:   * Work methodology * Staffing structure and arrangements | **30** |
| 2 | **All critical requirements met:**   * Law firm fidelity fund certificate; * Operate as debt collector for more than three years in the last 10 years; * Registered office withing the DBNLM; * A certified copy of admission as Attorney and Registration with Law Society; * Certified proof of registration with council for Debt Collection | **30** |
| **TOTAL** | | **60** |

**BIDDERS MUST SPECIFICALLY TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

* Valid certified copy of LAW firm’s Fidelity Fund Certificate must be submitted with bid document (either as Entity Bidding or Lead Entity of Consortium Bidding).
* Bidders must demonstrate and provide proof of rendering a debt collection service for municipalities or government departments for a period of three (3) years and above within the past 10 years within the borders of SA (Example: Copy of contract, letter of recommendation, copy of tender awarded)
* Bidders must demonstrate and provide proof of having a registered address from where their offices will function within the Municipal boundaries of Dr Beyers Naude Local Municipality should they be awarded the tender.(example: lease agreement, option to take up lease, proof of ownership if owned by bidder).
* N.B Government Gazette, 29 July 2011 (Rule number 5) will apply o A certified copy of admission as Attorney o A certified copy of Registration with Law Society
* Debt collectors who are registered with a council for debt collectors established in terms of section 2 of Debt Collectors Act, Act no. 114 of 1998 (proof of certified certificates)
* Tenderers that do not conform to ALL of the minimum requirements will be deemed not responsive and only those bidders who adhere, satisfy and fore fill ALL of the core requirements will be evaluated further in terms of price and preferential points system

Note:

1. Faxed, e-mailed or late quotations will not be accepted.
2. Price to include VAT (if registered for vat) and disbursement costs involved with the project.
3. The tender will be evaluated on 80/20 system.
4. All suppliers must be registered on the CENTRAL SUPPLIER DATABASE. Log onto www.csd.gov.za for registration
5. A current original tax clearance certificate of SARS “or” Sars Verification pins to be supplied.
6. A current certified Municipal (rates & services) clearance certificate to be submitted.
7. A current certified BBBEE status level certificate must be submitted in order to claim preference points.
   1. If the Certificate is not attached to this tender document, no points shall be awarded for B-BBEE status.
   2. In the case of a Trust, Consortium or Joint Venture, they will qualify for points for their B-BBEE status level as a legal entity provided that the entity submits their B-BBEE status level certificate.
8. Council is not bound to accept the lowest or any tender and reserves the right to accept any tender or part thereof.
9. For further details contact Mrs D Thorne at 0498078700

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| This Bid will be evaluated and Adjudicated according to the following criteria:   * + Relevant specifications;   + Value for money;   + PPPFA Regulations 2017. |

**NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, PROVINCIAL GOVERNMENT OR MUNICIPALITY.**

**DR EM RANKWANA**

**MUNICIPAL MANAGER**