



**UMZIMVUBU**  
LOCAL MUNICIPALITY

**ADVERT DATE: 24 May 2024**

**ADVERT FOR THE APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF DEBT COLLECTION SERVICES FOR A PERIOD OF 24 MONTHS. CONTRACT NUMBER: UMZ/2024-2025/REVENUE/001**

Bids are hereby invited from suitably qualified service providers with a proven track record to submit proposals for the appointment of service provider for the provision of debt collection services for a period of 24 months.

**MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BIDS BEING DEEMED TO BE NON- RESPONSIVE.**

Umzimvubu Local Municipality Supply Chain Management policy will apply Certificate or confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/CIPC Document. 20 points will be allocated to specific goals: points for more than 50% female ownership and 10 points for 100% Black ownership and 5 points for Disabled individuals with a submission of Occupational Therapy assessment report or certified independent impairment ratter. The bid will be evaluated on 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Original Certified ID Copies of Managing Directors/ Owners. Fully completed MBD forms 4, 6.1, 8 and 9 and Billing clearance certificate or statement of municipal accounts, affidavit, confirmation letter with declaration that a company does not owe municipal services for more than 90 days are compulsory submission. Bidders must be registered on CSD and provide confirmation of registration. No couriered, faxed, e-mailed and late tenders will be accepted. Certification of documents must be within a period of 90 days. Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All tenders must be deposited in the tender box situated at Umzimvubu Local Municipality Offices at Dabula Street, KwaBhaca/Mt Frere, to be closed not later than 12h00 noon on the 03 April 2024 where they will be opened in public. All tenders must be clearly marked **“ADVERT FOR THE APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF DEBT COLLECTION SERVICES FOR A PERIOD OF 24 MONTHS” with CONTRACT NUMBER: UMZ/2024-2025/REVENUE/001.** The municipality will not make any award to a person or persons working for the state.

**Pre-Qualification:**

All bids will be subjected to a pre-qualification and will be required to achieve a minimum of 70 points for functionality to be evaluated further.

<b>CRITERIA</b>	<b>POINTS</b>
Experience	30
Expertise	60
Methodology	10
<b>Total</b>	<b>100</b>

Tender Documents will be available on e-tender Portal for free to be downloaded and those hard copies will be available at Municipal offices at a fee of R 455.00 to cover printing costs. All technical enquiries may be directed to Mr. L Matshoba 039 255 8529 and SCM Mr. T. Mbukushe 039 255 8555. Other enquiries regarding this Bid may be directed to the office of the Municipal Manager: Mr. GPT Nota.

**GPT NOTA (MUNICIPAL MANAGER)**