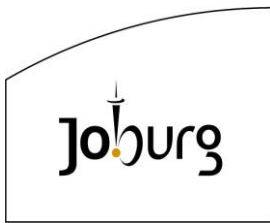


BID NO: A910

CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

INDEX

1. MBD1 - Part A
 - 1.1 Invitation to Bid
 - 1.2 Advert
 - 1.3 Bidder information
 - 1.4 Joint Venture Certificate
 - 1.5 Consortium Certificate
 - 1.6 Subcontracting Certificate
 - 1.7 Partnership Certificate
2. MBD 1 - Part B
 - 2.1 Important Notice
 - 2.2 Conditions of Bid
 - 2.3 Terms and Conditions of Bid – Tax Compliance Requirements
 - 2.4 Tax Matters
 - 2.5 General Terms and Conditions of the Contract
3. Section 1
 - 3.1 Returnable Documents
 - 3.2 Pre-qualification Criteria
 - 3.3 Disqualification Criteria
 - 3.4 Conditions of Award
4. Section 2
 - 4.1 Bid specifications/terms of reference
 - 4.2 Form of Bid



BID NO: A910

CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

4.3 Proposal Price Adjustment

5. Section 3

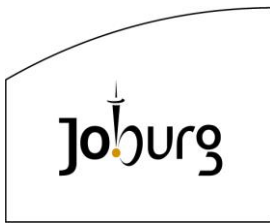
5.1	Invitation to Bid	MBD 1
5.3	Declaration of interest	MBD 4
5.4	Declaration for Procurement above R10m	MBD 5
5.5	Preference points claim form in terms of the Preferential Procurement Regulations 2017	MBD 6.1
5.6	Declaration of Supply Chain Practices	MBD 8
5.7	Certificate of Independent Bid Determination	MBD 9
5.8	Declaration of municipal accounts	
5.9	Declaration in Terms of Clause 112(1) of the Municipal Finance Management Act (NO.56OF 2003)	MBD 10

6. Section 4

6.1 Technical data, omissions, variations and company details.

8. Section 5

8.1 Check list



BID NO: A910

CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

MBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR [REQUIREMENTS] OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	A910	CLOSING DATE:	24 MARCH 2022	CLOSING TIME:	10:30AM
DESCRIPTION	CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BID DOCUMENTS MUST BE DEPOSITED IN THE TENDER BOX SITUATED AT:

GROUND FLOOR, METROPOLITAN CENTRE
158 CIVIC BOULEVARD
BRAAMFONTEIN, JOHANNESBURG.

COMPULSORY BRIEFING SESSION

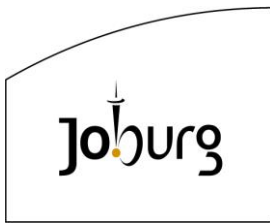
DATE : 28 FEBRUARY 2022

TIME : 10:00 AM

VENUE : There will be a compulsory online briefing session, via Microsoft Teams. Interested bidders are required to register at the following email address RSSCAttcol@joburg.org.za, up to twenty-four (24) hours prior to the date of the compulsory online briefing session.

SUPPLIER INFORMATION

NAME OF BIDDER	
POSTAL ADDRESS	
STREET ADDRESS	

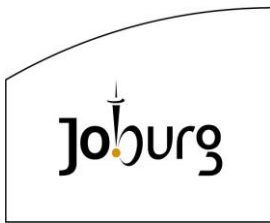


BID NO: A910

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TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
TAX COMPLIANCE STATUS	TCS PIN :		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No

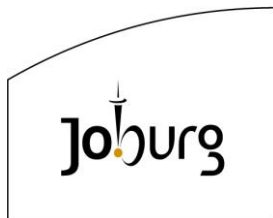
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]



BID NO: A910

CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	REVENUE SHARED SERVICES	CONTACT PERSON	LOVEY SIKWANE
CONTACT PERSON	LOVEY SIKWANE	TELEPHONE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	LoveyS@joburg.org.za
E-MAIL ADDRESS	LoveyS@joburg.org.za		

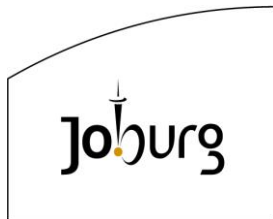


BID NO: A910

CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

CITY OF JOHANNESBURG
Proposals are invited for:

PROPOSAL	DESCRIPTION	BRIEFING SESSION DATE & TIME	COMPULSORY BRIEFING SESSION VENUE	TECHNICAL ENQUIRIES	TENDER DOCUMENT	CLOSING DATE & TIME	EVALUATION CRITERIA
A910	City of Johannesburg Invites Proposals / Bids For A Panel Of Specialised Debt Collection Attorneys And Registered Debt Collectors For Collection Services, To Assist With The Revenue Collection As And When Required For A Period Of Thirty-Six (36) Months.	Compulsory 28 February 2022 10:00 AM	COMPULSORY BRIEFING SESSION There will be a compulsory online briefing session, via Microsoft Teams. Interested bidders are required to register at the following email address RSSCAttcol@joburg.org.za , up to twenty-four (24) hours prior to the date of the compulsory online briefing session.	Lovey Sikwane Email: LoveyS@joburg.org.za	Can be Downloaded for free from: www.joburg.org.za Downloaded for free from www.etenders.gov.za	24 March 2022 10:30 AM	FUNCTIONALITY PRE-QUALIFICATION CRITERIA FOR PREFERENTIAL PROCUREMENT Only Exempted Micro Enterprise (EME) or Qualifying Small Enterprises (QSE) in terms of Regulation 4.(1) (a) and (b) will be considered for this tender in line with the PPPFA Regulations of 2017.



BID NO: A910

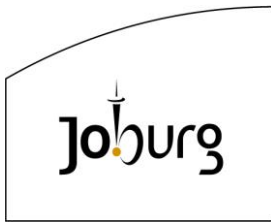
CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

- Bids will be evaluated in terms of the above **stipulated** preference point system in line with Preferential Procurement Regulations 2017.
 - Bidders are required to, together with their Bids/Proposals, submit original and valid **BBB-EE** Status Level Verification Certificates or certified copies thereof to substantiate their **BBB-EE** rating claims. Bidders who do not submit their **BBB-EE** Status Level Verification Certificates **will not be** disqualified from the bidding process however they will score zero (0) out of maximum points allocated respectively for **BBB-EE**.
 - Copies of the abovementioned Bids/Proposal will be available from **18 February 2022** and can be downloaded from the City of Johannesburg's website as www.joburg.org.za →tender documents Or www.etenders.gov.za →tender documents.
 - ***BID/PROPOSAL SUBMISSIONS MUST BE IN THE ORIGINAL, AND MUST INCLUDE ALL INFORMATION AS REQUESTED IN THE BID/PROPOSAL DOCUMENT***
 - Sealed Bids/Proposals marked with the Bid/Proposal number and addressed to the Municipal Manager, City of Johannesburg must be deposited in to tender box at the main entrance, ground floor, Main Administration Building, Metropolitan Centre, 158 Civic Boulevard, Braamfontein not later than 10:30am on the closing date stated above.
 - **ANY BID/PROPOSAL RECEIVED AFTER 10:30 AM WILL NOT BE ACCEPTED.**
 - The prescribed reading of Bidders names will commence in public in the vestibule (Main Entrance) Ground Floor Main Admin Building, Metropolitan Centre.
 - **NO TELEGRAPHIC, TELEPHONIC, E-MAIL AND FACSIMILE BIDS/PROPOSALS WILL BE ACCEPTED**
 - **In response to the Covid-19 principles of social distancing, The Tender Box is located on the walkthrough section of the Building and as such bidders do not require to enter the Main building to submit their Bids in the Tenders Box.**
 - **Should Bidders wish to enter the main building, they shall do so only after complying with the City's Covid-19 measures, i.e. (temperature reading, sanitization, screening etc.)**
 - In keeping with the requirement for social and physical distancing, and to avoid congestion, bidders or their representatives will be required to queue, one Metre apart, and wait for the turn to deposit bid documents. Due to the foregoing requirement, bidders or their representatives may experience delays and should therefore plan and give themselves sufficient time to submit bids, in order to avoid missing the stipulated bid closing times. The City will not be liable for failure to deposit bids within the stipulated times, even if the bidders or their representatives were already on the queue before closing time.
- NB: It is the prospective bidders' responsibility to obtain documents in time so as to ensure responses reach the City of Johannesburg timeously.**
- **The City of Johannesburg reserves the right to cancel or withdraw any item published on this day.**

CITY MANAGER

ADVERTISE IN:

The Sowetan
The Business Day
The media 24
The Citizen

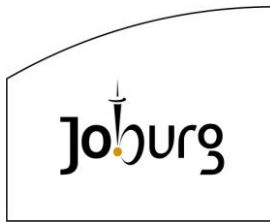


CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

BUSINESS STRUCTURE	
Individual	
Joint Venture	
Company	
Consortium	
Sub – Contractor	
Other	
If individual	
Name of Bidder	
Contact Person	
Registration number	
Vat number	
CIDB number	
CSD registration number	
Business Address [not postal address]	

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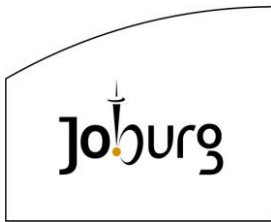


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Telephone	
Facsimile/Email address	
COMPANY	
Name of Bidder	
Contact Person	
Registration number	
Vat number	
CIDB number	
CSD registration number	
Business address [not postal address]	
Telephone	
Facsimile/fax	
E mail	
If Joint Venture	
Name of Bidder	

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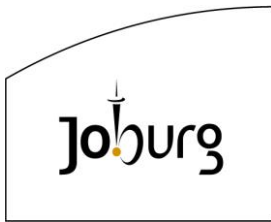


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Contact Person	
Registration number	
Vat number	
CIDB number	
CSD registration number	
Business address [not postal address]	
Telephone	
Facsimile/fax	
E mail	
If consortium	
Name of Bidder	
Contact Person	
Registration number	
Vat number	
Business address	

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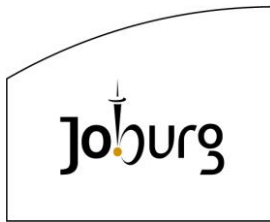


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[not postal address]	
Telephone	
Facsimile/fax	
E mail	
If subcontracting	
Name of Sub-contractor	
Contact Person	
Registration number	
Vat number	
CIDB registration	
CSD registration number	
Business address [not postal address]	
Telephone	
Facsimile/fax	
E mail	

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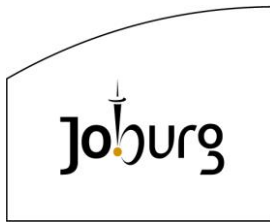
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If other	
Name of Bidder	
Contact Person	
Registration number	
Vat number	
CIDB number	
CSD registration number	
Business address [not postal address]	
Telephone	
Facsimile/fax	
E mail	

MUNICIPAL DETAILS	
SUPPLIER NUMBER [if applicable]	

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INITIAL



CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

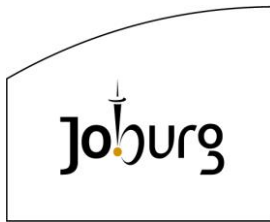
JOINT VENTURE CERTIFICATE

We, the undersigned member firms in the Joint Venture _____
[Name of the Joint Venture], hereby authorize Mr./Ms. _____
to sign this bid document as well as any contract resulting from this Bid number
_____ and any other documents and correspondence in connection with
this Bid and / or contract for and on behalf of the Joint Venture.

NAME OF THE FIRM	REPRESENTATIVE OF THE FIRM	DESIGNATION OF THE REPRESENTATIVE OF THE FIRM	SIGNATURE

NOTE: Copy of the Joint Venture Agreement must be attached to this Joint Venture Certificate indicating the percentage contribution of each firm to the Joint Venture and the allocation responsibilities.

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CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

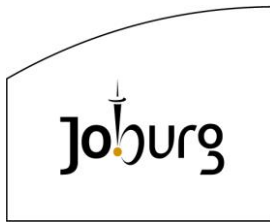
CONSORTIUM CERTIFICATE

We, the undersigned consortium partners, hereby authorize _____ [Name of entity] to act as lead consortium partner and further authorize Mr./Ms. _____ to sign this offer as well as any contract resulting from this Bid number _____ and any other documents and correspondence in connection with this Bid and / or contract for and on behalf of the consortium.

CONSORTIUM PARTNER	FULL NAME OF CONSORTIUM MEMBER	PARTICIPATION %	SIGNATURE

NOTE: Copy of the Consortium Agreement must be attached to this Consortium Certificate indicating the allocation of responsibilities of consortium partner to the Consortium.

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CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

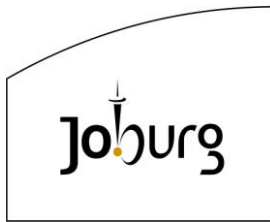
SUBCONTRACTING CERTIFICATE

I/We, the undersigned bidder undertakes to subcontract _____% of the total bidding value to the below subcontractor/s.

NAME OF SUBCONTRACT OR	CONTACT MEMBER OF THE SUB CONTRACT OR	% TO BE SUBCONTRACT ED	% TO BE SUBCONTRACT ED TO OWN SUBSIDIARIES	SIGNATUR E

NOTE: Copy of the Subcontract Agreement must be attached indicating the allocation of responsibilities of each subcontractor. Subcontracting of the work to the bidder's own subsidiaries must be declared.

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CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

PARTNERSHIP CERTIFICATE

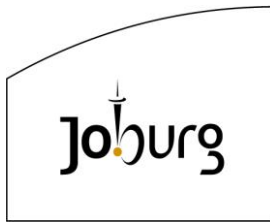
We, the undersigned partners in the business trading as _____ hereby authorize Mr/Ms _____ to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract for and on behalf of the abovementioned partnership.

<i>NAME OF PARTNER</i>	<i>IDENTITY NO.</i>	<i>SIGNATURE</i>

NOTE: Copy of the Partnership Agreement must be attached to this Partnership indicating the allocation of responsibilities of each firm partner to the Partnership.

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CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

PART B

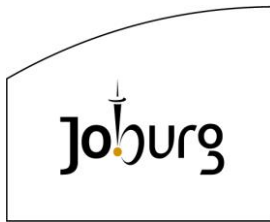
1. IMPORTANT NOTICE

A bidder is required to take notice of the following in the preparation and submission of this Bid. **THIS IMPORTANT NOTICE APPLIES TO THE BID AS A WHOLE AND MUST BE READ AS PART OF EVERY SECTION AND ANNEXURE TO THIS BID DOCUMENT.**

- 1.1 The bidder must read this bid document diligently and where possible take advice or refer to the relevant legislation and regulation applicable to procurement.
- 1.2 The bid document must be completed in black ink and in full, correctly and truthfully. Provided that it's not relevant to the bidder, it must be marked "**N/A.**"
- 1.3 Bid documents must be sealed when submitted. The submission must be at the correct address as it reads from this bid document on or before the closing date and before the closing time. The correct time to be used will be Telkom time. No submission shall be accepted other than the manner described in this paragraph.
- 1.4 Information requested must be provided. Such information must be genuine. Should information be a copy of the original, such copy must be commissioned as the true copy of the original in terms of the relevant laws.
- 1.5 Documents requested [including those under "returnable documents" under specifications/terms of reference] must be attached at the end of that particular annexure requesting such information. Should the information exceed the provided space, an addendum must be attached at the end of that particular annexure requesting such information.
- 1.6 Any requirement for signature must be signed at the appropriate space provided. It shall be deemed that the signatory is the bidder or a duly authorized person of the bidder.
- 1.7 Briefing session must be attended if compulsory. If not, the municipality highly recommends that they be attended.

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INITIAL



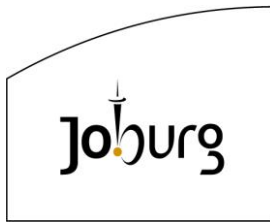
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- 1.8 Error/s made must be scratched and signed next to the error by the same person who signs the bid document. Therefore, no tipex allowed. In addition, error/s made and relating to price must be accompanied by a letter in the bidder's letterhead] pointing out the error made and acknowledging that it is his or her signature and was signed by the bidder for reasons of correcting the error.**
- 1.9 In the event that the bidder:**
- 1.9.1 fails to complete fully this bid document or to provide the information requested, or to sign the bid at the appropriate spaces provided or next to errors, his/her/ its bid may be rejected due to non-compliance or being invalid.**
 - 1.9.2 is found to be a role player or commits criminal act/s including fraud, price rigging, corruption, collusion, or forgery, the bidder shall be rejected. In the case of an award already made, the award or contract shall be terminated.**
 - 1.9.3 or any of its directors or those of the subcontractor or partner:**
 - 1.9.3.1 owe municipal charges and is in arrears for more than three months,**
 - 1.9.3.2 had during the last five years failed to perform satisfactory on previous contract with municipality or municipal entity or organ of the state after written notice given to perform satisfactorily;**
 - 1.9.3.3 abused the supply chain management of the municipality or municipal entity or committed an improper conduct; and**
 - 1.9.3.4 has been listed in the register of tender defaulters, and**
 - 1.9.3.5 if you are in the service of the state.**

THE BID MAY BE REJECTED

- 1.10 Any steps taken because the bidder has failed to comply as provided in terms of this important notice or breached terms and condition of the bid, shall not prevent the municipality from taking any steps available in law in addition to the remedies taken because of none compliance or breach.**

INITIAL



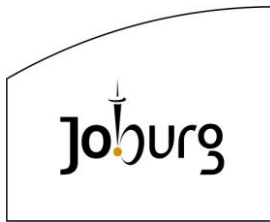
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- 1.11 **Failure to take note of the advises and recommendations made under this important notice, it shall be at his/her/its own risk.**
- 1.12 Bidders shall provide full and accurate answers to all (including mandatory) questions posed in this document, and, are required to explicitly indicate either "Comply/Accept (with a ☐)" or "Do not comply/Do not accept (with an X)" where required in this bid document. Where necessary, the bidder shall substantiate their response to a specific question.
- 1.13 Offer to be valid for 120 days from the closing date of bid.

2 CONDITIONS OF BID

- 2.1 The bidder must read the specifications/Terms of Reference, important notice, the conditions of the bid, the general conditions diligently. It is advised that the bidder takes relevant advice on all the matters relating to the bid and any relevant legislation that impacts on public procurement – ignorance is and will not be an excuse.
- 2.2 Bid documents must be collected at the stipulated address, date and time as advertised. Or be downloaded from the appropriate internet address.
- 2.3 No bid will be accepted from persons in the service of the state as it is defined in the Municipal Finance Management Act and Regulations.
- 2.4 The bid terms and conditions remain binding to the bidder for the duration of the validity period or any other extended period.
- 2.5 A consideration of this bid is subject to the preferential laws and policies including those relating to BBBEE, Preferential Procurement Policy Framework Act 5 of 2000 and its Regulations as amended, local content, subcontracting and commissioning of documents. Specifically, and not solely:
- 2.5.1 relating to economic transformation;
- 2.5.2 that the tender may not necessarily be awarded to the bidder with the highest point;
- 2.5.3 about price scoring on **90/10** or **80/20**;

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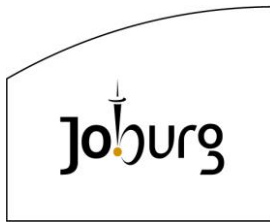


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- 2.5.4 about historically disadvantaged individuals [HDI] South African citizens. That a person who obtains SA citizenship after the Interim Constitution came into effect is **NOT** considered an HDI; and
- 2.5.5 Subcontracting and local content.
- 2.5.5.1 Main contractors/ suppliers are discouraged from subcontracting with their subsidiary companies as this may be interpreted as subcontracting with themselves and / or using their subsidiaries for fronting. Where primary contractor subcontracts with a subsidiary this must be declared in tender documents.
- 2.6 The bidder is prohibited from participating in any form of price manipulation or bid rigging including those in MBD 9. If found, the bidder will be disqualified, or award be terminated
- 2.7 Bid documents will be opened after the closing time and all bidders and their prices published in the municipality's website
- 2.8 Negotiations will only be conducted with selected bidder/s.
- 2.9 The bid award shall be published in the municipal websites.
- 2.10 An award may be made to more than one bidder.
- 2.11 If considered necessary, the municipality reserves the right to visit the bidder's place of business and/or its customers.
- 2.12 The specifications are the copyright of the municipality.
- 2.13 The municipality reserves the right to cancel the requests for bids at any time or stage before the award or not to accept any bid.
- 2.14 Should it be found that the bidder has not been truthful and/or dishonest, then municipality shall cancel the award and negotiate with the next best bidder.
- 2.15 Any material submitted by the bidder which it considers confidential must be marked as such by the bidder.
- 2.16 Any dispute arising out of or relating to the bid must first be referred to the Accounting Officer for resolution. Such resolution to be made within 60 days of referral.
- 2.17 The tender may be divisible and be awarded to more than one bidder.

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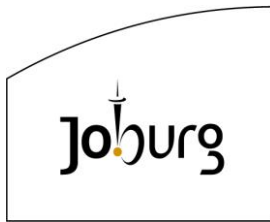
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3. TERMS AND CONDITIONS FOR BIDDING [Part B – Tax Compliance Requirements]

- 3.1 Bidders must ensure compliance with their tax obligations.
- 3.2 Bidders are required to submit their unique personal identification number (pin) issued by Sars to enable the organ of state to view the taxpayer's profile and tax status.
- 3.3 Application for the tax compliance certificate (TCC) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with Sars as e-filers through the website www.sars.gov.za.
- 3.4 Foreign suppliers must complete the pre-award questionnaire in 3.7 below.
- 3.5 Bidders may also submit a printed TCC certificate together with the Bid. In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate TCC certificate / pin / and CSD number.
- 3.6 Where no TCC is available but the bidder is registered on the central supplier database (CSD), a CSD number must be provided.
- 3.7 If the answer is "no" to all of the below, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS) and if not register as per 3.3 above.

Question	Yes	No
Is the entity a resident of the republic of South Africa (RSA)?		
Does the entity have a branch in the RSA?		
Does the entity have a permanent establishment in the RSA?		
Does the entity have any source of income in the RSA?		
Is the entity liable in the RSA for any form of taxation?		

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4. TAX MATTERS

It is a condition of bid that the taxes of the successful bidder must be in order as at the date of award, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations as at the the date of award. The annexure must be read in conjunction with the important notice.

- 4.1 The bidder must submit the tax compliance status PIN/ CSD in order to enable verification of the tax status of the bidder.
- 4.2 The bidder, upon being called to, must submit a valid Tax Clearance Certificate issued by any SARS branch office in order to determine tax compliance. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 4.3 The tax affairs of the bidder, as at the date of award, must be tax compliant.
- 4.4 Provided that the bid has Consortia / Joint Ventures / Sub-contractors involved, the conditions in 4.2 and 4.3 above equally apply to each member of the Consortia/Joint Ventures /Sub - contractor.

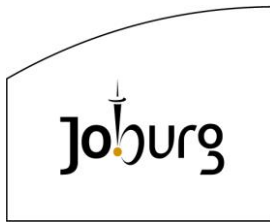
Signature

Date

Capacity

Name of Bidder

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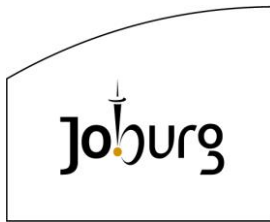
5. GENERAL TERMS AND CONDITIONS OF THE CONTRACT

- a) In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.
- b) The General Conditions of Contract will form part of all bid documents and may not be amended.
- c) Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if (applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.
- d) Wherever the following words appear, they will have interchangeable meaning: "purchaser" refers to the "municipality" and "supplier" refers to the "bidder".

Definitions

- 1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

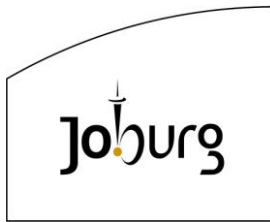
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- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether

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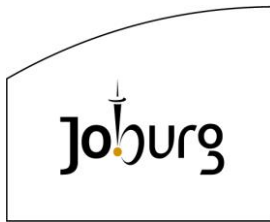


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by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

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CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

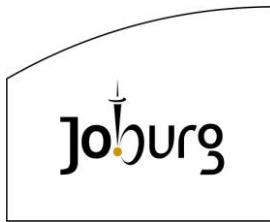
3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 Invitations to bid are, in addition to the purchaser's website and/or newspapers, are published in the Government Tender Bulletin.
- 3.3 The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za.

4. Standards

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

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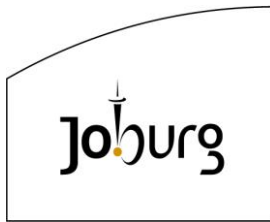
5. Use of contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

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CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

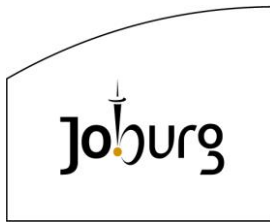
7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analysis

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.

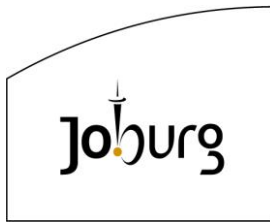
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- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk.
- Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

INITIAL



CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract.
- 9.2 The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

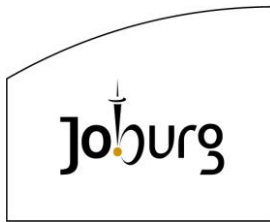
10. Delivery and documents

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.

11 Insurance

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

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CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

12. Transportation

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

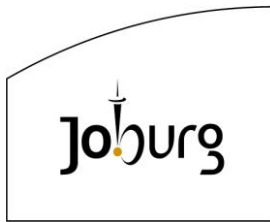
13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
 - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

- 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

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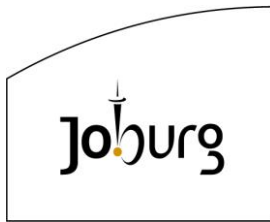
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- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

INITIAL



CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

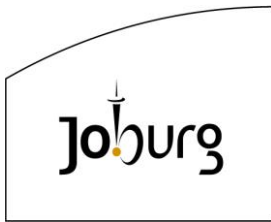
17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

INITIAL



CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

19. Assignment

- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

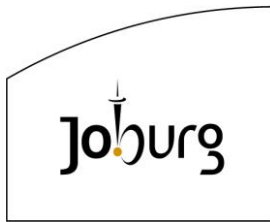
20. Subcontracts

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

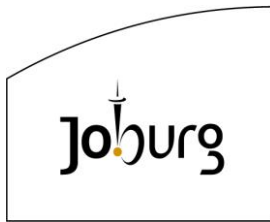
22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

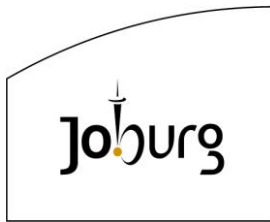
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- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the supplier fails to perform any other obligation(s) under the contract; if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;

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- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

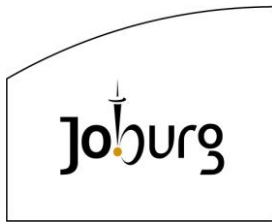
These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

- 24.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

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CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

25. *Force Majeure*

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

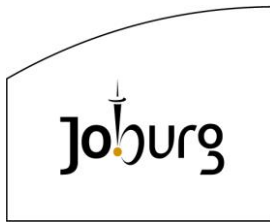
26. *Termination for insolvency*

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. *Settlement of Disputes*

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

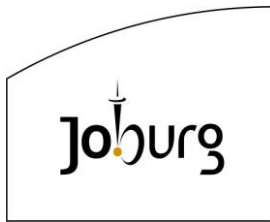
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- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
(b) the purchaser shall pay the supplier any monies due the supplier.
- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
29. Governing language
- 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
30. Applicable law
- 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

INITIAL



CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

31. Notices

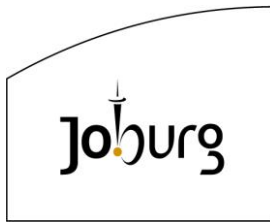
- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be awarded to any bidder whose tax matters are not in order. A tax clearance certificate must be submitted and if a copy, such must be certified as the true copy of the original. Revenue Services.

33. National Industrial Participation (NIP) Programme

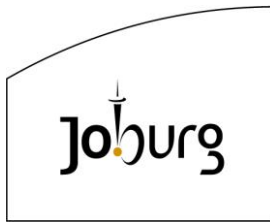
- 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.



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34. *Prohibition of Restrictive practices*

- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

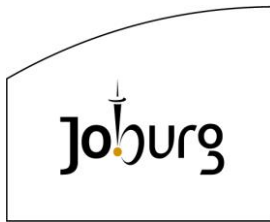


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SECTION 1

1.1	RETURNABLE DOCUMENTS	Attached
1.1.1	Valid B-BBEE accreditation certificate or certified copy issued by verification agencies accredited by SANAS; sworn affidavit issued by SAPS or Commissioner of Oath.	
1.1.2	Valid one-time pin (OTP) for tender issued by South African Revenue Services (SARS). Each Joint Venture member should submit own OTP.	
1.1.3	Recent Municipal rates and taxes for company and all directors not in arrears for more than 90 days or an affidavit or lease agreement not older than three (3) months (if in arrears must provide proof of acknowledgement to debt the account with the relevant Municipal Revenue Department).	
1.1.4	Completed and signed MBD forms.	
1.1.5	Completed and signed form of bid.	
1.1.6	Completed and signed declaration of State of Municipal Account.	
1.1.7	Proof of registration on the National Treasury Central Supplier Database or copy of CSD report or M-AAA number.	
1.1.8	Joint Venture agreement, where applicable.	
1.1.9	Recent three years audited financial statements or independently reviewed statements including Joint Ventures (If bidders are not required by law to submit audited financials, independently	

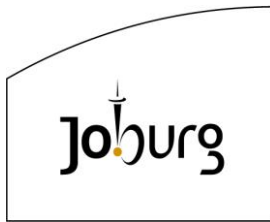
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	reviewed financial statements must be provided or for such a period from the date of the entity's date of incorporation)	
1.1.10	Proposal with a detailed outline of soft and legal collection process and plan with stage/phase implementation	
1.1.11	List of traceable and contactable reference and value of work undertaken for similar work successfully completed in the client's letterhead	
1.1.12	CV's and Certified proof of qualifications if foreign nationals valid work permit must be submitted and qualifications must be approved as per SAQA level of key personnel	
1.1.13	Call Centre resources proof of employment (Appointment letters)	
1.1.14	Company profile	
1.1.15	Valid contract with service provider on call centre lines/channels in place	
1.1.16	proof of registration with the Legal Practice Council (LPC) and or Debt Collectors Council (DCC)	
1.2	PREQUALIFYING CRITERIA	
1.2.1	PRE-QUALIFICATION CRITERIA FOR PREFERENTIAL PROCUREMENT Only Exempted Micro Enterprise (EME) or Qualifying Small Enterprises (QSE) in terms of Regulation 4.(1) (a) and (b) will be considered for this tender in line with the PPPFA Regulations of 2017.	

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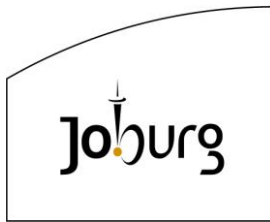


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	4(1) If an organ of state decides to apply pre-qualifying criteria to advance certain designated groups, that organ of state must advertise the tender with a specific tendering condition that only one or more of the following tenderers may respond – (a) Level 1 B-BBEE level of contributor (b) an EME or QSE. A tender that fails to meet any pre-qualifying criteria stipulated in the tender documents will be disqualified from further evaluation “EME” means an exempted micro enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act. “QSE” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.	
1.3	DISQUALIFYING CRITERIA	
1.3.1	Failure to complete and sign form of bid.	
1.3.2	The supplier who is not registered or does not have proof of registration with the Legal Practice Council (LPC) and or Debt Collectors Council (DCC).	
1.3.3	Failure to attend compulsory briefing session.	

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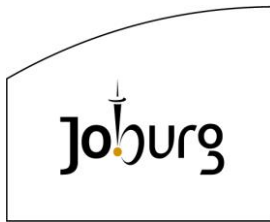


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1.4	CONDITIONS OF AWARD Notwithstanding the suppliers' proposal being recommended for award, an award shall not be made to a supplier whose:
1.4.1	A supplier whose tax matters are not in order, as confirmed in terms of the National Treasury's Centralized Supplier Database (CSD) and the SARS.
1.4.2	Municipal Rates and Taxes of the bidder and that of its Directors is in arrears for more than 90 days and there are no arrangements made with the relevant Municipality
1.4.3	Directors and Principal members are in the Service of the State as defined in Regulation 1, of the Municipal Supply Chain Management Regulations.
1.4.4	Name of the bidder or that of its directors appear on the National Treasury's database of Restricted Suppliers.
1.4.5	Bidders will not be awarded if they do not comply with the requirements of the debt collections act.

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CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

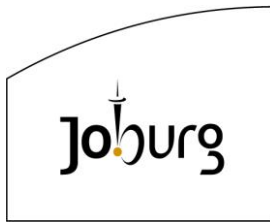
SECTION 2

CITY OF JOHANNESBURG SPECIALIST REVENUE COLLECTION PANEL

1. BACKGROUND	2
2. PROPOSAL OBJECTIVES.....	2
3. NATURE OF SERVICE REQUIRED.....	2 - 3
4. SCOPE OF WORK	3 - 6
4.1 Debt Collection	
4.2 Management process of instructions	
4.3 Withdrawal of instruction / accounts	
4.4 Reporting	
4.5 System Application Management	
4.6 Special Projects	
5. DURATION OF CONTRACT	7
6. RETURNABLE DOCUMENTS	7
7. PRE-QUALIFICATION CRITERIA FOR PREFERENTIAL PROCUREMENT	8
8. DISQUALIFYING CRITERIA	8
9. PROFESSIONAL INDEMNITY INSURANCE	9
10. WARRANTIES	9
11. TENDER RESTRICTION	10
12. ADJUDICATION OF BIDS	10
13. PRICING SCHEDULE (NON-FIRM PRICE AND COMMISSION BASED).....	10
14. EVALUATION CRITERION	11 - 1

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INITIAL



CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

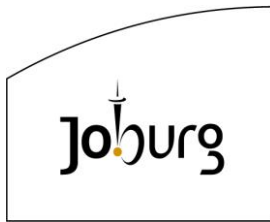
1. BACKGROUND

The City of Johannesburg Metropolitan Municipality ("the COJ") generates approximately 1.1 million bills per month, distributed via post and electronic platforms (e-mail, MMS, SMS), across seven regions being region A,B,C,D,E,F and G.

The customers comprise of Residential, Business, Large Water Users and Large Power Users and are categorised according to Platinum, Gold, Silver and Bronze, this is informed by the use of services and their property values.

The City utilises SAP (ISU) for billing processing, and SAP (CRM) for query management that requires support to enhance the manual city's strategic collection drive.

Emanating from the revenue generated by the city in respect of assessment rates, water and sanitation, electricity, refuse removal, the city incurs a debt owing to the services billed and interest accrued on such arrear debts that is committed to recovering all the outstanding debt owing to it through specialised debt collection attorneys, registered debt collectors with the use of a dedicated debtors management system.



CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

2. PROPOSAL OBJECTIVES

The purpose of this proposal is therefore to call upon the most suitable qualified bidders to maximize the collection of outstanding debt on all handed over accounts on the debtor's book. Emphasis will be to aggressively utilize specialist skills, to collect handed over outstanding amounts due to the City utilising the City's approved system.

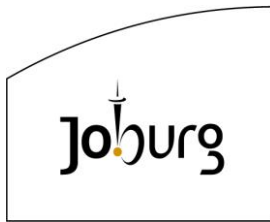
In this regard the City has given due consideration to the current economic climate, The National Credit Act and the Consumer Protection Act.

3. NATURE OF SERVICE REQUIRED

In terms of Section 64 (2) of the MFMA, the municipality must take reasonable steps to ensure that effective revenue collecting systems, credit control and debt collection policies are in place. Therefore the municipality must indicate the measures being taken to address any outstanding debtors and the extent to which such measures are yielding intended results. The intention is to ensure effective and efficient debt collection.

The emphasis of this tender is to acquire the services focused on the debt collection through Registered Debt Collector and Specialised Debt Collection Attorneys.

INITIAL



CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

4. SCOPE OF WORK

The City has applied economy of scale strategies to capitalize on costing benefits. The tender shall be awarded for a period of three (3) years and automatically be terminated after the period of three (3) years to render the debt collection service offering that must comply with:

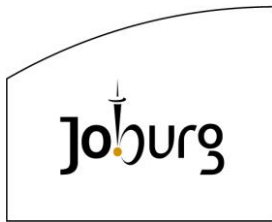
- Protection of Personal Information Act. (POPI Act)
- Electronic Communications and Transactions Act. (ECT Act)
- National Credit Regulator Act. (NCR Act)
- The Constitution of the Republic of South Africa, 1996
- The Local Government Municipal Structures Act (Act 117 of 1998)
- The Local Government Municipal Structures Amendment Act (Act 33 of 2 000)
- The Local Government Municipal Systems Act (Act 32 of 2000)
- The Municipal Finance Management Act, (Act 56 of 2003).
- The Credit Control and Debt Collection By Laws and Policy.
- Municipal Property Rates Act
- Consumer Protection Act, (Act 68 of 2008)

4.1 Debt Collection

The provision of the specialised collection and related support services to the City, and its support structures of Revenue Shared Services Centre (RSSC) for the City of Johannesburg, as and when required, for a period of three years, effective from the date of award. There will be one point of entry for this contract, and that will be through the office of the Director: Credit Management of the City within RSSC.

The City will appoint a panel of Specialised Debt Collection Attorneys and registered Debt Collectors to facilitate the debt collection process. The service provider should be in the capacity to manage the volume of work that the municipality may instruct them at any relevant point in time for the debtor's book aged in line with the credit control policy as and when amended by the City. The City cannot guarantee the extent of supply, or the volume of work to be carried out, and subsequent allocations will be informed by performance management.

INITIAL



CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

The City will require the following for an effective debt collection process management from the proposals:

Customer Information Management

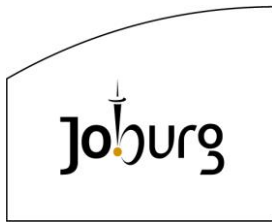
- The service provider must capture updated customer information using CoJ defined templates or information requirements and return to the City (Daily/Weekly/Monthly) for all handed over accounts
- The service provider must continuously to perform information purification by using multiple data sources that will used to update customer information
- The service provider must provide statistics of successful and unsuccessful notifications to customers (MMS/SMS/e-mail/Post/Registered letters and any other form of correspondence)
- The service provider must provide updated customer records to improve notifications (Statements, Product Marketing, Information dissemination etc.) to customers via SMS, MMS, e-mails, Post at required adhoc periods on all revenue shared services centre's (RSSC) special projects
- The service providers must perform data analysis, provide weekly and monthly reports on customers in arrears and progress on collecting debt from such customers
- The service provider must from receipt of the accounts and within a maximum of three months report on all accounts that have failed the debt collection with reasons for collection failure and recommendations for review by the City to guide the debt collection process

Call Centre Management

End to end Call centre management tools:

- The service provider must provide an activity log of agents (Connected agents) – Weekly
- The service provider must have an interactive system for contacting customers that will provide weekly record of:
 - Recording of calls made to customers
 - Duration of the calls
- Dispute management ; - Weekly

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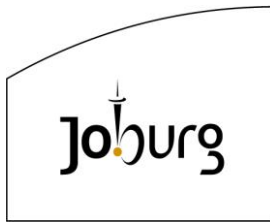


CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

- The service provider must obtain an existing/Open service ticket where accounts are disputed
- The service provider must Pursue debt on remaining services and average of disputed service
- The service provider must Deposit disputed matters in a centralized box
- The service provider must provide a consolidated report on the above categories – Monthly

4.2 Management process of instructions:

- Successful Service providers shall only carry out work when in possession of a written work instruction or Official City order, duly authorized by a Senior Officials.
- Allocation of work will be :
 - The first allocation of accounts/instructions will be distributed equally to all the panellist
 - Subsequent allocation will be based upon performance as per the illustration in the Service Level Agreement
- Evidence file on selected matters: The COJ reserves its right to request documented proof of action taken in the collection process at any given time. Should the SERVICE PROVIDER refuse and or neglect to provide the necessary proof as aforementioned, the COJ reserves its right to remove such instruction from the SERVICE PROVIDER without further notice.
- In the event of the debtor defending the action instituted against them, the SERVICE PROVIDER shall report such fact to the COJ, and shall not proceed with the prosecution of the action, unless otherwise instructed by the COJ in line with the service level agreement.
- The City will issue instructions to the service providers post availing resources to be afforded a training on the City's business model



CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

- The City will manage the collection yield according to the performance structures. Commission structures are illustrated in the table below;

Collection Yield	Performance Commission
0 – 2%	0%
3 – 5%	10%
6 – 10%	12%
11 – 15%	14%
Above 15%	15%

This table is indicative and subject to change

4.3 Withdrawal of instruction / accounts

The COJ may at any time, and in its sole discretion:

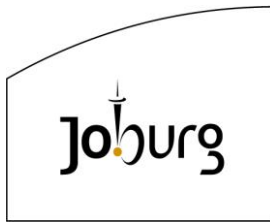
- Instruct the SERVICE PROVIDER to cease proceedings against any particular debtor in line with the SLA.
- Withdraw any instruction in respect of the collection of the amount owing by any debtor. COJ shall not be liable to pay any SERVICE PROVIDER for any costs incurred in the collection after the withdrawal of instructions.
- Withdraw any instruction in respect of defended matters. COJ shall only pay the cost as set out in the tariff schedules for defended matters.

4.4 Reporting

- The Service provider must submit a report to the City giving full details of the work undertaken on a monthly basis and as and when required in the provided format.
- The report must contain result thereof, remedial action required, and any other applicable information that may be required.
- On instruction from the City, collect or submit any documentation, report or other materials associated with the assigned task. Keep accurate records of work undertaken, and produce such records and statistics that may be required by City, when requested to do so.

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- The format of the report shall be determined by the City Official responsible for the project specific work or assignment and shall be agreed upon during the project-planning phase, prior to commencement of work.
- To communicate any information, finding or to part with any knowledge gained during execution of this contract that may in future be beneficial to the City.
- The Proposer shall divulge to the City, all information obtained in the process of execution of the contract, and shall make same available to the City immediately upon ascertaining such information.

4.5 System Application Management

The SERVICE PROVIDER will be granted access to the COJ's application system for the following purposes:

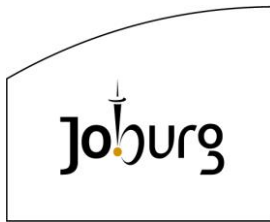
- For the purpose of receiving instruction;
- To determine the balance outstanding on any account in respect of the instruction
- To ascertain payment made by the debtor to the COJ
- To view payments made by the debtor to the City
- To record settlement arrangements made by the debtor with the SERVICE PROVIDER.
- To ascertain whether the debtor has made any settlement arrangement with the COJ
- To update status and progress of collections

The access to the CoJ system application is dependent on the equipment that conform to the City's requirements:

- Minimum Windows10 Operating System
- Antivirus Symantec
- Browser (IE minimum 10)
- CoJ VPN (Forti-Client)

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- SAP GUI 7.2

4.6 Special Projects

- Adhoc projects will be allocated to improve the revenue collection
- The City reserves the right not to accept special project proposals
- Special Projects will be sourced through quotations on an adhoc basis
- The SERVICE PROVIDER or "Project Leader" shall on having evaluated the resources requirements needed to conclude the task, submit to the Director: Credit Management or appointed nominee, detailed project specific plans.
- The project specific plans shall include a detailed listing of all personnel resources that will be utilized on the project, the project time frame with specific target dates, intervention points, and a final report date. SERVICE PROVIDER will be held to their project specific plans, unless otherwise agreed to in writing by City.

5 DURATION OF CONTRACT

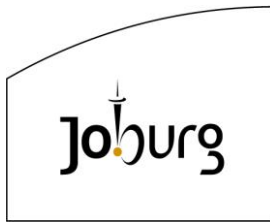
The contract will run for a period of thirty-six (36) months for the provision of the service.

6 PROFESSIONAL INDEMNITY INSURANCE:

The SERVICE PROVIDER must provide the COJ with:

- The SERVICE PROVIDER must maintain at its own cost insurance via the Fidelity Fund for any loss, liabilities or damage which the COJ may suffer arising out of non-compliance with any law and regulations Pertaining to the collection of debt on behalf of the COJ.
- The SERVICE PROVIDER must provide the COJ with a certificate confirming the relevant insurance policy on an annual basis by not later than the 31st July of each year.

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- The COJ shall be entitled at any given time to inspect the records of the SERVICE PROVIDER relating to the collection of debts on behalf of COJ.

7 WARRANTIES:

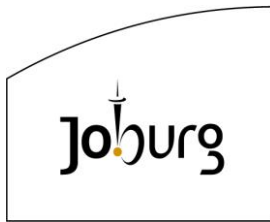
The SERVICE PROVIDER will provide the COJ with:

- The attorney acting on behalf of the COJ warrants that it shall at all times be a registered member of the Legal Practice Council (LPC)
- The debt collector warrants that it shall at all times be a member of Association of Debt Recovery Agents (ADRA) and registered as a debt collector under the provision of the Debt Collectors Act and shall comply with all the provisions, code of conduct and regulations under the Act.

8 TENDER RESTRICTION

- Only ONE submission allowed per bidder.
- Duplication will not be allowed, and parties can only tender once as part of a Joint Venture OR Individually in line with MBD9.

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9 ADJUDICATION OF BIDS

General Criteria and Screening process

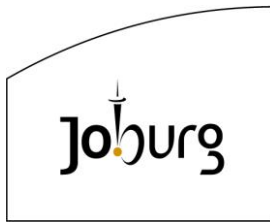
- Being on the panel of approved service providers does not place any obligation on the municipality to use the services of such service provider or entitle such service provider to any benefit during the duration of the contract
- Bids are adjudicated in terms of COJ Supply Chain Management Policy
- Note (Evaluation on this contract is not based on price as the price (commission) is predetermined)

10 PRICING SCHEDULE (NON-FIRM PRICE AND COMMISSION BASED)

- Payment is commission based as pre-determined by the CoJ. Bidders therefore agree to the commission fee structure when submitting a bid in response to this proposal.
- No collection commission shall be payable to the SERVICE PROVIDER if the matter progresses further than summary judgment stage.
- On default judgement the City will bear no legal costs, collection commission will be paid once debt has been collected.
- Such commission referred to in the tariff tables shall only be payable in respect of the commission yield informed by the debt collected against the total debt allocation

Collection Rate		Amount
X	Total Debt Book	R10,000,000.00
Y	Collected Debt	R250,000.00
A	Collection Ratio	3%

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- Tariff / Commission structure:

Collection Yield	Performance Commission
0 – 2%	0%
3 – 5%	10%
6 – 10%	12%
11 – 15%	14%
Above 15%	15%

11 EVALUATION CRITERION

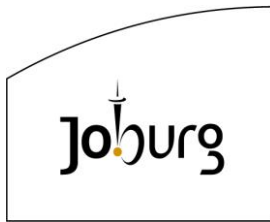
Functionality evaluation shall be based on criterion as listed per table below. Proposals will only be evaluated in terms of functionality.

Only Bidders who score minimum of **70 points or more** on functionality will be further evaluated on the technical requirements through a live system demonstration to be conducted via MS Teams.

Bidders who score **Eight (08) points** on Technical Requirements will be considered for the Panel.

Evaluation Criteria	Guideline	Maximum Points
APPROACH AND METHODOLOGY		15
	Detailed outline of soft collection process and plan : • SMS = 1 • E-mail = 1 • Voice Calls = 3	5
	Detailed outline of legal collection process and plan with stage/phase implementation: • Letter of Demand = 2 • Summons = 3 • Judgements = 5	10

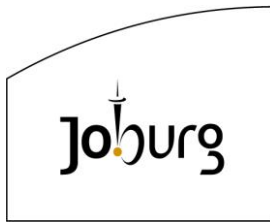
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EXPERIENCE WITH VERIFIABLE REFERENCES	Company experience in debt collection	25
	1 – 3 years = 5 - Above 3 Years to 5 years = 7 - Above 5 years = 10	10
	Similar projects with verifiable references (Attach contactable reference letter on a client's letterhead) : 1 - 3 Projects = 5 4 - 5 Projects = 10 - Above 5 Projects = 15	15
	Experience of Project Leader / Account Manager	10
	Experience in years the project leader/account manager led debt collection project/s, (attach detailed curriculum vitae) 1 – 2 years' Experience = 2 - Above 2 years to 3 years' Experience = 4 - Above 3 years to 4 years' Experience = 6 - Above 4 years to 5 years' Experience = 8 - Above 5 years' Experience = 10	10
	Debtors/Call Centre Manager	10
	Experience in years being Debtors/Call Centre Manager (attach detailed curriculum vitae) 1 – 2 years' Experience = 2 - Above 2 years to 3 years' Experience = 4	

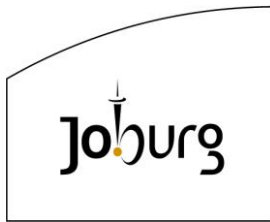
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	- Above 3 years to 4 years' Experience = 6 - Above 4 years to 5 years' Experience = 8 - Above 5 years' Experience = 10	
QUALIFICATIONS OF PROJECT TEAM (Certified Copies)	Project Leader/ Account Manager:	5
	- Matric/ Grade 12 (NQF4) = 2 - Post Matric Qualification (NQF 5 – 10) = 5	
	Debtors/Call Centre Manager:	5
	- Matric/ Grade 12 (NQF4) = 2 - Post Matric Qualification (NQF 5 – 10) = 5	
CAPACITY	Call Centre facilities: (Valid contract with telecoms call centre service provider detailing number of lines/channels/licences available)	10
	- Capacity to accommodate 5 -10 lines = 5 - Capacity to accommodate 11- 15 lines = 7 - Capacity to accommodate above 15 lines = 10	
	Call Centre Resources: (Proof of employment capacity)	10
	100% South African Nationals = 10 10% Foreign Nationals = 3 - Above 10% Foreign Nationals = 0	

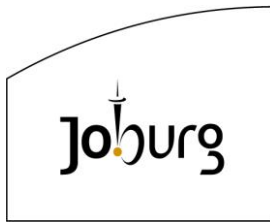
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TECHNICAL REQUIREMENTS:			
TECHNICAL REQUIREMENTS	The service provider should have the ability to trace an individual by means of the following criteria:		10
	Each criteria scores 1 Point	Achieve	Points
	ID Number / Passport Number	Yes/No	
	Date of Birth / Death	Yes/No	
	Name and Surname	Yes/No	
	Residential Address and or Property Ownership	Yes/No	
	Telephone number	Yes/No	
	Post box address	Yes/No	
	Employment status	Yes/No	
	Next of Kin - leaving or not leaving with customer (Name, Number, E-mail Address, Physical Address)	Yes/No	
	Verification of ID number or identity alerts	Yes/No	
	The system generated activity reports (as per scope of work)	Yes/No	
	TOTAL		100

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SECTION 3

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

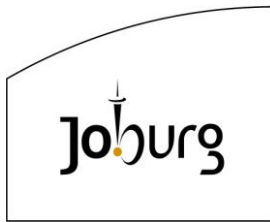
3.1 Full Name of bidder or his or her representative:

3.2 Identity Number:

¹ **MSCM Regulations:** "in the service of the state" means to be –

- (a) a member of –
- (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;

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3.3 Position occupied in the Company (director, trustee, shareholder²):

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars.....

(b) ² a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

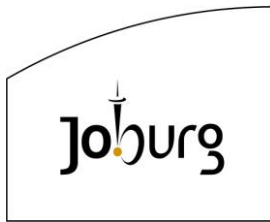
(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) An employee of Parliament or a provincial legislature.

² **Shareholder** means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES/NO**

3.12.1 If yes, furnish particulars.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, Principle Shareholders or stakeholders in service of the state? **YES/NO**

3.13.1 If yes, furnish particulars.....

3.14. Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or no they are bidding for this contract? **YES / NO**

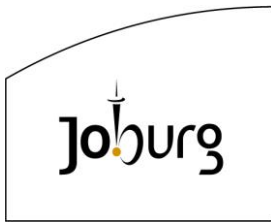
3.14.1 If yes, furnish particulars:.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

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Full Name	Identity Number	State Employee Number

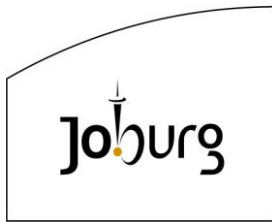
Signature

Date

Capacity

Name of Bidder

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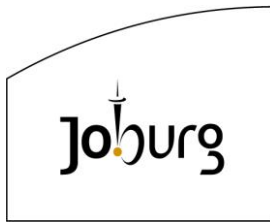
CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

Declaration of interest

In order to give effect to the declaration of interest [MBD 4], the following questionnaire must be completed. The bidder is required to respond by yes or no to the declarations and furnish information in the format provided in the event that the response is YES. By appending signature at the end, the bidder confirms the declarations to be true and correct. The declaration must be read in conjunction with the important notice.

1. Have you been in the service of the state for the past twelve months? **YES / NO**
2. Are any of the bidder's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES/NO**
3. Is any spouse, child or parent of the bidder's directors, trustees, managers, major shareholder/s or stakeholder/s in service of the state? **YES/NO**
4. Do you or any of the director/s, trustee/s, manager/s, major shareholder/s, or stakeholder/s of the bidder have any interest in any other related companies or business whether or not they are bidding for this contract? **YES / NO**
5. If yes in any or all of the above, furnish particular in the format below.

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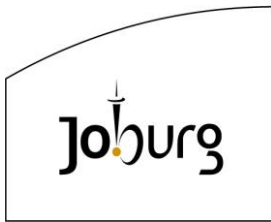
<i>Paragraph</i>	<i>Full Name</i>	<i>Identity number</i>	<i>State employee number</i>	<i>Status</i> <i>[currently or past employed]</i>	<i>Relationship to bidder</i>
1					
2					
3					
4					

Signature

Date

Capacity

Name of Bidder**INITIAL**



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MBD 5

DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (VAT INCLUDED)

For all procurement expected to exceed R10 million (VAT included), bidders must complete the following questionnaire:

1 Are you by law required to prepare annual financial statements for auditing? **YES/NO**

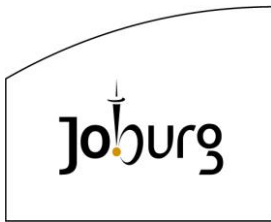
1.1 If yes, submit audited annual financial statements for the past Three years or since the date of establishment if established during the past three years.

.....

2 Do you have any outstanding undisputed commitments for municipal services towards a municipality or any other service provider in respect of which payment is overdue for more than 30 days? **YES/NO**

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days.

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2.2 If yes, provide particulars.....

3 Has any contract been awarded to you by an organ of state **YES/NO**

during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?

3.1 If yes, furnish particulars

.....

4. Will any portion of goods or services be sourced from outside **YES/NO**

the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?

4.1 If yes, furnish particulars

.....

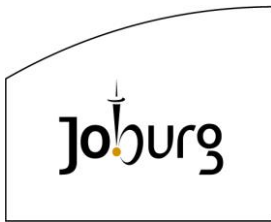
CERTIFICATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

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Signature

Date

DECLARATION FOR PROCUREMENT ABOVE R10 MILLION

In order to give effect to the Declaration For Procurement Above R10 Million [MBD 5] (Vat Included), The bidder is required to furnish information in the format provided in the event that the response is NO. By appending signature at the end, the bidder confirms the declarations to be true and correct. The declaration must be read in conjunction with the important notice.

1. Is the bidder is not required by law to prepare annual financial statements for auditing, it must submit reliable books of accounts for the past three years or since the date of establishment during the past three years from which to determine the true financial position of the bidder.

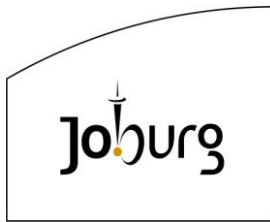
Signature

Date

Capacity

Name of Bidder

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CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

MBD 6.1**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

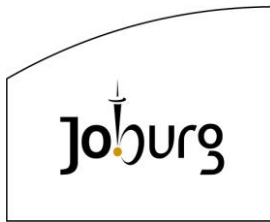
1. GENERAL CONDITIONS

- 1.1 The following preference point system is applicable to this bid:
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included)
- 1.2 Points for this bid shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.3 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	90

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INITIAL



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B-BBEE STATUS LEVEL OF CONTRIBUTOR	10
Total points for Price and B-BBEE must not exceed	100

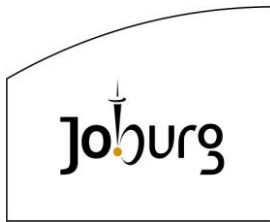
- 1.4 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good

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INITIAL



CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

- practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 90/10 PREFERENCE POINT SYSTEMS

A maximum of 90 points is allocated for price on the following basis:

90/10

$$Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

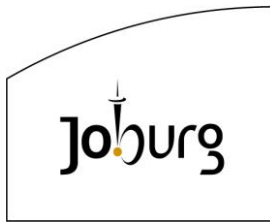
Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	6
4	5
5	4
6	3
7	2

INITIAL



CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

8	1
Non-compliant contributor	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor:.....= (maximum of 10 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

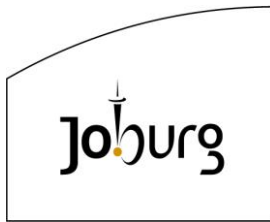
YES		NO	
-----	--	----	--

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

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INITIAL



CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

(Tick applicable box)

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

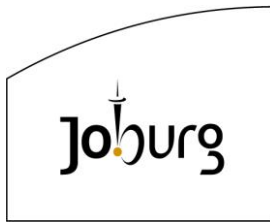
8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation

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INITIAL



CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

☐ Company

☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....

8.6 COMPANY CLASSIFICATION

☐ Manufacturer

☐ Supplier

☐ Professional service provider

☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 MUNICIPAL INFORMATION

Municipality where business is situated:

Registered Account Number:

Stand Number:

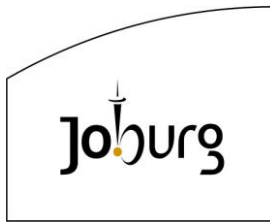
8.8 Total number of years the company/firm has been in business:

8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as

INITIAL



CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

- 1.
- 2.

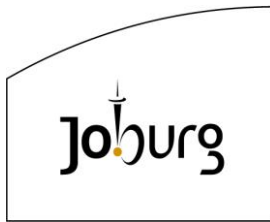
.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....



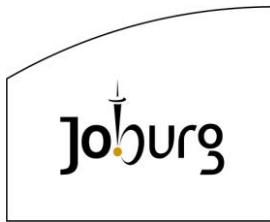
CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

MBD 8**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. Been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes ☐	No ☐

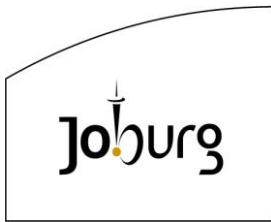
INITIAL



CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐

INITIAL



CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.5.1	If so, furnish particulars:		

CERTIFICATION

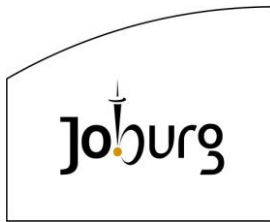
**I, THE UNDERSIGNED (FULL NAME).....CERTIFY
THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND
CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY
BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

Signature

Date

INITIAL



CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

Capacity	Name of Bidder
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MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

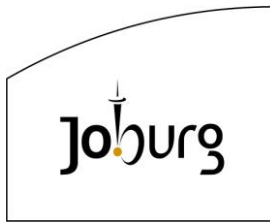
1. This Municipal Bidding Document (MBD) must form part of all bids³ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).⁴ Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

³ Includes price quotations, advertised competitive bids, limited bids and BIDs.

⁴ Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

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INITIAL



CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

In response to the invitation for the bid made by:

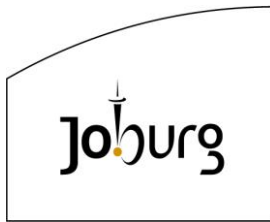
(Name of Municipality / Municipal Entity)

Do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

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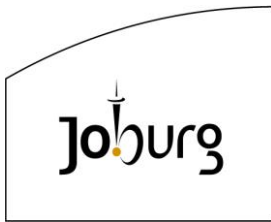


CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder.

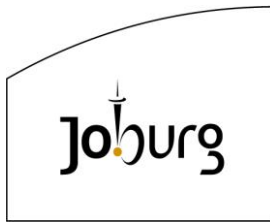
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6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium⁵ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) Bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

⁵ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

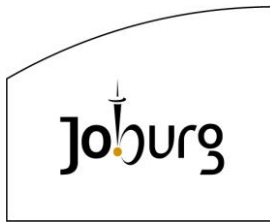
Signature

Date

Capacity

Name of Bidder

INITIAL



CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

A Any bid may be rejected if:

- Any municipal rates and taxes or municipal service charges owed by the bidder and any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.
- In the case of International companies having South African Agencies and that business premises are leased, proof of lease agreements and / or monthly rental statements must be submitted.
- The above will also be applicable for directors of the bidder/s who are leasing residential premises. Where the directors of the bidder/s reside outside the country, this requirement is not applicable.

B Bid Information

i. Name of bidder

.....

ii. Registration Number

.....

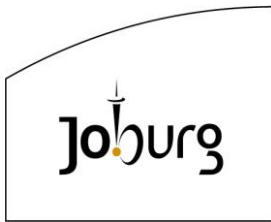
iii. Municipality where business is situated

.....

iv. Municipal account number for rates

.....

INITIAL



CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

v. Municipal account number for water and electricity

.....

vi. Names of all directors, their ID numbers and municipal account number.

1.

2.

3.

4.

5.

6.

7.

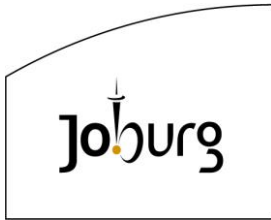
C Documents to be attached.

i. A copy of municipal account mentioned in B (iv) & (v) (Not older than 3 months)

ii. A copy of municipal accounts of all directors mentioned in B (vi) (Not older than 3 months)

iii. Proof of directors

INITIAL



CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

I/We declare that the abovementioned information is true and correct and that the following documents are attached to this form:

.....

.....

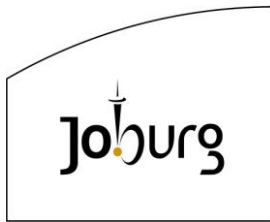
.....

.....

Signature

Date

INITIAL



CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

SPECIMAN RELATING TO SUBMISSION OF PROOF OF MUNICIPAL ACCOUNTS, LEASE OR CONFIRMATION LETTER

MUNICIPAL ACCOUNT

AFFIDAVIT RELATING TO THE MUNICIPAL CHARGES/RATES/TAXEX

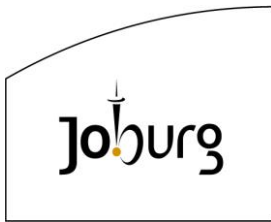
I, the undersigned,

do hereby make oath and say the following:

1. I am an adult female/male and the _____[INSERT OCCUPATION] of the _____[INSERT NAME OF BIDDER] ("**the bidder**"), and been authorised to depose to this affidavit whose main place of business is at _____

2. The facts contained in this affidavit are within my personal knowledge, save where otherwise stated or where the converse appears from the context, and are, to the best of my belief, both true and correct.

INITIAL



CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

3. Briefly, this affidavit is to relate facts in conformity with the bid requests that the bidder provides municipal account as proof that it is not in arrears by more than three months.

4. The Bidder resides within the _____ municipality.
The following are the facts which make it not to be able to accede to the request for municipal account, they are:

4.1 _____

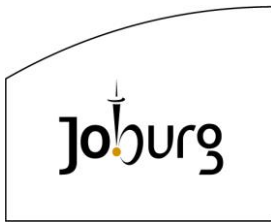
4.2 _____

.....
DEPONENT

I certify that this Affidavit was signed and sworn to before me at on this the day of _____, by the Deponent after (s)he declared that (s)he knew and understood the contents of this declaration, that (s)he had no objection to taking the prescribed oath and has taken the prescribed oath which (s)he considered binding on his/her conscience, having complied with the regulations contained in Government Notice R1258 of 21 July 1972, as amended.

.....

INITIAL



CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

COMMISSIONER OF OATHS

Full names:

Capacity:

Designation:

LEASE AGREEMENT

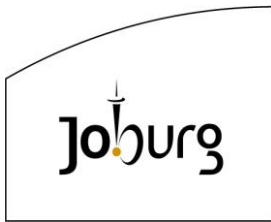
AFFIDAVT RELATING TO LEASE AGREEMENT

I, the undersigned,

do hereby make oath and say the following:

5. I am an adult female/male and the _____[INSERT OCCUPATION] of the _____[INSERT NAME OF BIDDER] ("**the bidder**"), and been authorised to depose to this affidavit whose main place of business is at _____
6. The facts contained in this affidavit are within my personal knowledge, save where otherwise stated or where the converse appears from the context, and are, to the best of my belief, both true and correct.

INITIAL



CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

7. Briefly, this affidavit is to relate facts in conformity with the bid requests that the bidder provides lease agreement as proof that it does not own the property it carries its business on.

8. The following are the facts which make it not to be able to produce and provide lease agreement in respect of the property it carries on business:

8.1 _____

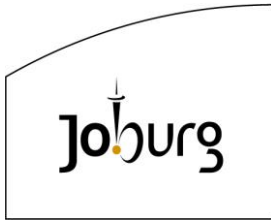
8.2 _____

.....
DEPONENT

I certify that this Affidavit was signed and sworn to before me at on this the day of _____, by the Deponent after (s)he declared that (s)he knew and understood the contents of this declaration, that (s)he had no objection to taking the prescribed oath and has taken the prescribed oath which (s)he considered binding on his/her conscience, having complied with the regulations contained in Government Notice R1258 of 21 July 1972, as amended.

.....
COMMISSIONER OF OATHS

INITIAL



CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

Full names:

Capacity:

Designation:

Address:

CONFIRMATION LETTER OF MUNICIPAL RATES/TAXES WHERE ARRANGEMENTS HAVE BEEN MADE WITH THE MUNICIPALITY

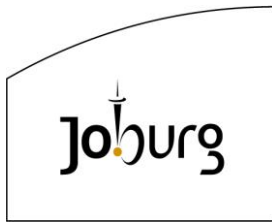
**PROCUREMENT
CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY
JOHANNESBURG**

Dear Sir/Madam

Re: Confirmation letter of municipal accounts/rates

1. This serves to confirm that _____ resides within the _____ municipality.
2. That his/her/its municipal accounts are:
 - 2.1
 - 2.2
 - 2.3
3. It is hereby confirmed that the said municipal accounts above, are not in arrears for more than 3 months.
4. *Alternatively*, an acceptable arrangement has been concluded and exists with the _____ municipality. . Such arrangement appears more fully

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CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

in the letter from the municipality/confirmation letter of municipal rates/ affidavit relating to the municipal rates/taxes.

SIGNED AT _____ ON THIS _____ DAY OF _____ 20____

SIGNATURE

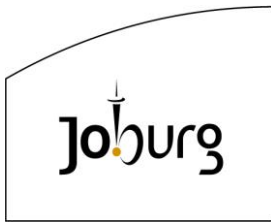
MBD 10

DECLARATION IN TERMS OF REGULATION 21(d) (ii) OF THE MUNICIPAL FINANCE MANAGEMENT ACT (NO.56 OF 2003)

In order to give effect to the declaration in this annexure, it must be completed and signed. By appending signature at the end, the bidder confirms the declarations to be true and correct. The declaration must be read in conjunction with the important notice.

1. I declare that I am duly authorised to act on behalf of _____
(name of the firm) and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.
2. To the extent that the bidder or any director/member/partner of the bidder is in arrears for a longer period than 3 [three] months, an acceptable arrangement has been agreed. Such arrangement appears more fully in the letter from the municipality/confirmation letter of municipal rates/ affidavit relating to the municipal rates/taxes.

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CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

Signature

Date

Capacity

Name of Bidder

SECTION 4

Technical data, omissions, variations

1. Bank Details

Name of Bankers: _____

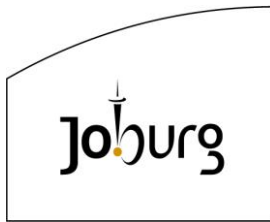
Address of Bankers: _____

Branch of Bank: _____

Bank Account Number: _____

2. Details of Similar Work Recently Carried Out

INITIAL



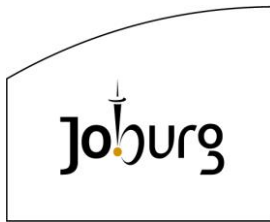
CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

DESCRIPTION OF WORK	COMPLETION DATE	CLIENT NAME AND CONTACT DETAILS	VALUE (R)

3. **Qualifications by Bidder**

Should the bidder desire to make any departures from or modifications to the General Conditions of Contract, Specification, Drawings, or in any other way to qualify this bid,

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CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

he must set out his BIDs clearly hereunder, or alternatively state them in a covering letter attached to this bid and referred to hereunder, failing which the bid will be deemed to be unqualified.

If no departures or modifications are desired, the schedule hereunder is to be marked NIL and signed by the bidder.

PAGE	CLAUSE OR ITEM

4 **Work to be done by others**

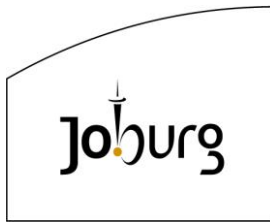
Full details must be provided here of any work required from the Council or others to provide complete execution of the work to the satisfaction of the Council.

DESCRIPTION OF WORK	TO BE EXECUTED BY

5 **Sub-Contractors**

Full details must be provided here of any work regarding sub-contractors which may be used for installation, maintenance, repair, supply of accessories and supply of parts.

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CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

DESCRIPTION OR WORK/EQUIPMENT	TO BE EXECUTED

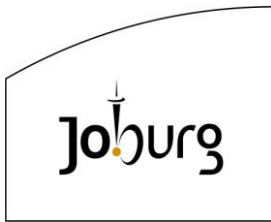
6 Plant, Transport and Staff Available

Bidders must list all equipment available for use on the contract, and must fully describe the equipment and/or plant and must further state whether owned or leased.

DESCRIPTION EQUIPMENT/PLANT	OF QUANTITY	OWNED/LEASED

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CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

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7 **Omissions and Variations from the Council's Specification**

Bids will be held to be entirely in accordance with the Council's specification except in the respects stated hereunder and the goods and/or services will be subject to rejection if it is found on delivery that they do not/it does not comply with the Council's specification on additional points which have not been approved in writing:

If the bid is in accordance with the Council's specification in all respects, the bidder must state so here:

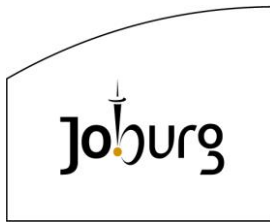
8. **Indemnity Clause**

I/We the undersigned, do hereby indemnify and hold harmless the Council in respect of all loss, cost, damage or injury that may be caused to any premises or to any person or animal by reason of the performance of this contract.

I/We, further indemnify the Council in respect of all legal and other expenses that may be incurred by the Council in examining, resisting or settling any damage, injury or loss that may in any way be occasioned by work necessary in terms of the contract.

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Signature

Date

Capacity

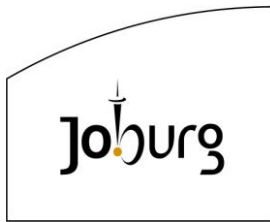
Name of Bidder

SECTION 5

DOCUMENT CHECKLIST

Part	Description	Yes	No	Comment
<u>Part A:</u> Invitation to Bid - MBD	Complete the requested information using a black ink/pen Attach: Registration documents of the bidder			

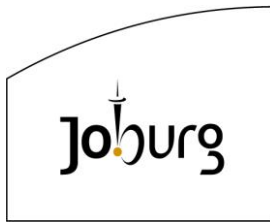
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Advert	Affiliation certificates [if belonging to professional body; if applicable]			
Bidder information	- CIDB certificate/grading certificate [if contractor; if applicable] - CSD registration summary report or MAAA number - Joint venture agreement or consortium agreement or other agreement relevant to the structure of business [if applicable] - Tax certificate <u>All at the end of section 1 marked annexures to section 1</u>			
Certificates	Attach: Related agreement to the certificate			
<u>Part B:</u> Important Notice				

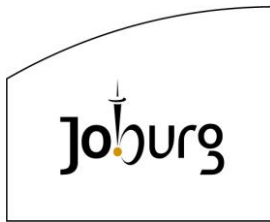
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Conditions of Bid Terms and Conditions of Bid – Tax Compliance Requirements Tax Matters General Terms and Conditions of the Contract	Read diligently and it is recommended that the bidder takes advise.			
SECTION 1				
Returnable Documents Pre-qualification Criteria Disqualification Criteria Conditions of Award	• Read diligently and it is recommended that the bidder takes advise. • Attach the referred documents			
SECTION 2				

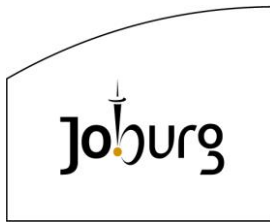
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CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

Bid Specifications/terms of reference	- Read diligently and it is recommended that the bidder takes advise. - Attach the referred documents - Provide the annexure			
Form of Bid				
Proposal Price Adjustment				
SECTION 3				
MBD 4	Declaration of interest			
MBD 5	Declaration for Procurement above R10m			
MBD 6.1	Preference Points Claim Form			
MBD 8	Declaration of Supply Chain Practices			
MBD 9	Certificate of Independent Bid Determination			
MBD 10	Declaration in Terms of Clause 112(1) of the Municipal Finance Management Act (NO.56 of 2003)			
SECTION 4				
Technical data, omissions, variations	Read diligently and it is recommended that the bidder takes advise.			

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CITY OF JOHANNESBURG INVITES PROPOSALS / BIDS FOR A PANEL OF SPECIALISED DEBT COLLECTION ATTORNEYS AND REGISTERED DEBT COLLECTORS FOR COLLECTION SERVICES, TO ASSIST WITH THE REVENUE COLLECTION AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

and company details.	• Attach the referred documents Provide the annexure			
SECTION 5				
Check List	Complete the information in the checklist			

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