

MOSSEL BAY MUNICIPALITY

INVITATION TO TENDER

CLOSING TIME: 12h00

CLOSING DATE: 5 MAY 2023

TDR426/2022/2023: APPOINTMENT OF A SERVICE PROVIDER FOR DEBT COLLECTION AND SUBSIDY MANAGEMENT

Tenders are hereby invited from qualified and experienced debt collectors to provide debt collection services for the Mossel Bay Municipality for a period of three (3) years from 1 July 2023 to 30 June 2028. The tender is subject to the approval of a section 33 process.

Tenders must be submitted on the original documents and remain valid for ninety (90) days after the closing date of the tender. Enquiries pertaining to the specifications can be addressed to Mr Jannie Fourie at telephone (044) 606-5039 or e-mail to jfourie@mosselbay.gov.za. Enquiries pertaining to the completion of the documents can be addressed to Ms Juanita Schutte at telephone (044) 606-5198 or e-mail to jschutte@mosselbay.gov.za.

A set of tender documents can be obtained at a non-refundable cost of R264.00 per set from Ms. Juanita Schutte who may be contacted at telephone (044) 606-5198 or e-mail at jschutte@mosselbay.gov.za **OR** it can be obtained on our website at www.mosselbay.gov.za free of charge. If you require a hard copy of the tender document, payments must be made at the cashiers at the **Mossel Bay Municipality's Main Building, 101 Marsh Street on the Lower Ground Floor (seaside)** or EFT (Banking details and Reference Nr can be obtained from esnyders@mosselbay.gov.za), prior to collecting and proof of payment must be provided when collecting the tender document from the Supply Chain Management Offices, 101 Marsh Street, Mossel Bay.

Fully completed tender documents must be placed in a sealed envelope and placed in the **tender box at the Entrance of the Mossel Bay Town Hall, 101 Marsh Street, Mossel Bay by not later than 12h00 on Friday, 5 May 2023** or be posted to reach the **Tender Box, Mossel Bay Municipality, PO Box 25, Mossel Bay, 6500** before the specified closing date and time. The envelopes must be endorsed clearly with the number, title and closing date of the tender as above.

Bids will be evaluated on the following functionality criteria and bids that score less than 60 out of 75 points will be considered as non-responsive:

Functionality criteria and weight:

1. Relevant company (or JV) Experience carrying a weight of maximum 30 points.
2. Relevant references of the Company carrying a weight of maximum 15 points.
3. Key Staff and Personnel allocated to this tender carrying a weight of maximum 20 points.
4. Plant/Equipment/Material carrying a weight of maximum 10 points.

Responsive bids will be evaluated on the 80/20 or 90/10 Preference Points System. A maximum of 20 points (80/20 preference point system) or 10 points (90/10 preference point system) will be allocated for specific goals. 50% of the 20/10 points will be allocated in terms of a bidder's B-BBEE scorecard and other 50% of the 20/10 points will be for a bidder's locality.

The tender box will be emptied just after 12h00 on the closing date as above, hereafter all bids will be opened in public. Late tenders or tenders submitted by e-mail or fax will under no circumstances be accepted.

The Municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The Municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points.

It is expected of all Bidders who are not yet registered on the Central Supplier Database to register without delay on the prescribed form. The Municipality reserves the right not to award tenders to Bidders who are not registered on this Database.

MR C PUREN
MUNICIPAL MANAGER