

## **EMAKHAZENI LOCAL MUNICIPALITY**



### **PROVISION OF DEBT COLLECTION SERVICES FOR EMAKHAZENI LOCAL MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS**

**ELM 23-24/05/04**

#### **EMPLOYER**

EMAKHAZENI LOCAL MUNICIPALITY  
25 Scheepers Street  
Belfast  
MPUMALANGA  
1100  
Tel: (013) 253 7600  
Fax: (013) 253 1696



**PROVISION OF DEBT COLLECTION SERVICES FOR EMAKHAZENI LOCAL  
MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS  
ELM 23-24/05/04**

## **T1.1 TENDER NOTICE AND INVITATION TO TENDER**

Bid documents will be obtainable on payment of cash non-refundable document fee of **R1500.00** per document from the offices of the Emakhazeni Local Municipality, 25 Scheepers Street, Belfast during office hours from 07H45 to 12h30 and 13h00 to 15h00 weekdays, or EFT payment made into the following bank account: **FNB Current Account Number 62028195510 Branch Code 270351, Tender Reference number (Project Number and Company Name)**, the document can only be obtained from our municipal offices at 25 Scheepers Street, Belfast.

Tenders are to be completed in black ink and completed in accordance with the conditions and rules contained in the tender documents. The tenders and relevant documents must be sealed in a envelope and externally endorsed with **Project No; and Description**; and be deposited in the Tender Box, Ground Floor, Emakhazeni Local Municipality, 25 Scheepers Street, Belfast, Mpumalanga. **The Tenders shall remain valid for a period of 90 days from the closing date.** Telegraphic, telephonic, fax, telex e-mail or late tenders will not be accepted.

Project number	Description	Availability of Tender document	Non-Compulsory Briefing session	Closing Date	Functionality %	Contact person
ELM 23-24/04/05	<b>PROVISION OF DEBT COLLECTION SERVICES FOR EMAKHAZENI LOCAL MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS</b>	Tuesday the 07 <sup>th</sup> of May 2024	None	Friday the 07 <sup>th</sup> of June 2024	70%	Procurement enquiries: Joas Madiope at 013 253 7601 <a href="mailto:joas.madiope@emakhazeni.gov.za">joas.madiope@emakhazeni.gov.za</a>  Technical enquiries: N Mbethe at 013 253 7600 <a href="mailto:Nicholus.Mbeth@emakhazeni.gov.za">Nicholus.Mbeth@emakhazeni.gov.za</a>

Tenders will be evaluated in terms of the Supply Chain Management policy of the Emakhazeni Local Municipality aligned to preferential procurement policy framework (PPPFA) (Act 5 of 2000). The method for evaluation of service providers is based on functionality, price and preferential (80/20 preference). Company Registration Number and tax compliance status PIN to enable the municipality to verify the bidder's tax compliance status must be attached. Service providers must be registered at central supplier database (CSD). Service provider must also ensure that their BBBEE certificate or sworn affidavit is still valid as they will have a big impact during evaluation processes.

### **NOTE TO BIDDERS ON BID CONDITIONS:**

- The Supply Chain Management Policy of Emakhazeni Local Municipality will apply. The Council reserves the right not to accept the lowest bid or any bid and reserves the right to accept the whole or part of the bid, or to reject all bids and cancel the notice to bid;
- Bids that are submitted late, incomplete, unsigned or by facsimile, electronically or not completed in black ink will be rejected and not accepted for further evaluation;
- Members or Directors of Companies or Service Providers who are state employees are not allowed to bid or quote;
- Bids submitted are to be valid for a period of 90 days;

**MR. J.W. SHABANGU  
MUNICIPAL MANAGER  
EMAKHAZENI LOCAL MUNICIPALITY**



**PROVISION OF DEBT COLLECTION SERVICES FOR EMAKHAZENI LOCAL MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS**  
**ELM 23-24/05/04**

### Evaluation of Tenders

The Municipal SCM Policy & National Treasure Guidelines will be used for evaluation of prospective service providers as per the approved scoring system by the specification committee. The 80/20 point system shall be used for Evaluation of tender documents in terms of Preferential Procurement Point Framework Act.

Received Responsive bids will be evaluated based on the following criteria:

Stage 1 – Completeness & Functionality

Stage 2 – Price and Specific goals Points

### FUNCTIONALITY POINTS:

Pre-Qualification Requirements	Maximum Points
<b>EXPERIENCE AND QUALIFICATIONS</b> <b>A. Company Experience. The company must attach appointment letters in debt collection services.</b>  ✓ less than 5 appointment letters and reference letters = 20 points ✓ 5 – 10 appointment letters and reference letters = 30 points ✓ 10 + appointment letters and reference letters = 45 points  <b>B. Number of personnel to provide service. The organogram of the company must be attached as well as an indication of which staff will be dedicated to Emakhazeni Local Municipality. The personnel must have been involved in debt collection projects (minimum of 5 projects)</b>  ✓ Less than 2 staff dedicated to Emakhazeni = 0 points ✓ 3 – 5 staff dedicated to Emakhazeni = 5 points ✓ >6 staff dedicated to Emakhazeni = 10 points  <b>C. Experience and Qualification of Senior Management. The CV's and qualification certificates of the senior management must be attached as proof to earn points.</b> ✓ less than 5 years' experience with legal qualification = 10 points ✓ 5 – 10 years with legal qualification = 15 points ✓ 10 years with legal qualification = 20 points  <b>Note: Foreign qualifications must be accompanied by the SAQA verification certificate</b>	75
<b>METHODOLOGY</b> ✓ Description of the detailed plan = 15 points ✓ Execution of the plan = 10 points ✓ No detailed plan = 0 points	15

NB: To enable to claim the above-mentioned points proof of all the points to be claimed must be submitted.

1. The minimum qualifying score for functionality is 70% .
2. Bidders who scored 70% and more on functionality will qualify for further evaluation.
3. Bidders who scored less than 70% will be disqualified.

### PREFERENTIAL POINTS ALLOCATION

#### 80 – POINTS (FOR PRICE):

DESCRIPTION	ALLOCATED POINTS
Price Competitiveness	80

#### 20 – POINTS (FOR SPECIFIC GOALS):



**PROVISION OF DEBT COLLECTION SERVICES FOR EMAKHAZENI LOCAL MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS**  
**ELM 23-24/05/04**

The specific goals allocated points in terms of this tender	Number of points claimed (80/20 system) (To be completed by the tenderer)	Means of verification
2,5 points for 100% black person or people owned enterprise;		Certified Identity Documents of the owners and CSD Report
2,5 points for more than 30% woman or women shareholding or owned enterprise;		Certified Identity Documents of the owners and CSD Report
2,5 points for more than 30% youth shareholding or owned enterprise;		Certified Identity Documents of the owners and CSD Report
2,5 points for more than 30% people living with disability shareholding or owned enterprise.		CSD Report
2,5 points for enterprise regarded as EMEs located within the local area of jurisdiction;		B-BBEE Sworn Affidavit and Municipal rates from ELM, together with proof of residence
5 points for Corporate Social Investment (CSI) or Social Labour Plan proposition;		Corporate Social Investment (CSI) or Social Labour Plan
2,5 points for valid B-BBEE level 1 contribution		B-BBEE Certificate or equivalent