



SCMRFP 06/2017/18

REQUEST FOR PROPOSAL

Request for proposal for the Provision of Debt Collection Services and Data Cleansing

Proposals are hereby invited from suitably qualified service providers to providing integrated debt collection and management system, together with related services in terms of the Nongoma Municipality Credit Control, Debt Collection and Customer Care Policy as amended from time to time.

The period of contract will be a maximum of three (3) years subject to an initial six-(6) month probation period. The collection period for debt would be 61 days and more, clearly stipulate the % of commission to be levied (Inclusive or Exclusive of VAT)

1. FUNCTIONALITY

Responsive tenders will be pre-qualified using functionality. Bidder must obtain 70% of the minimum points to be considered further.

Functionality Criteria

- Number of relevant projects executed = Maximum 20 points
- Qualifications of Key personnel = Maximum 20 points
- Experience of Key personnel = Maximum 20 points
- Approach and Methodology = Maximum 10 points

2. Preferential Point System To Be Used = 80/20

3. Compulsory Returnable Documents

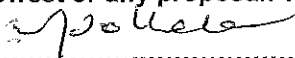
- Company profile
- Tax Clearance Certificate with Tax Status Pin
- Company Registration Certificate
- Recently audited financial statements and relevant IT system specifications
- Statement of municipal rates not older than 3 months or proof of residence with affidavit from Police Station confirming that the business operating at rural areas
- Proof of registration with Central Supplier Database
- B-BBEE certificate/Affidavit

4. Proposal Submission

Sealed proposal with the proposal number and description of the proposal endorsed on the envelope details clearly indicated "Proposal for the Provision of Debt Management Services SCM RFP 06/201/18" must be deposited in the tender box in the tender box of Nongoma Local Municipality, No 103, Main Street, Nongoma, at or before 12:00 on Monday, 07 May 2018, at which time proposals will be opened in public. Facsimile and e-mail proposal will not be accepted.

5. Enquiries can be directed to Mrs BN Mthenjana at 035 831 7502/ Email revenue@nongoma.org.za

The Municipality reserves the right to accept any proposal or part thereof and is not obliged to accept the lowest or any proposal. The Council is under no obligation to accept the lowest amount or part thereof


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Mrs V.T Sokhela
MUNICIPAL MANAGER