

THE MSUNDUZI MUNICIPALITY

CONTRACT No. SCM 33 OF 23/24

**APPOINTMENT OF A PANEL OF DEBT COLLECTORS FOR THE COLLECTION OF
ARREAR DEBT FROM DECEASED DEBTORS**

TENDER NOTICE

Tenders are hereby invited from suitably qualified and experienced Debt Collectors for the appointment of a panel of Debt Collectors for the collection of arrear debt from deceased debtors for a contract period of three (3) years.

Tender documents will be made available to tenderers from **12h00 on Wednesday, 29 November 2023.**

Tender documents can be downloaded and printed at the tenderer's cost from the National Treasury eTender Publication Portal on **www.etenders.gov.za**.

Printed copies of the tender documents shall also be available from the Supply Chain Management Unit Offices, 5th Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, as from the abovementioned date and time, at a non-refundable tender deposit fee of **R719.22 (including VAT)** for each document drawn. Only cash or EFT payments will be accepted.

For any technical related enquiries, please contact Marlon Hoskins (Revenue Management Unit) on direct Telephone No. 033 – 392 2405 or Cellular No. 082 413 2022 or e-mail address **marlon.hoskins@msunduzi.gov.za**.

For any procurement related enquiries, please contact Vinay Mohanlal (Supply Chain Management Unit) on direct Telephone No. 033 – 392 2852 or e-mail address **vinay.mohanlal@msunduzi.gov.za**.

Tenders must be submitted both in hard copy and on a CD/USB Flash Drive contained in sealed envelopes and marked with “**Contract No. SCM 33 of 23/24**” and the **Contract Description** and must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street, Pietermaritzburg, 3201, not later than **12h00 on Wednesday, 24 January 2024**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted.

Tender Validity Period: Four (4) months commencing from the closing date of tender.

Tender Adjudication/Evaluation Criteria: Tenderers meeting the Mandatory Requirements of the tender shall be evaluated on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 80/20 Point System in accordance with the Msunduzi Municipality's Supply Chain Management Policy (incorporating Preferential Procurement) as prescribed in terms of the Preferential Procurement Regulations 2022, pertaining to the Preferential Procurement Policy Framework Act, Act No. 5 of 2000.

The Functionality for Stage One shall be evaluated on the following criteria:

No.	Evaluation Criteria	Maximum Points
1.	Experience of the tenderer (Firm) in the Debt Collection Fields.	30 Points
2.	Relevant Experience of Key Personnel. Legal Qualification (Curriculum Vitae) to be attached. (Change in personnel to be replaced with persons of equal or more qualification of Key Personnel).	20 Points
Total Functionality Points		50 Points
Minimum Threshold		70% (35 Points)

The allocation of Preference Points will be according to the following Specific Goals:

No.	Specific Goals	Points
1.	Locality of Enterprise: The promotion of enterprises located in a specific municipal area for work to be done or services to be rendered. (Copy of Utility Bill or Lease Agreement or Letter from the Local Councillor to be attached).	10
2.	Black Owned Enterprise (BOE): In this context refers to a Black Owned Enterprise with at least 51% South African Black Ownership and/or more than 51% management control by South African Black People. (Companies and Intellectual Property Commission (CIPC) Certificate or Central Supplier Database (CSD) Report to be attached).	10
Total Preference Points (Specific Goals)		20

The Msunduzi Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or any part of a tender. Each tenderer will be informed of the tender result.

The Msunduzi Municipality expects businesses within the Pietermaritzburg and Midlands Region to support its contract and BEE/SMME initiatives.

MR L. H. MAPHOLOBA (MUNICIPAL MANAGER)