

THE MSUNDUZI MUNICIPALITY

CONTRACT No. SCM 33 OF 18/19

**APPOINTMENT OF A PANEL OF DEBT COLLECTORS FOR THE COLLECTION OF
ARREAR AMOUNTS DUE TO THE MSUNDUZI MUNICIPALITY**

TENDER NOTICE

The Msunduzi Municipality hereby invites tenders from suitably qualified, experienced and registered Debt Collection Service Providers to assist the Municipality with the collection of revenue on overdue accounts.

Tender documents will be made available to tenderers from **12h00 on Wednesday, 06 February 2019.**

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 **R512.90 (including VAT)** for each document drawn. Only cash, bank guaranteed cheques or EFT payments will be accepted.

For any technical related enquiries, please contact Marlon Hoskins (Consolidated Billing Department) on direct Telephone No. 033 – 392 2405 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 contained in sealed envelopes and marked with “**Contract No. SCM 33 of 18/19**” and the **Contract Description** must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street (formerly Commercial Road), Pietermaritzburg, 3201, not later than **12h00 on Wednesday, 06 March 2019**, 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: The tender shall be evaluated on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 80/20 Preference Point System in accordance with the Preferential Procurement Regulations 2017, issued in terms of section 5 of 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	Relevant Experience in Debt Collecting	30 Points
2	Relevant Experience of the Project Team	20 Points
3	Methodology Proposed	30 Points
4	Projected Proposed Time Frames	10 Points
Total Functionality Points		90 Points
Threshold to Qualify for Stage Two		60 Points

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.

MS NELISIWE NGCOBO (ACTING CITY MANAGER)