

MSUNDUZI MUNICIPALITY

CONTRACT No. SCM 43 OF 22/23

**APPOINTMENT OF A PANEL OF DEBT COLLECTORS FOR THE COLLECTION OF
ARREARS AMOUNTS DUE TO COUNCIL**

TENDER NOTICE

The Msunduzi Municipality hereby invites tenders for a Panel of Debt Collectors for Debt Collection of arrears amount due to Council.

Tender documents will be made available to tenderers from **14h00** on **Thursday, 10 November 2022**.

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 **R672.16(including VAT)** for each document drawn. Only cash or EFT payments will be accepted. **A copy of the Tender Deposit Receipt must be attached to the tender document (if purchased at the Municipality).**

For any technical related enquiries, please contact Marlon Hoskins on direct Telephone No. 082 413 2022 or e-mail address **marlon.hoskins@msunduzi.gov.za**

For any procurement related enquiries, please contact Phiwe Mthalane (Supply Chain Management Unit) on direct Telephone No. 033 392 2486 or e-mail: **phiwe.mthalane@msunduzi.gov.za**

Tenders must be submitted both in hard copy and on CD/USB flash Drive contained in sealed envelopes and marked with "Contract No. SCM 43 OF 22/23" with the Contract Description must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street (Commercial Road), Pietermaritzburg, not later than **12h00**, on **Monday, 12 December 2022**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted.

Tender Validity Period: Three (3) 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.	Experience of the bidder (Firm) in the Debt Collection Fields (Reference Letters of Municipalities only considered and to be attached)	30
2.	Relevant Experience of Key Personal Legal Qualification (Curriculum Vitae) to be attached (Change in personal to be replaced with persons of equal or more qualification of key personal)	20
3.	Locality at date of submitting the bid (Copy of Utility Bill or Lease Agreement or Letter from Local Councillor to be attached)	10
Total Functionality Points		60 Points
Threshold to Qualify for Stage Two		42Points

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 LH MAPHOLOBA (CITY MANAGER)