



YOU ARE HEREBY INVITED TO BID FOR SERVICES REQUIRED BY THE WALTER SISULU MUNICIPALITY AS OUTLINED BELOW:

Project Description	Compulsory Briefing Session	Advertisement Bid Number	Closing Date	Enquiries
Provision of Debt Collection Services for a period of three years.	N/A	Bid No: 04/2024/2025	31 July 2024 TIME: 12H00pm	Technical Enquiries may be directed to Ms F Fikeni at 051 633 2441 or fanelwa.fikeni@wslm.gov.za SCM Enquiries may be directed to Mr N Mshicileli at 051 653 1777 or ntembeko.mshicileli@wslm.gov.za

Bidders must take note of the following bid conditions:

Walter Sisulu Local Municipality invites suitable, qualified and experienced prospective service providers to submit detailed proposals for the provision of debt collection services for a period of three (3) years. The Municipality has adopted and approved a debt collection and credit control bylaw and policy statement, in terms of which Council, may solicit the services of reputable and specialized external Debt Collection service providers to provide a complementary suite of legal based collection services aimed at securing and collecting all arrear debts due and payable to the Council.

Contract will be based on the National Treasury General Condition of Contracts. The bids will be evaluated on the basis of the Preferential Procurement Policy Framework Act (Act No. 5, 2000), and the revised regulations pertaining thereto 2022 **Price and Specific Goals: Price 80, Specific Goals 20**

Detailed specification is contained in the tender document that is available at No 1 Jan Greyling Street, Walter Sisulu Municipality Office's Supply Chain Management Unit upon payment of a non-refundable fee of R890.00 for each document (direct bank deposit to FNB, 62476326965) from Wednesday, 17th of July 2024, or can be e-mailed at a request to ntembeko.mshicileli@wslm.gov.za or ntembeko0077@gmail.com after the payment has been received for bidders who are unable to collect the document, please be advised to use notice number as a reference on the proof of payment.

Failure to submit or complete supplementary information will result in the tender being non-responsive.

Prospective service providers are advised to submit company profiles with the following compliance requirements:

Founding Statement / Proof of Registration as a Legal Entity;

Valid Tax Clearance Certificates or Tax PIN code

Central Supply Database (CSD) Supplier Number and Summary Report thereof

All bidders must submit latest Municipal Rate charges and taxes Statement of the Company or All its Directors from their respective Municipalities and must not be older than three months showing that they do not owe their respective Municipality, the stated document must not be older than 90 days in arrears or attach a valid signed lease agreement, signed by both Lessor and Lessee.

If exempted, please attach letter of exemption from Ward Councilor as confirmation of proof of residence, the letter must be on the letter head of the Municipality be signed and stamped by the Councilor of the respective Municipality.

Failure to complete ALL MBD forms as stipulated in the Tender Document will result in a tender being deemed non-responsive

**NB: No quotations will be considered from persons in the service of the state.
Failure to comply with the above conditions will invalidate your offer.**

The Council reserves the right to disqualify any service provider whose members and or shareholders owe the municipal rates, taxes and Municipal Charges.

The Walter Sisulu Local Municipality does not bind itself to accept the lowest or any bid
All alterations in prices/quotes must be signed for and failure to sign will result in tender being deemed non-responsive.

Use of tip-ex is prohibited and the bidder will be deemed non-responsive

Evaluation Criteria

Bidders will be evaluated on functionality and price on the tender document.

Bidders will have to score minimum points of 70 out of 100 points for further evaluation on price and WSLM Specific Goals

Points for Specific Goals As Listed Below

51% Race (Black Owned Entity): 6 (30%), 51% Youth (18-35): 2 (10%), 51% Gender (Women): 4 (20%), 51% Disability: 2 (10%), 51% Locality (within WSLM): 4 (20%), 51% black military veterans: 2 (10%) and non-compliant contributor: 0 (0%)

The specifications, detailed functionality including mandatory documents (eligibility criteria) and bid conditions are attached in the tender documents.

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

Tenders may only be submitted on the tender documentation that is issued. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the tender data and tender documents.

Completed bid documents and supporting documentation are to be placed in a sealed envelope endorsed with **RELEVANT PROJECT NAME AND BID NUMBER** must be delivered to **Walter Sisulu Local Municipality, at No. 1 Jan Greyling Street, Burgersdorp, reception area, and placed in the Tender Box not later than 12H00 Noon on Wednesday, 31 July 2024** at which time the tenders will be opened in public.



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Mr K Gashi
Municipal Manager