



GREATER TZANEEN MUNICIPALITY

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SUPPLY CHAIN MANAGEMENT UNIT

DEPARTMENT: BUDGET AND TREASURY

BID DESCRIPTION: PURCHASE OF DEBT BOOK AND DEBT COLLECTION FOR A PERIOD OF 36 MONTHS

BID NO: SCMU 31/2018

Bids are hereby invited from interested service providers for purchase of debt book and debt collection for a period of 36 months. Bid documents are obtainable at Supply Chain Management of Greater Tzaneen Municipality; Agatha Street, **upon non-refundable fee of R1000.00 per document payable at the Revenue Offices: Civic Centre, Agatha Street.**

Interested service provider must give proof of the following documents to avoid disqualification:

CSD report (Printed between the date of advert and closing date), Certified ID copies of all directors, Statement of municipal rates and taxes for both company and director(s) (not older than 3 months)/ letter from traditional authority not older than 3 months/ lease agreement, key personnel experience (attach certified copies of qualifications and CV); CK/company registration; Valid tax Clearance and Tax pin; certified or original Valid B_BBEE certificate or sworn affidavit, proof of Bidder / Bidder Consortium Experience; proof of Professional Membership;

Completed bid documents with attachments must be in a sealed envelope and deposited into the bid box of Greater Tzaneen Municipality, Civic Centre, Agatha Street, marked as Bid No: **SCMU 31/2018; postal address & contact details of the bidder.**

Bid document will be available on date of advert.

Compulsory briefing session will be on 14 November 2018 at old fire station @ 10H00. Closing date: 30 November 2018 @ 12:00 at council chamber. Public bid opening will be held at the Council Chambers immediately after closing.

EVALUATION OF BIDS

N.B: The evaluation of bid will be conducted in two stages **including a compulsory presentations of proposals**. First stage it be the assessment of functionality: Bidder / Bidder Consortium Experience - 25 points; Professional Membership – 10 points; Proposal, Methodology and Approach - 40 points; Financial Capacity – 5 points; Skills and Resources – 10 points; Reporting – 10 points; thereafter only bidders who obtain a minimum of 75 points will be evaluated in terms of 80/20 Preference point scoring system, where 80 points will be allocated for price only and 20 points will be allocated based on the Broad Based Black Economic Empowerment (B-BBEE) status level of contributor. Shortlisted bidders may be called for presentation.

FURTHER CONDITIONS ARE OUTLINED IN THE BID DOCUMENT

Technical enquiries should be directed to Ms. PM. Viljoen @ 015 307 8110

Administrative enquiries must be directed to Ms. Z. Modjadji @ 015 307 8257

Mr. B.S. Matlala
Municipal Manager
Greater Tzaneen Municipality