



## BID NOTICE / ADVERT

Makana Local Municipality invites all experienced and competent suitable service-providers that are fully equipped for the execution of the following services.

### Debt Collection Services.

**DATE ADVERTISED: 23 FEBRUARY 2018**

**COMPULSORY BRIEFING: 02 March 2018**

**CLOSING DATE: 16 March 2018**

Bidders are required to submit the following mandatory documents.

- Founding Statement (CK / Company Registration Certificate) must be submitted, if a sole proprietor provide affidavit confirming ownership **and failure will result in disqualification.**
- Bidders must submit a valid SARS Tax status report Issued with a Pin; **failure to submit will result in disqualification.**
- Completed and signed declaration of interest MBD4, MBD 6.1, MBD 6.2, MBD 8 & MBD 9. **Failure to submit will result in disqualification**
- BBBEE Certificate must be submitted and **failure to do so will result in loss of points.**
- 3 years Audited Annual Financial Statements.
- Original certified copy Directors/Owners/Partners Identity documents.
- Billing clearance certificate, lease agreement must be signed by both parties the lessor and the lessee, and if expired proof of extension of the lease must be attached and statement of municipal accounts must not be more than 3 months old and not be more than 3 months in areas must be attached to and be returned with the tender documents
- Tenderers must be registered as a supplier/service provider on Makana Local Municipality supplier/service provider database and Central Supplier Database (CSD) proof of registration (Makana Database Confirmation Letter; CSD Registration report) on both databases must be submitted .

- Tenders which are late, incomplete, unsigned or submitted by fax or electronically, will not be accepted.
- Documents to be filled with black ink.
- Tenders submitted are to hold good for a period of 90 days.

### PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO 5, 2017 (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:-

Received Responsive proposals will be evaluated based on the following two stages, namely:

- Stage 1 – Functionality
- Stage 2 – Price and Preferential Points

A bidder that scores less than 70 points out of 100 in respect of “functionality” will be regarded as submitting a non-responsive bid and will be disqualified and will be not evaluated further, i.e. for price. Only bidders who score 70 points or more would be evaluated further and therefore eligible for the award.

### THIS IS A ONE ENVELOPE SYSTEM

**Detailed functionality Criteria is in the tender document.**

Bid documents will be available at Makana Finance offices upon payment of R362.90 non -refundable cash fee for each tender document from the date of the briefing and is payable to Makana Municipality cashiers only.

Closing Date: Completed bid documents in sealed envelopes, clearly marked “**DEBT COLLECTION SERVICES**” BID No “**MLM/2017-18/BTO/012**” should be deposited in the tender box situated at ground floor Makana Local Municipality: Finance Department at 86 High Street Grahamstown not later than 16 March 2018 @ 12H00.

Makana Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid.

All Technical Enquiries are to be directed to Ms D May, Tel 046 603 6137 and all SCM queries are to be directed to Ms. Z Gxowa 046 603 6022

Issued by office of the Acting Municipal Manager: Mr D.M Pillay.

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MR. D.M Pillay

ACTING MUNICIPAL MANAGER