

KOUGA LOCAL MUNICIPALITY (EC108)
DIRECTORATE: FINANCE
NOTICE NO: 19/2022
PROVISION OF DEBT COLLECTION SERVICES FOR THE FINANCIAL YEARS STARTING 1 JULY 2022
TO 30 JUNE 2025

Prospective Service Providers are hereby invited to submit tenders for the collecting revenue on overdue accounts, for a period 1 July 2022 ending 30 June 2025, on a commission basis, "no success no fee" for Kouga Local Municipality.

Tenders

An electronic copy of the tender document will be available on E-Tender portal www.etender.gov.za or the municipal website www.kouga.gov.za as from Friday, 18 February 2022. After downloading the tender document from the website each prospective bidder, **MUST** email their contact details to tenders@kouga.gov.za and copied to sdaniels@kouga.gov.za.

A compulsory virtual clarification session will be arranged for those that have shown interest in bidding for this project on the **04 March 2022 @ 12h00**. A request to attend or join the virtual clarification session **MUST** be sent to tenders@kouga.gov.za and copied to sdaniels@kouga.gov.za before the **03 March 2022 at 16:15**. **Any RSVP or show of interest, received after the 03 March 2022, 16:15 will not be considered. If you did not RSVP by sending a request to attend or join the virtual clarification meeting before the due date, your bid will not be considered. (Detail of this is in the tender document)**

Please note:

- Telegraphic, telephonic, telex, facsimile, email or late tenders will not be accepted.
- This contract will be evaluated on the 80/20 point scoring system.
- **An electronic copy of the completed tender document with returnable documents must be submitted with tender submission saved in a flash drive or CD. Failure to submit AN ORIGINAL HARD COPY AND A COPY ON EITHER USB OR CD will deem the bid non-responsive.**
- **A minimum functional assessment score of 75points will be apply to this tender.**
- The Guidelines for locally produced goods or locally manufactured goods with a stipulated minimum threshold where applicable will be applied.
- A valid SARS Tax Clearance Certificate and the Tax compliance Status pin to be submitted.
- Prospective Service Providers must register on Kouga Municipality's Supplier database as per the registration requirements.
- The National Treasury Central Supplier Database Summary report must be submitted.
- In order to claim Preference points a valid originally or certified B-BBEE Status level Verification certificate or a Sworn Affidavit completed on the DTI format must be submitted to validate the claim.
- The Council reserves the right to accept any tender and, or part thereof, appoint more than one contractor, and does not bind itself to accept the lowest or any tender. The Council reserves the right to appoint any contractor.
- The validity period for submission must be 120 days from the closing date.
- Tenders that are deposited in the incorrect box or delivered to any other venue will not be considered.

Any inquiries relating to this tender must be submitted in writing via e-mail to tenders@kouga.gov.za and copied to sdaniels@kouga.gov.za.

Completed documents in a sealed envelope endorsed "**NOTICE NO: 19/2022: "PROVISION OF DEBT COLLECTION SERVICES FOR THE FINANCIAL YEARS STARTING 1 JULY 2022 TO 30 JUNE 2025"**", must be placed in the Tender Box 21 St Croix Street (back entrance) or 16 Woltemade Street (front entrance), Jeffrey's Bay, Room 122 on or before **WEDNESDAY, 23 MARCH 2022 at 12:00.**

C. DU PLESSIS

P.O. Box 21

MUNICIPAL MANAGER

JEFFREYS BAY
6330

For Placement: Herald – 18 February 2022

Municipal Website/ Municipal Notice Boards in all offices/areas – 18 February 2022