

Office of the Municipal Manager

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09/07/2019

INTSIKA YETHU MUNICIPALITY BID NOTICE AND INVITATION

Intsika Yethu Municipality hereby invites all the suitable service providers for the following Bids:

Bid Number	Bid Description	Bid Document Price	Preferential Point System	Functionality		Briefing Session	Enquiries	Closing Date
IYM SCMU 01-2019/2020	Procure services of a Debt Collection on long outstanding Debtors	R 511.39	80/20 80=Price 20 =B-BBEE status level of contribution	Criteria	Points	IYM Technical Board room on 25 July 2019 at 11H00.	Technical enquiries: L. Landingwe 047 874 8766 SCM enquiries: N. Ntanga BTO 047 874 8770	02 August 2019 @ 12h00
				Previous experience in Debt Collection	20			
				Traceable references in municipal debt collection	20			
				Proposed Collection Strategies with detailed project Plan	30			
				Infrastructure Resources with Call Centre (Proof of ownership)	20			
				Skills transfer Plan	10			
				TOTAL	100			

NB: Only bidders who have scored more than 60 points out of 100 points on functionality will proceed to the next stage of evaluation on price (Preferential Price System of 80/20 will apply). Bid documents will be available from Supply Chain Management Unit on the 18 July 2019. The deposit is to be paid at the Budget and Treasury Office, Corner of Windus and Bellair Street, Cofimvaba either in cash or by EFT payable to Intsika Yethu Municipality.

Bidders must submit to municipality the following returnable documents:

- Fully completed and signed Bid document
- Copy of current Tax Clearance certificate from SARS
- Provide pin from SARS to verify your companies tax status
- Company registration certificates(CK1/CK2) document
- Copy of B-BBEE certificate not older than 12 months from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) or Sworn Affidavit

- Original Certified Copy of identity documents (not older than 3 months)
- Municipal billing clearance certificates or Statement (not older than 3 months)/ a lease agreement signed by both parties lesser and lessee in the case of a tenancy or accompanied by municipal rates (not council proof of residence)/services certificate/ statement indicating that the owner not the tenant is responsible. Failure to submit same will result in disqualification.
- If Joint venture, Joint venture Agreement must be attached
- All MBD forms must be filled and signed(MBD 1, MBD 4,MBD 6.1 & 6.2,MBD 8 &MBD 9) failure to sign the MBDs will result in disqualification.

The Bidders shall also take note of the following conditions of the bid:

- The Intsika Yethu Municipality Supply Chain Management Policy will apply.
- All prices shall be quoted in South African currency (R) Inclusive of VAT.
- The Intsika Yethu Municipality does not bind itself to accept the lowest tender or any other tender and reserves the right to accept the whole or part of the tender thereof.
- All alterations in prices/quotes must be signed for and failure to sign will result in tender deemed non-responsive, use of tip-ex is prohibited and the tender will be deemed non-responsive.
- Late, faxed, e-mailed and/or un-signed documents will not be considered.
- All bottom pages of the document received should have the initials of the people who signed it.
- **NB: Failure to meet the above conditions of the bid will lead to automatic disqualification.**
- **All Prospective bidders must be registered with Central Supplier Database (CSD) as a supplier and Intsika Yethu Municipality Database**

Duly completed bids and supporting documents in a sealed envelope, clearly marked with **BID NUMBERS** must be delivered to Intsika Yethu Municipality Main Offices, 201 Main Street Cofimvaba.

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B. Bavu-Ncoyini
CFO

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S Koyo
Municipal Manager

