

MAKHADO MUNICIPALITY
QUOTE NO. MAK104/2015/2016
DEBT COLLECTOR

All interested service providers are hereby invited to submit written quotations for the **Debt Collector for Eltivillas extension 1 and Louis Trichardt Extension 9 and 2**

Scope of Work

- **Verifications with the owner if full purchase price of the ERF was paid.**
- **Client to produce proof of purchase because in the municipal files, an indication is that properties where not paid in full.**
- **Debt Collector to request proof of payment from clients per ERF.**
- **Where proof cannot be obtained, debt collector should inform client to pay the balance for the property to enable transfers.**
- **Quote should be per each ERF/Client**

NB: EVALUATION CRITERIA

Submitted Quotation will be evaluated on **80/20** score points and with functionality.

Functionality criteria	Points
Qualifications	10
Company / Firm's similar Experience	20
Methodology	20
Key personnel similar Experience	10
Total	60

Minimum qualifying marks to qualify further evaluation is **30** points

Requirements

- **Valid Original Tax Clearance Certificate**
- **Copy of Company Registration Certificate**
- **Certified Copy/Copies of Company Owner(s) ID Books**
- **BBBEE Certificate**
- **Proof of Payment of Municipal Bills, Accounts and Service or Statement**

Quotations must be as follows:

1. Be signed by an authorized person of the supplier
2. Be on an original letter head of the company/enterprise
3. Be valid for a period of sixty (60) days from the closing date
4. clearly indicate the price charged vat inclusive
5. Be accompanied by an original valid SARS Tax Clearance Certificate.
6. Be accompanied by fully completed MBD 6.1 and MBD 4 obtainable from the municipality or can be downloaded from municipal website www.makhado.gov.za.

Fully priced and signed quotations must be sealed in an envelope clearly marked quote number “**MAK104/2015/2016**” & description’ **DEBT COLLECTOR** ” and be deposited in the tender box at the foyer of the Civic Centre at the physical address reflected below by no later than **12H00 of 15 APRIL 2016**

Quotations received will be assessed in accordance with the Municipal Supply Chain Management Regulations, 2005 read with Council’s Supply Chain Management Policy and 80/20 points scoring will be used. Preference points will be allocated according to BBBEE rating.

Please Note:

1. No quotation by facsimile or by e-mail will be accepted.
2. Enquiries in this regard must be directed to **MS SINTHUMULE D** at contact number: **015 519 3026/3217** during office hours.
3. Council reserves the right not to accept lowest or any quotation or to accept part of a quotation only.
4. Admin enquiries can be directed to **Ms Ntsieni TP** or **Mr Ramabulana M** at **015 519 3129/3179**

Civic Centre
83 Krogh Street
LOUIS TRICHARDT
0920

Notice no: 43/2016
File no: 8/3/2/1
IP MUTSHINYALI
MUNICIPAL MANAGER