



## **. BID NOTICE & INVITATION TO BID**

**BID NO: A069 - 2023/24**

### **PANEL OF SERVICE PROVIDERS FOR DEBT COLLECTION AGENCIES WITH SPECIALIST ATTORNEYS WITH REVENUE MANAGEMENT, DEBT COLLECTION INFRASTRUCTURE FOR NEWCASTLE MUNICIPALITY FOR A PERIOD OF 36 MONTHS.**

The Newcastle Municipality seeks service providers for panel of service providers for debt collection agencies with specialist attorneys with revenue management, debt collection infrastructure for Newcastle Municipality for a period of 36 months.

Bid documents are obtainable from **Tuesday, 14 May 2024**, at the office of the Strategic Executive Director: Budget and Treasury Office, Municipal Civic Centre Tower Block – Office B218 2<sup>nd</sup> Floor, 37 Murchison Street, Newcastle, 2940 during office hours between 08h00 to 15h00 upon a payment of a **non-refundable document fee of R 300.00**.

**Banking Details** - Banking Details - Newcastle Local Municipality, ABSA - Account No: 4110354947, Br Code: 632 005 (the proof of payment must reflect the bid number and bidder's name as reference).

**Procurement enquiries:** Mr. Siyabonga Zwane

**Telephone no.:** 034 328 7625

**Technical enquiries:** Ms Nonhlanhla Ndebele

**Telephone no.:** 034 – 328 7657

Multiple service providers would be appointed to a panel agreement, therefore below indicated preferential scoring system will only be apply when sourcing quotations on rotational basis from the existing panel of qualifying professional service providers and thereon the acceptable/successful bidder will be required to execute the contract.

Bids will be adjudicated in terms of the Preferential Procurement Regulations, 2022 pertaining to Preferential Procurement Policy Framework Act, 5/2000 and other applicable legislations and will be based on 80/20 points system. Preference points will be awarded to service providers using their Historically Disadvantaged Individuals (HDI) status. The Council reserves the right to accept all, some, or none of the bids submitted, either wholly or in part and it is not obliged to accept the lowest bid.

Completed bid documents complying with the conditions of bid must be sealed and endorsed "**Bid No.: A069 - 2023/24 Panel of service providers for debt collection agencies with specialist attorneys with revenue management, debt collection infrastructure for Newcastle Municipality for a period of 36 months**" bearing the name and address of the bidder at the back of the envelope to be deposited in the official bid box provided in the foyer of Newcastle Municipality – Municipal Civic Offices (Rates Hall), 37 Murchison Street, 1st floor, Newcastle by no later than **12:00 on Friday, 21 June 2024** where bids will be opened in public. Late quotations or tenders received by way of facsimile or e-Mail will under no circumstances be considered.

#### **Functional Evaluation**

Only bids that comply with all administrative requirements (Acceptable Bids) will be considered during the functionality evaluation phase and the allocation of points will be based on functional criteria as indicated in the Terms of Reference or Tender Data.

**Minimum functional requirements:** Services providers or Contractors that submitted acceptable bids and that scored at least the minimum of **70%** or more on functionality will qualify to serve on the Panel in that category and whereas those who score less than 70% will be regarded as submitting non-responsive bid and will be disqualified. Being enlisted on the panel doesn't guarantees contractors any job opportunities.

Price is not a consideration for the purpose of being accredited to serve on the panel. However, the price will be considered in the evaluation of bids for specific event. The Quotation stage will be subject to an 80/20 Preference Point System; normally where 80 is for the price and 20 for HDI of Contribution and these quotations will only be sourced from the panel of existing service providers.

**Only prospective suppliers who are registered on the National Treasury Supplier database are legible to bid. To register on the CSD log onto [www.csd.gov.za](http://www.csd.gov.za)**

**Mr. Z.W Mcineka  
Municipal Manager**

**Newcastle Municipality  
Municipal Civic Centre  
37 Hardwick Street  
Private Bag X6621  
Newcastle  
2940**

