

SEKHUKHUNE TVET COLLEGE

FOR TECHNICAL & VOCATIONAL EDUCATION AND TRAINING COLLEGE



REACHING GOALS TOGETHER

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The Sekhukhune TVET College hereby invites service providers to quote for the following item/s.

INTRODUCTION

Sekhukhune TVET College in line with its Supply Chain Management Policy seeks the services of professional service provider for **DEBT COLLECTION**.

SPECIFICATION: DEBT COLLECTION SERVICES FOR THE SEKHUKHUNE TVET COLLEGE FOR A PERIOD OF 24 MONTHS

The service provider must have expertise to execute the following:

No	Expected Outcome
1	<input type="checkbox"/> Keep track of assigned accounts to identify outstanding debts <ul style="list-style-type: none">• Plan course of action to recover outstanding payments• Locate and contact debtors to enquire of their payment status• Negotiate payoff deadlines or payment plans• Handle questions or complaints• Investigate and resolve discrepancies• Create trust relationships with debtors when possible to avoid future issues• Update account status and database regularly• Provide monthly reconciliations to the College

The following conditions shall apply:

SUBMISSION OF DOCUMENTS:

- Sealed envelope written the bid number must be submitted at reception at the central office, Sekhukhune TVET College, CS Barlow campus, stand no. 676, Motetema, Limpopo Province between 07H30-16H00 (Monday to Thursday) and 07H30-14H00 on Fridays.
- Emailed or faxed documents will not be accepted
- Closing date for Quotations will be on **23 NOVEMBER 2021** at 11H00.

COMPULSORY MANDATORY DOCUMENTS:

- Valid Tax Clearance Certificate/ tax pin
- Copies of company registration certificate (which falls within the current 12 months),
- Originally certified ID copy(ies) of director(s),
- Provide **CSD number** on your quotation letterhead

Project No: 85/2021

- Confirmation of physical address of the bidder (not more than 3 months),
- Detailed Company profile.
- SBD 4, SBD 6.1, SBD 6.2, SBD 8 and SBD 9 forms obtainable on the College website.
- Relevant Qualifications of profession of the directors and task team.
- Proof of registration with the Council For Debt Collectors

(NB: Non-compliance with the above will result in automatic disqualification).

REQUIRED EVALUATION DOCUMENTS FOR FUNCTIONALITY AND PRICE:

- Implementation plan and methodology ; **(30)**
- Originally certified copies of qualifications and ID's of key staff; **(20)**
Director with a Finance qualification = 10
Key staff, minimum of four (4) with finance qualification = 10
Key staff, minimum of three (3) with finance qualification = 8
Key staff, minimum of two (2) with finance qualification = 5
NB: Any qualification inferior to the debt Collection industry will not be considered.
- Relevant experience supported by contactable reference letters (minimum 5 years); **(40)**
Reference letters:
Five (5) letters = 40
Four (4) letters = 30
Three (3) letters = 20
Two (2) letters = 10
One (1) letter = 5
- Letter from the bank indicating bank rating of the entity/company; and **(10)**
Grading:
Grade A = 10
Grade B = 8
Grade C = 6
Grade D = 4
- B-BBEE status level confirmation from an accredited agency, auditors or accountants **(20).**

GENERAL CONDITIONS:

- This request for proposal does not serve as a quotation template, therefore an official quotation must be in company letterhead.
- Quotations will be evaluated on 80/20 point system. 80 points for price and 20 points for BBBEE rating as per relevant Public Preferential Procurement Framework and Broad Based Black Economic Empowerment legislations.

(NB: More information about application and requirements, please refer to SBD 6.1 for compliance and guidance on how to be accredited or to be verified)

For further enquiries, please use the following contact details:

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|----------------|---------------------|----------------------------|------------------------|
| • Maluleke MKM | Procurement Officer | Malulekek@sektvetcol.co.za | Administrative Queries |
| • Malale MD | Finance | MalaleM@sektvetcol.co.za | Technical queries |

**KEKANA TJ
PRINCIPAL**