

# SEKHUKHUNE TVET COLLEGE

FOR TECHNICAL & VOCATIONAL EDUCATION AND TRAINING COLLEGE



REACHING GOALS TOGETHER

## RE-ADVERTISEMENT

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**.

### RE-ADVERTISEMENT: 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"><li>• Plan course of action to recover outstanding payments</li><li>• Locate and contact debtors to enquire of their payment status</li><li>• Negotiate payoff deadlines or payment plans</li><li>• Handle questions or complaints</li><li>• Investigate and resolve discrepancies</li><li>• Create trust relationships with debtors when possible to avoid future issues</li><li>• Update account status and database regularly</li><li>• Provide monthly reconciliations to the College</li></ul>

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 **10 DECEMBER 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: 96/2021**

- 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 – reference letter must be on letter head, stamp and signed: ( 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

**REQUIRED EVALUATION DOCUMENTS B-BBEE AND PRICE:**

- B-BBEE status level confirmation from an accredited agency, auditors or accountants

**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 BBEE 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:

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

**KEKANA TJ  
PRINCIPAL**