

**BLOUBERG LOCAL MUNICIPALITY**

REQUEST FOR PROPOSALS: THE APPOINTMENT OF REVENUE INVESTIGATOR AND COLLECTOR FOR BLOUBERG LOCAL MUNICIPALITY FOR PERIOD OF 2 YEARS.

**TERMS OF REFERENCE**

THE APPOINTMENT OF REVENUE INVESTIGATOR AND COLLECTOR FOR BLOUBERG LOCAL MUNICIPALITY FOR PERIOD OF 2 YEARS.

Project Number: BM46/17/18

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ANNEXURE A

RETURNABLE FORMS

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## 1. INTRODUCTION

### 1.1 INVITATION

Blouberg local municipality hereby invite prospective services provider to submit bids for Revenue Investigation and Collection on commission basis for Period of two years.

### 1.2 BRIEFING SESSION

compulsory briefing session will be held as follows:

<b>DATE</b>	24 April 2018
<b>TIME</b>	10:30am
<b>VENUE</b>	Blouberg Municipal Offices - Council Chamber

### 1.3 CLOSING DETAILS

The closing details for project proposal are as follows:

<b>DATE</b>	09 May 2018
<b>TIME</b>	11:00am
<b>VENUE</b>	Blouberg Municipal Offices - Municipal chamber

## 2. FORMAT OF PROPOSAL

The format of the proposal must follow the information below as a guideline to ensure uniformity of approach, and to enable proper evaluation of proposals received:

- Detailed Company Profile
- Proof of Company Registration
- SARS Tax Clearance Certificate
- Certified copy of B-BBEE Certificate(not older than three months)
- Certified ID copies of all directors( not older than three months )
- Proof of residence (municipal rates or letter form tribal offices )

- CSD summary report not older than three months

N.B Bidders who scores less than 65 points on functionality will not be evaluated further with B-BBEE points.

**Note:** It is compulsory to also fully complete the returnable forms attached in Annexure A

### 3. PROJECT DESCRIPTION AND BACKGROUND

The appointment of Service Provider for Revenue Investigation and Collection on commission basis for Period of two years.

### 4. SCOPE OF WORK

The successful bidder will be required to investigate and collect revenue due to municipality.

### 5. EVALUATION CRITERIA

The submission from service provider will be evaluated in terms of SCM policy of Blouberg Municipality and the preferential procurement policy framework Act, 5 of 2000 as amended.

The proposal will be evaluated as follows.

CRITERION	POINTS
Functionality	80
B-BBEE	20
Total Points	100

**N.B Bidders who scores less than 65 points on functionality will not be evaluated further with B-BBEE points.**

### FUNCTIONALITY

<b>CRITERION</b>	<b>Max points</b>	<b>Sub Criteria</b>	<b>Weight</b>
<b>Proven track record with reference letters from clients where similar services have been provided.</b>	<b>30 Points</b>	<b>Attach 3 x appointment letters(of less than 5 years):Each =10 points</b>	<b>30 Points</b>
<b>Relevant Qualification and Experience by Directors</b>	<b>Max 20 Points CASA =20 Points Honours Degree=10 Points</b>	<b>Max 20 Points</b>	<b>20 Points</b>
<b>Composition of the staff(Attach their Cvs)</b>	<b>10 Points</b>	<b>Atleast four staff members: Each staff member=5 points</b>	<b>20 Points</b>
<b>Indemnity Insurance</b>	<b>10 Points</b>	<b>Atleast five reference letters of less than 5 years: Each letter = 5 Points</b>	<b>10 Points</b>
		<b>Total Points</b>	<b>80 Points</b>

## 6. PRICING

Commission Based: Please indicate the %

## **7. APPOINTMENT OF SERVICE PROVIDER**

Blouberg Municipality reserves the right to reject or accept any proposal received. The successful Bidder will be informed in writing and will be requested to accept or reject the offer within a stipulated time.

## **8. FORM OF AGREEMENT AND CONDITIONS OF TENDER**

8.1 A Service Level Agreement will be signed with each member appointed to the panel.

8.2 Only legal practices established in accordance with the provisions of the Attorneys Act, 1979 (Act no 53 of 1979 as amended) will be considered for this tender.


8.3 The firms of Attorneys will be required to sign confidentiality and indemnity agreements with the municipality.

8.4 This is a Commission based agreement.

8.5 The municipality may at its own discretion vary an instruction to include more work.

*END OF THE TERMS OF REFERENCE.*

APPROVED BY:



Junias Machaba

Municipal Manager

# **ANNEXURE A: RETURNABLE FORMS**