



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Ingwe TVET College



Enquiries: A.Madukuda

Tel:039 940 2142

Ext 179

ADVERT

BID DESCRIPTION	BID NO	CLOSING DATE	ENQUIRIES
PROFESSIONAL SERVICES: APPOINTMENT OF DEBT COLLECTION AGENCY FOR LONG OUTSTANDING STUDENTS DEBTS	INGWE/038/2023	DATE: 25/04/2023	TECHNICAL: MS. N. LUDIDI TEL: 039 940 2142 SCM: MS. MADUKUDA TEL: 039 940 2142
<p>A virtual compulsory briefing session will be conducted on Microsoft teams on the 21st April 2023 at 09h30 AM. All bidders who are interested to be attend the virtual compulsory briefing session will be required to RVP before 15h30PM on Thursday the 20th April 2023 to the following e-mail address : amadukuda@ingwecollege.edu.za in order for them to get a link.</p> <p>NB: All bidders who fail to RSVP before 15h30 pm on Thursday the 20th April 2023 will not be part of the virtual compulsory briefing session.</p>			

Kindly furnish me with a written quotation for the provision of services as detailed in the enclosed specification. The quotation must be submitted on the letterhead of your business or have your business stamp. Quotation may be hand delivered before 12H00pm at Ingwe TVET College, Mount Frere Administration Offices at the reception area or email to amadukuda@ingwecollege.edu.za

THE FOLLOWING MANDATORY DOCUMENTS MUST BE SUBMITTED WITH THE QUOTATION AND FAILURE TO SUBMIT WILL LEAD TO THE BIDS BEING DECLARED NON-RESPONSIVE:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- Firm Delivery Period must be indicated.
- A valid SARS TAX Compliance status with PIN.
- Updated CSD (Central Supplier Database) report.
- Company municipal statement of account not older than three (3) months or company lease agreement if renting premises or affidavit from SAPS stating that the company is not obliged to pay municipal rates or ward council letter confirming the proof of address for the company for non – rates paying areas or rural areas.
- Joint Ventures to attach: JV Agreement and letter of Signatory.
- **Completed SBD 4 – as per PFMA SCM Instruction No. 03 of 2021/22 effective from 1 April 2022, the revised SBD 4 must be fully completed and signed. SBD 8&9 are repealed (no longer required). Failure to submit as instructed will lead to the bids being declared non – responsive. Bidders must download the revised SBD 4 from the College website or National Treasury website.**

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- Ingwe TVET College Supply Chain Management Policy will apply.
- 80/20 preferential procurement point system will be applied.
- Ingwe TVET College does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
- Bids which are late, incomplete, and unsigned will not be accepted.
- No quotations will be considered from persons in the service of the state.

Central Office
Badibanise Village
Mount Frere
Tel: 039 940 2142

Mount Frere Campus
Cancele Road
Mount Frere
Tel: 039 940 2142 ext.200

Ngqungqushu Campus
Magwa Road
Lusikisiki
Tel: 039 940 2142 ext.300

Siteto Campus
Mhlanga Village
Bizana
Tel: 039 940 2142 ext.400

Maluti Campus
Mli Road
Maluti
Tel: 039 940 2142 ext.500

Mt Fletcher Campus
Hospital Area
Mount Fletcher
Tel: 039 940 2142 ext.600

www.ingwecollege.edu.za

- Failure to comply with these conditions may invalidate your offer.
- **Only quotations sent to the above-mentioned e-mail address will be accepted.**

NB: SPECIFICATION ATTACHED

EVALUATION CRITERIA

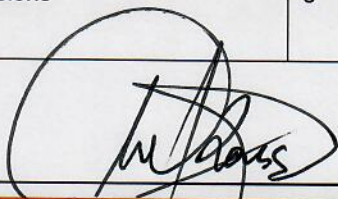
The 80/20 preferential procurement point system will be applied as the project is estimated to be more than R30 000.00.
Price - **80 point**
Specific goals - **20 points**

“On the 04 November, the minister of Finance gazetted new Preferential Procurement Regulations (2022 Regulations) under the Preferential Procurement Policy Framework act, 2000 (PPPFA), this was aimed at aligning the regulations to the February 2022 Constitutional Court judgement. That judgement ruled that the Minister exceeded his powers in prescribing the 2017 Regulations. The Public Procurement Bill is being finalized, which will empower the Minister of Finance to set preferential procurement, the 2022 Regulations repeal the 2017 Regulations and take effect on the 16 January 2023”

SPECIFIC GOAL POINTS BREAKDOWN

SPECIFIC GOALS	PREFERENCE POINTS ALLOCATED OUT OF 20	DOCUMENTATION TO BE SUBMITTED BY BIDDERS TO VALIDATE THEIR CLAIM FOR POINTS
Black ownership: An EME or QSE which is at least 51% owned by black people	8	<ul style="list-style-type: none"> • ID Copy • CIPC (Company registration) • CSD report (the ownership status of the 2 documents must correspond in order to be awarded points)
Women ownership: An EME or QSE which is at least 51% owned by women	4	<ul style="list-style-type: none"> • ID Copy • CIPC (Company registration) • CSD report (the ownership status of the 2 documents must correspond in order to be awarded points)
Youth ownership: An EME or QSE which is at least 51% owned by youth. (Up to 35 years of age)	4	<ul style="list-style-type: none"> • ID Copy • CIPC (Company registration)' • CSD report (the ownership status of the 2 documents must correspond in order to be awarded points)
Disability: An EME or QSE which is at least 51% owned by people with disability	2	<ul style="list-style-type: none"> • ID Copy • CIPC (Company registration) • CSD report (the ownership status of the 2 documents must correspond in order to be awarded points) • Medical certificate • SASSA registration or confirmation of disability from a relevant authority.
Locality: Located in the OR Tambo District municipality, Alfred Ndzo District Municipality, and the Joe Gqabi District Municipality	2	<ul style="list-style-type: none"> • Municipal rates account OR • Letter from councilor confirming residence or Lease Agreement
Non – submissions	0	<ul style="list-style-type: none"> • No points will be claimed if the bidders failed to submit the required documents

SIGNATURE



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TENDER OBJECTIVE

INTRODUCTION

The objective of the Public Finance Management Act, 1999 as amended (PFMA) are to secure accountability and to regulate financial management in the public sector, thereby ensuring that revenue, expenditure, assets and liabilities are managed efficiently and effectively.

The Accounting Officer is in terms of Section 38(1) (a) (i) & (ii) of the PFMA required to have and maintain an efficient, effective and transparent system of financial, internal control and a system of internal audit under the control and direction of the Audit Committee operating in accordance with the regulations and instruction prescribed in terms of Section 76 and 77.

BACKGROUND

The College registers student and bill them for each and every registration cycle. Student debtors arise when the College issue proof of registration to students in respect of tuition fees for a course for which a student has registered or has attended but has not paid fees in full.

If the student has not paid by him/ herself or has not been awarded a bursary like (NSFAS & SETA's), the students should make an arrangement to settle their billings.

When the students did not perform according to the arrangement, the responsible Finance person should compile a consolidated monthly debtors report identifying non-performing debtors and submit to the Deputy Director: Finance.

None payments after the arrangement has been made, the College has to handle the account to Debtor Collectors for collection of outstanding College fees.

1. SCOPE OF WORK FOR DEBT COLLECTION

1.1. SCOPE OF WORKS

The Scope of Works largely includes the following:

- Service provider to familiarize themselves with the debt management policy
- Analyze the report of the outstanding debtors
- Formulate a debt collection plan
- Communicate with the debtors to recover funds
- Issuing reminders to the debtors
- Report to Management on a monthly basis
- Ability of sending SMS's and final demands to clients.

FUNCTIONALITY FOR DEBT COLLECTION AGENCY FOR COLLECTION OF LONG OURSTANDING STUDENTS DEBTS
AT INGWE TVET COLLEGE

FUNCTIONALITY	REQUIRED EVIDENCE	POINTS ALLOCATION
1.Experience		
(a) Number of clients (contactable references) or list of similar projects that the bidder has successfully undertaken in the past three years.		
7 or more clients with reference letters	40	<p>A minimum of at least three reference letters from satisfied previous clients that have been serviced in the past three years should be provided; the submission must be on the relevant client's letterhead and signed.</p> <p>Contact details of clients should be also provided.</p> <p>NB: 0 points will be claimed where submitted clients/ references cannot be contacted.</p> <p style="text-align: center;">40</p>
5 - 6 clients with reference letters	30	
3 - 4 clients with reference letters	20	
0 - 2 clients with reference letters	0	
2. Expertise		
(a) Project Leader experience, and relevant qualifications		
7 or more years' experience and qualifications	20	<p>Attach CV and qualifications of the Project Leader (including copy of an Identity Document), showing at least three years' experience in leading similar projects.</p> <p>The Project leader must be registered at Council for Debt Collectors (CFDC Act 114 of 1998) and certificate must be attached. The Project leader must have a knowledge of relevant legal requirement, financially background.</p> <p style="text-align: center;">20</p>
5 to 6 years' experience and qualifications	15	
3 to 4 years' experience and qualifications	10	
0 to 2 years' experience and qualification	0	
(b) Project Team: A minimum of 2 members		
7 or more years' experience and qualifications	20	<p>Project Team must attach CV, identity document and qualifications (Diploma in Bookkeeping and/ or Accounting).</p> <p>NB: 0 points will be claimed where the above is not attached and submitted</p> <p style="text-align: center;">20</p>
5 to 6 years' experience and qualifications	15	
3 to 4 years' experience and qualifications	10	
0 to 2 years' experience and qualifications	0	
3. Methodology / Project Implementation Plan		
Methodology and approach are fully adequate to meet the requirements of the given task.	20	<p>Appropriateness of the tools used by the organization and how they will satisfy the requirements of the assignment. Setting out the plans to manage works which should include the process for the taking and handling back of work areas for each</p> <p style="text-align: center;">20</p>

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Methodology and approach cover minimum requirement.	10	shift. The Service provider has to demonstrate knowledge of activities outlined in the project.	
Inadequate methodology and approach to meet the College needs.	0		
TOTAL			100