

REQUEST FOR QUOTATION – FIN 02/2017

PROVISION OF DEBT COLLECTION SERVICES, AS AND WHEN REQUIRED, FOR A PERIOD OF 12 MONTHS

**1. Background**

The Durban ICC is one of the most advanced conferencing facilities in the world, having been voted Africa's Leading Conference Centre by World Travel Awards for 15 years. The Centre has also obtained certification for ISO14001 (Environmental Management), ISO22000 (Food Safety), ISO9001 (Quality Management) and 5-star grading from the South African Tourism Grading Council.

**2. Purpose of the Request for Proposal**

The Durban ICC requires the services of a professional debt collection agency which can provide debt collection services, as and when required, for a period of 12 months.

**3. Mandatory Scope Of Works**

Does the agency comply with the specifications? Please tick as illustrated	Yes	No
	✓	X
<ul style="list-style-type: none"> <li>The service provider must possess a legal background with a minimum of five (5) years' experience in debt collection. <b>(CV's must accompany written proposals)</b></li> </ul>		
<ul style="list-style-type: none"> <li>Proven history of effective management of arrear accounts <b>(Three references to this effect must be submitted with this RFQ)</b></li> </ul>		
<ul style="list-style-type: none"> <li>Submit a business plan detailing measures to be implemented in managing accounts in arrears</li> </ul>		
<ul style="list-style-type: none"> <li>Reduce the amount of outstanding debt owed to the Durban ICC</li> </ul>		
<ul style="list-style-type: none"> <li>Working with debtors to negotiate payment terms and settlements</li> </ul>		
<ul style="list-style-type: none"> <li>Maintenance of a complete debt collection portfolio</li> </ul>		

**Please Note:** Failure to meet all of the stipulated mandatory requirements will result in the service provider being deemed non-responsive and will not be considered for evaluation

#### **4. Preconditions**

**A written proposal/quotation will not be considered unless the service provider who submits the quotation provides the following with their proposal/quotation:**

- 4.1 Full name.
- 4.2 Identification or company or other registration number.
- 4.3 Tax reference number and VAT number, if any.
- 4.4 Valid original Tax Clearance Certificate from the South African Revenue Services which proves that the service provider's tax matters are in order.
- 4.5 Valid BBBEE Certificate.
- 4.6 MBD 4 Declaration of Interest form must be completed.
- 4.7 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.

#### **5. Terms and Conditions**

It must be noted that the service provider assumes full risk when submitting bid proposals to the Durban ICC.

#### **6. Requirements to submit quotations**

- 6.1 All schedules in this document must be populated and will form part of the quotation.
- 6.2 Companies **must** submit a company profile and provide examples and references of similar such work performed.
- 6.3 A completed ICC Durban (Pty) Ltd supplier application form which is available for download from the Durban ICC website ([www.icc.co.za](http://www.icc.co.za)). Alternatively, if the supplier is registered on the Durban ICC database, then the service provider need only submit their supplier number. All the mandatory documents must be included with this application.

**7. Compulsory Pricing Schedule:**

Description	Months	Collection fee – Percentage charged to recover debt
Debt collection agency services	12	_____ %

**Please note:**

- The percentage charged by the appointed debt collection agency **on the recoverable debt** will be fixed for a period of 12 months from date of award.
- There is no contact obligation after the 12 month contract.
- The Durban ICC is not liable to make any deposit payments upfront.

I.....being duly authorized thereto by ..... do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**8. Contact Person**

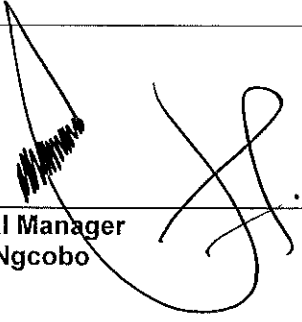


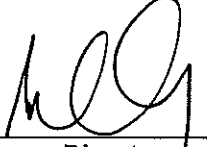
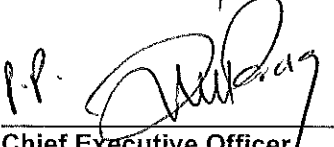
Bigboy Ngcobo  
 Tel: +27 31 360 1304  
 Financial Manager

**9. Closing Date**

Quotations, together with this document and supplier registration forms are to be placed in a sealed envelope marked for the attention of the Procurement Department and are to be placed in the Tender Box at the Durban ICC security entrance on the ground floor, 45 Bram Fischer Road Durban before **12h00 on 13 February 2017**.



10. Request for proposals approved by:

 Financial Manager Bigboy Ngcobo
 31/01/2017 SCM Compliance Officer Ritesh Ramkissoon
 31/01/2017 SCM & Compliance Manager Thenashree Naidoo
 1/2/17 Finance Director Melanie Rambally
 2/2/17 Chief Executive Officer Lindiwe Rakharebe



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**11. Past experience in similar assignments**

<b>Assignment Description</b>	<b>Key Elements</b>	<b>Duration</b>	<b>Contact Person and Telephone Number</b>	<b>Assignment Value</b>



**12. Declaration of Municipals Fees**

I, the undersigned, do hereby declare that the Municipal fees of

.....  
 (Full name of Company / Close Corporation / partnership / sole proprietary/Joint Venture)

(hereinafter referred to as the TENDERER) are, as at the date hereunder, fully paid or an Acknowledgement of Debt has been concluded with the Municipality to pay the said charges in instalments.

The following account details relate to property of the said TENDERER:

<u>Account</u>	<u>Account Number:</u> to be completed by tenderer.
Consolidated Account No.	<input type="text"/>
Electricity	<input type="text"/>
Water	<input type="text"/>
Rates	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>

I acknowledge that should the aforesaid Municipal charges fall into arrears, the Municipality may take such remedial action as is required, including termination of any contract, and any payments due to the Service provider by the Municipality shall be first set off against such arrears.

- Where the TENDERER'S place of business or business interests are outside the jurisdiction of eThekweni Municipality, a copy of the accounts/agreements from the relevant municipality must be attached (to the back inside cover of this document).
- Where the tenderer's Municipal Accounts are part of their lease agreement, then a copy of the agreement, or official letter to that effect is to be attached (to the back inside cover of this document).

NAME : ..... (Block Capitals)

SIGNATURE : ..... DATE: .....  
 (of person authorised to sign on behalf of the Tenderer)

**13. MBD4 Declaration of Interest**

No bid will be accepted from persons in the service of the state<sup>1</sup>.

13.1 Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

13.2 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

13.2.1 Full name of bidder or his/her representative .....

13.2.2 Identity number: .....

13.2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):

.....

13.2.4 Company Registration Number: .....

13.2.5 Tax Reference Number: .....

13.2.6 VAT Registration Number: .....

13.2.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

*References:*

<sup>1</sup> MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

- any municipal council
- any provincial legislature
- the National Assembly or the National Council of Provinces

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity;

(f) an employee of parliament or a provincial legislature.

<sup>2</sup> "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.



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13.2.8 Are you presently in the service of the state?  
If yes, furnish particulars: 

YES	NO
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13.2.9 Have you been in the service of the state for the past twelve months? If yes, furnish particulars: 

YES	NO
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13.2.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and/or adjudication of this bid?  
If yes, furnish particulars: 

YES	NO
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13.2.11 Are you aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and/or adjudication of this bid? If yes, furnish particulars: 

YES	NO
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13.2.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?  
If yes, furnish particulars: 

YES	NO
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13.2.13 Is any spouse, child or parent of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? If yes, furnish particulars: 

YES	NO
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13.2.14 Do you or any of the directors, trustees, managers, principal shareholders or stakeholders of this company have any interest in any other company or business whether or not they are bidding for this contract? If yes, furnish particulars: 

YES	NO
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**14. Full details of directors / trustees / members / shareholders**

<b>Full Name</b>	<b>Identity Number</b>	<b>State Employee No.</b>

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Capacity**

\_\_\_\_\_  
**Name of Bidder**

