



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



REQUEST FOR TENDER

Provision for Debt Collection and administrative services

Tender Code	Compulsory briefing Session	Cost per Tender document	Closing date
GTVETC/11/2021	<p>Date: 12 November 2021 Day: Friday Time: 10H00 Venue: Central Office 36 Buren Street Flamingo Park 9459</p> <p>GPS Coordinates 270 57' 18, 05" S 260 43' 34, 50" E</p>	R1000.00	<p>Date: 03 December 2021 Time: 10h00 Day: Friday Central Office 36 Buren Street, Flamingo Park Welkom, 9459</p> <p>GPS Coordinates 270 57' 18, 05" S 260 43' 34, 50" E</p>

Description:

Bidders are hereby invited to bid for Provision of Debt Collection and administrative services

- Bid documents are available at a non-refundable fee of R1000.00 per bid document from **12 November 2021**, and are available at the College Central Office, 36 Buren Street, Flamingo Park, **WELKOM**
- Bidders are requested to submit the following documents (copies must be certified):**
 - * CK/company registration documents per bid
 - * Certified copies of ID documents owner(s), partners, shareholders per bid
 - * Original/certified copy of a valid Tax Clearance certificate/proof of tax compliance status pin from SARS
 - * 3 contactable, and RELEVANT (Debt collection) references from your previous clients
 - * BEE Certificate

NB: Companies which are blacklisted with the SA Treasury will be automatically disqualified.

Companies that do not attend the compulsory briefing session will be automatically disqualified

Please Note: Qualifying bids in terms of documentations submitted and attendance of compulsory site inspection will be subject to the below Functionality Requirements and will be required to achieve a minimum score of 24.5 (70%) points in total to be further evaluated for price:

Criteria	Points
Proven experience in debt collection	5
College/Education institution experience	5
Necessary capacity/sustainability	10
Methodology/workplan	10
Financial viability	5
TOTAL	35

Payment for the tender document to be deposited into the college bank account. Proof of payment to be presented at collection of documents. Documents must be collected at the Central Office. No documents should be faxed or emailed.

Banking details: Goldfields TVET College:
ABSA Current Account
Acc No. 134 096 1095

Account holder: Goldfields FET College (Ref: Company name and tender code number).

BID DOCUMENTS, CLEARLY MARKED WITH RELEVANT REFERENCE NUMBER GTVETC/11/2021 (Provision of debts clection and administration services) MUST BE IN A SEALED ENVELOPE(S) AND DEPOSITED IN THE TENDER BOX AT THE FOLLOWING ADDRESS:

GOLDFIELDS TVET COLLEGE, CENTRAL OFFICE, 36 BUREN STREET, FLAMINGO PARK, WELKOM, 9459

Closing date: 03 December 2021 at 10:00 at which bids will be opened in public.

Please note: * No late quotations or quotations per facsimile will be accepted.
* The college is not bound to accept the lowest or any quotation.

Enquiries: Mr M.E. Leteane (Assistant Director: Supply Chain Management)
Tel: (057) 910 6000 (e-mail: molehe@goldfieldstvet.edu.za)