

RFB-00009-2014 REQUEST FOR BID FOR THE APPOINTMENT OF DEBT COLLECTION AGENCIES

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Description:

REQUEST FOR BID FOR THE APPOINTMENT OF DEBT COLLECTION AGENCIES

1. Pre-Qualification Criteria (Phase 1)

PRE-QUALIFICATION CRITERIA	NAME OF THE DOCUMENT TO BE SUBMITTED	RESPONSE REQUIRED FROM RESPONDENT
As at the Closing Date of this RFB, the Respondent must have an original valid SARS Tax Clearance Certificate.	ORIGINAL VALID SARS TAX CLEARANCE CERTIFICATE <i>(photocopies/certified copies of the Tax Clearance Certificate are NOT acceptable)</i>	Respondent must submit a valid original Tax Clearance Certificate or furnish proof of application for a valid Tax Clearance Certificate. Note that photocopies/certified copies of the Tax Clearance Certificate are NOT acceptable. In the event that an original valid Tax Clearance Certificate is not supplied within 30 (thirty) days of the Closing Date of the Tender, the Respondent will be eliminated. Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process.
As at the closing date of this RFB, the Respondent must be registered with the following: Council of debt collectors, Association of Debt Recovery Agents (ADRA) as a debt collector, the PSSA and must comply with PSSA regulations	Respondent must provide the necessary documentation as proof of registration with the following: <ul style="list-style-type: none"> • Council of debt collectors • Association of Debt Recovery Agents (ADRA) • PSSA and compliance with PSSA regulations 	The respondent must be registered with the following: Council of debt collectors, Association of Debt Recovery Agents (ADRA) as a debt collector, the PSSA and must comply with PSSA regulations

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<p>As at the closing date of this RFB, the Respondent must confirm compliance to the Technical Criteria Requirements and provide supporting documents if prescribed in this section</p>	<ol style="list-style-type: none"> 1. Respondent must have over five (5) years of experience in the debt collecting industry and must have a proven industry collection track record 2. Respondent must provide a comprehensive list of its current clients, outlining the length of time they have been conducting business and at least two (2) client references and supporting company documents should be submitted 3. Respondent must have a call centre and a qualified staff component 4. Respondent must have the capability and capacity to manage monthly hand-overs up to and exceeding fifteen million rand (R15mil) per month 5. Consent to a Credit Check being performed on the Company as well as all the Company's Directors / Members 6. Respondent should demonstrate that they would be able to recover minimum of 12% of Telkom's debt book assigned to them within any given reporting period 	<p>The Respondent must confirm compliance to the Technical Critical Requirements and provide supporting documents if prescribed in this section.</p> <p>Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process.</p>
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<p>Respondent must create a separate trust account, where it will deposit any collections completed from debtors on behalf of Telkom</p>	<p>Respondent must provide the required documentation, providing a commitment to create a separate trust account, where it will deposit any collections completed from debtors on behalf of Telkom</p>	<p>Respondent must create a separate trust account, where it will deposit any collections completed from debtors on behalf of Telkom</p>
<p>The following required documentation to be properly completed, signed and submitted by a Respondent. This RFB and all the required documents listed herein must be submitted timeously and must be properly completed and duly executed by the duly authorised signatory of a Respondent.</p>	<p>PRO FORMA AUTHORITY FOR SIGNATORY</p>	<p>Respondents must read and complete this document in spaces allocated in the template. Respondents must ensure that this document is signed off by a duly authorized person (same person that signs on behalf of the company throughout the document). This document must be witnessed accordingly and a copy of the resolution of the Board of directors, members or partners (whichever may be applicable) must be attached.</p> <p>Failure to submit an original signed document and all documents as requested in the template may result in disqualification from the tender process.</p>
<p>Financial viability: Respondents should make their financial statement and due diligence questionnaire available</p>		<p>Complete the Due diligence questionnaire</p>
	<p>DECLARATION BY RESPONDENT (Respondent agrees to and unconditionally accepts tender conditions)</p>	<p>Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form).</p> <p>Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process</p>
	<p>TELKOM LEGAL TERMS AND CONDITIONS FOR SERVICES (TELKOM MASTER AGREEMENT)</p>	<p>Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form).</p> <p>Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process.</p>

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<p>The following required documentation to be properly completed, signed and submitted by a Respondent. This RFB and all the required documents listed herein must be submitted timeously and must be properly completed and duly executed by the duly authorised signatory of a Respondent.</p>	<p>DECLARATION OF INTEREST</p>	<p>Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form).</p> <p>Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process</p>
	<p>SUPPLIER'S CODE OF CONDUCT</p>	<p>Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form).</p> <p>Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process</p>
	<p>TAXATION QUESTIONNAIRE AND DECLARATION</p>	<p>Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form).</p> <p>Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process</p>
	<p>PREVENTION OF FRAUD & CORRUPTION QUESTIONNAIRE</p>	<p>Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form). The document must be witnessed.</p> <p>Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process</p>
		<p>Respondent to submit all original and/or certified signed documentation as indicated in this RFB.</p> <p>Failure to submit the original signed document will result in disqualification from the tender process.</p>

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2. Bid Document Collection

The bid document can be collected from the Telkom SA SOC Ltd Tender Office at the following address:

**Telkom Tender Office (below the overhead bridge)
Lower ground floor of Telkom Tower South,
179 Johannes Ramokhoase Street (formally known as Proes Street),
PRETORIA CBD**

Contact Person: **Benji Ramatlakana**
Contact details: **(012) 311 3364**

3. Closing Date for Questions related to RFB 00009-2014: 20 November 2014 at 11H00