



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

Private Bag X115, Pretoria, 0001

TRANSVERSAL CONTRACTING

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Ref: RT27-2019

CONTRACT CIRCULAR – AMENDMENT 1

CONTRACT RT27-2019: PROVISION OF DEBT COLLECTION SERVICES TO THE STATE FOR THE PERIOD 1 JULY 2020 TO 30 JUNE 2023.

1. This contract will be subject to the Master Transversal Contract and all its annexures issued in accordance with Chapter 16A of the Treasury Regulations published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract and all the annexures are supplementary to that of the Master Transversal Contract. Where, however, the Master Transversal Contract is in conflict with the Participation Agreement, General Conditions of Contract and Special Conditions of Contract the Master Transversal Contract will prevail.
2. The contract circular for the aforementioned contract distributed to State Institutions together with all other annexures constitutes the official and binding agreement between the Service Provider and the State. State Institutions are, therefore prohibited from making any amendments of any nature to the aforementioned contract, except on the service levels.
3. The National Treasury will communicate all amendments, if any, to the State Institutions. It would only be at the receipt of such notification from the National Treasury that State Institutions can effect any changes to this contract.

4. Supporting Documents

The documents below will be updated as and when required and therefore State Institutions should always refer to the latest available documents from the National Treasury Website.

- 4.1. Contract Circular and Address List
- 4.2. Master Transversal Agreement
- 4.3. Participation Agreement Template
- 4.4. Service Request Template
- 4.5. Special Conditions of Contract
- 4.6. Request for Participation Letter

5. Utilization Guidelines

5.1. Initial Process

- 5.1.1. The interested State Institutions must complete the Request to Participate Letter in order to be included as a participant on the contract. The letter must be submitted to National Treasury – Chief Director: Transversal Contracting for consideration to transversal.contracting1@treasury.gov.za. The office will respond officially to confirm participation.
- 5.1.2. All the sixteen (16) appointed Service Providers are qualified, have met the technical requirements of the bid and have demonstrated the capacity and capability to deliver the debt collection services to the State.
- 5.1.3. The commission fees chargeable was negotiated and approved by National Treasury. However, State Institutions may further negotiate the commission fee with any of the Service Providers (if necessary).
- 5.1.4. All of the Service Providers have signed the Master Transversal Agreement with National Treasury and are readily available to provide the debt collection services.
- 5.1.5. The appointment of all Service Providers was on an “*as an when required*” basis, therefore no guarantees of allocation of works must be made to the Service Providers.

5.2. Selection Process

- 5.2.1. Appointment of more than one (multiple) Service Providers is highly encouraged to effectively manage the performance of the appointed Service Provider(s). Successful collection will be measured against average performance of other Service Providers.
- 5.2.2. The State Institutions must follow the least cost model to select and appoint any of the listed Service Providers. If the Service Provider with a higher commission fee is appointed, the State Institution must be in a position to motivate the reasons for not selecting other service providers in favour of the Service Provider with a higher commission fee and record such reasons for audit purposes.
- 5.2.3. The State Institutions may use the company profiles report to motivate the reasons

for appointment or non-selection. If needs be, Institutions may request the Service Providers for presentations and demonstrations of their service offering.

5.2.4. State Institutions must conclude Participation Agreements with all the appointed Service Providers. Once the Participation Agreement is duly signed, the State Institutions will issue the Service Request(s) with the allocated debt book. All Service Requests must be signed off by both parties and attached to the relevant Participation Agreement as Annexures to the said Participation Agreement.

5.3. **Rotation Process**

5.3.1. State Institutions are encouraged to rotate the appointed Service Providers to ensure maximum successful collection and fair distribution/allocation of works.

5.3.2. In order to ensure a fair rotation process, the Institutions must request the Service Providers to declare the number of Institutions they have or are rendering services to in terms of RT27/2019 and the debt book value of such appointments. This will assist to determine the workload/allocation of work of all the appointed service providers for rotation purposes.

5.4. **Supplier Relationship Management Process**

5.4.1. State Institutions are responsible for performance management, supplier relationship management and dispute resolution. Failure to resolve the dispute, both parties may escalate and notify in writing to the National Treasury – Chief Director: Transversal Contracting for further dispute resolution, failing which parties may seek legal advice.

5.4.2. State Institutions and Service Providers are required to submit quarterly historic reports of all the services requests issued and progress thereof. The report will indicate the name of the service(s) providers/State Institution, debt book value, expected targeted value, actual collected value, commission fee payable, challenges, opportunities and success of the contract. This information will be analysed and be used for supplier performance management reviews by National Treasury. The reports to be send to transversal.contracting1@treasury.gov.za

5.5. **Administration Process**

5.5.1. In order to reduce the administration burden, State Institutions must refrain from requesting any bidding document including SBD documents every time they issue a Service Request to the awarded service providers as the competitive process was followed at National Treasury. The compliance documents including the SBD forms can be obtained from National Treasury upon request. Upon signing of the Participation Agreement, all the supporting documents must be finished at this stage

for the duration of the contract.

6. Contract Circular – Commission Fee Structure:

6.1. The debt collection services offered are on the basis of “No Successful Collection, No Commission Fee” payable. All commission fee percentages are inclusive of 15 % VAT.

No	NAME OF SERVICE PROVIDER	COMMISSION FEE (% ALL INCLUSIVE)	UNIT SCORE	BBBEE LEVEL	B-BBEE SCORE	AWARD SCORE
1	Phakamani Debt Collection Services	8,00	90,00	2	9	99,00
2	Ntloedibe Attorneys	8,50	84,38	1	10	94,38
3	New Integrated Credit Solutions (Pty) Ltd	9,00	78,75	1	10	88,75
4	Bafana Ncube Incorporated	9,00	78,75	1	10	88,75
5	Ntiyiso GSI JV	9,20	76,50	1	10	86,50
6	Boffin & Fundi (Pty) Ltd	9,20	76,50	1	10	86,50
7	Ismail and Dahya Inc	9,20	76,50	1	10	86,50
8	In Quest Collections (Pty) Ltd	9,20	76,50	2	9	85,50
9	Transaction Capital Recoveries (Pty) Ltd	9,20	76,50	2	9	85,50
10	Revenue Consulting (Pty) Ltd	9,66	71,33	2	9	80,33
11	Hahn Collections (Pty) Ltd	9,87	68,96	2	9	77,96
12	Khumalo Masondo Attorneys Inc	10,00	67,50	1	10	77,50
13	Bham & Danya cc	10,00	67,50	1	10	77,50
14	Medaco Revenue Solutions (Pty) Ltd	10,00	67,50	2	9	76,50
15	ITC Business Administration (Pty) Ltd	10,00	67,50	2	9	76,50
16	Ducharme Asset Management & Accounting (Pty) Ltd	10,15	65,81	2	9	74,81

7. Participating State Institutions:

DEPARTMENT	CONTACT PERSON	ADDRESS	CONTACT DETAILS	E-MAIL ADDRESS
Eastern Cape Provincial Treasury	Portia Hashe	Tymzashe Building; Phalo Avenue; Bisho; Eastern Cape	040 101 0127 083 460 1785	Portia.Hashe@ectreasury.gov.za
Department of Justice and Constitutional Development	Raymond Venkatsamy	Momentum Centre, 329 Pretorius Street, Pretoria Central, 0001	012 315 4636; 083 269 0339	RVenkatsamy@justice.gov.za
The Office of the State Attorney	Potgieter Theunis		012 315 4537	ThPotgieter@justice.gov.za
Statistics South Africa	Ian Chabalala	75 Koch Street, Salvokop, Tshwane, 0002	012 310 6908	IanC@Statssa.gov.za
Limpopo Treasury	George Mashila,	56 Paul Kruger Street, Finance House Provincial Treasury, Polokwane	015 291 8711 082 802 4876	MashilaXG@treasury.limpopo.gov.za ;
South African Police Services	J Smit	117 Creswell Road; A'Block, Silverton	012 841 7119 082 778 7808	smitj3@saps.gov.za
Department of Correctional Services	Christina Monaisa	124 Poyntons Building, WF Nkomo and Sophie De Bruyn	012 307 2101 082 318 3736	Christina.Gabaediwe@dcs.gov.za
Eastern Cape Transport	M L Mboya	Mbuyiseli Mboya 25 Brooklyn Road Woodbrook East London; 5201	043 731 2902 082 773 6298	Mbuyiseli.Mboya@dot.ecprov.gov.za
PSIRA	Mmatlou Sebogodi	420 Witch-Hazel Avenue, Block B – Eco Glades 2 Office Park, Highveld Ext 70	012 003 0510 084 555 1716	Mmatlou.sebogodi@psira.co.za ;
National Prosecuting Authority	Elizabeth Choma	123 Weavind Park, Westlake Avenue, Silverton, 0184	012 845 6118 079 250 2636	mchoma@npa.gov.za
Boxing South Africa	Thabang Moses	1077 Arcadia Street, Second Floor Hatfield Forum East Building, Hatfield, Pretoria	012 765 9600 072 413 4759	thabang@boxingisa.co.za
National Housing Finance Corporation SOC LTD	Bruce Gordon Anda Mazibuko	Old Trafford 3, Isle of Houghton, 11 Boundary Road, Houghton	067 425 1891; 082 951 6578	BruceG@nhfc.co.za ; Andam@nhfc.co.za
Bitou Local Municipality	Phelisa Casa	No.4 Sewell Street,	044 501 3407	Phelisa.Primrose.Casa

DEPARTMENT	CONTACT PERSON	ADDRESS	CONTACT DETAILS	E-MAIL ADDRESS
		Plettenberg Bay, 6600	061 544 3717	<pcasa@plet.gov.za>
Lesedi Local Municipality	Paul Malgas	1 HF Verwoerd Street; Civic Centre Building; Heidelberg; 1438	016 492 0028 064 095 4074	paulm@lesedi.gov.za

8. Appointed Service Providers:

Name of Contractor	Contact Person	Telephone number	e-mail address
Phakamani Debt Collection Services	Myles Baker	087 940 7464; 082 329 6030	myles@pdcs.co.za rafik@pdcs.co.za
Ntloedibe Attorneys	Solomon Ntloedibe	012 323 6457; 084 694 3706	ntloedibeattorneys@telkomsa.net; solomon.ntloedibe@hotmail.com
New Integrated Credit Solutions (Pty) Ltd	Moalosi Caleb Makakaba	012 432 5000; 082 376 0148	info@nics.co.za
Bafana Ncube Incorporated	Bafana Ncube	011 880 4204; 078 304 8240	bafana@ncubeinc.co.za mfanu@ncubeinc.co.za
Ntlyiso GSI JV	Vongani Machimana	012 940 5435; 074 120 6826	info@ntlyisoconsulting.co.za; vongani.machimana@ntlyisoconsulting.co.za
Boffin & Fundi (Pty) Ltd	Tebogo Nkosi	012 346 3318; 066 229 8567	tebogo@bofn.co.za oswan@bofn.co.za
Ismail and Dahya Inc	Wahid Ismail	011 837 0366	Legal@idalaw.co.za
In Quest Collections (Pty) Ltd	Bernard van Rensburg	087 898 4780; 011 475 0010	info@in-quest.co.za; bernard@in-quest.co.za
Transaction Capital Recoveries (Pty) Ltd	Shandu Lukoto	011 560 6765; 060 992-4719	shandul@tcrecoveries.co.za
Revenue Consulting (Pty) Ltd	Vusi Jennings	011 747 9740; 082 773 1305	vusij@revenueconsulting.co.za
Hahn Collections (Pty) Ltd	Tshiamo Baloyi	086 099 5130	marketing@hahncollections.co.za
Khumalo Masondo Attorneys Inc	Jabulani Khumalo	011 615 2560 010 100 0110	jabu@kminc.co.za

Name of Contractor	Contact Person	Telephone number	e-mail address
Bham & Danya cc	Deepak Dahya	011 422 5380 082 566 7746	deepak@bhamdahya.co.za
Medaco Revenue Solutions (Pty) Ltd	Edward Muiruri	086 099 9927 072 479 0874	edwardm@medaco.co.za
ITC Business Administration (Pty) Ltd	Tracey Faias	021 405 5700 083 450 0668	tfaias@itcba.co.za
Ducharme Asset Management & Accounting (Pty) Ltd	Awie Viljoen	021 887 9121 082 826 3094	aviljoen@ducharme.co.za



DORAH KGOTSE

for CHIEF DIRECTOR: TRANSVERSAL CONTRACTING
OFFICE OF THE CHIEF PROCUREMENT OFFICER

DATE: 04 September 2020