

REPUBLIC OF KENYA



THE COUNTY GOVERNMENT OF NAKURU

CONTRACT NO. NCG/REG/015/2019-2020.

**REQUEST FOR PROPOSAL FOR PROVISION OF DEBT
COLLECTION SERVICES**

M/S.....

SERIAL NO.

COUNTY SECRETARY P.O. BOX 2870 NAKURU. AUGUST, 2019	SUPPLIES CHAIN MANAGEMENT OFFICE
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INVITATION FOR TENDERS

TENDER REF. NO: NCG/REG/015/2019-2020

**TENDER NAME: REQUEST FOR PROPOSAL FOR PROVISION OF DEBT
COLLECTION SERVICES**

COUNTY GOVERNMENT OF NAKURU invites sealed tenders from eligible candidates for
request for proposal for provision of debt collection services

- 1.1 A complete set of tender documents may be obtained by interested candidates through the IFMIS Suppliers portal and county website.
- 1.2 Completed tender documents are to be submitted through the IFMIS Supplier Portal so as to be received on or before **FRIDAY 13TH SEPTEMBER 2019 at 12 NOON.**
- 1.3 Tenders will be opened immediately thereafter through the system (on line).

**THE COUNTY SECRETARY
NAKURU COUNTY GOVERNMENT**

DESCRIPTION OF SERVICES (TERMS OF REFERENCE)

BACKGROUND

The County Government of Nakuru through its Finance department desires to enhance collection of its bad debts from defaulters and hence bids are invited from capable debt collection firms to submit their proposals to offer that service.

SCOPE OF WORK

The Terms of Reference for this assignment include but are not limited to the following:

1. Debt collection from the following Revenue streams among others:-
 - Land rates
 - SBP and other Licenses, fees from shops, factories, etc.
 - Royalty payments from various hotels/lodges/camps
 - outstanding cess (sand, agricultural, livestock, ballast, quarry products etc.)
 - Outstanding parking fees,
 - Outstanding Market rates and rents
 - Landing fee from all air strips within the county
 - Fees from various game reserves within the County.
 - Entertainment fee
 - Outstanding advertising fees e.g. from billboards outstanding debts
 - rent from Government Houses
 - Outstanding Liquor licenses
 - Debts from the hospitals
 - Any other debts
2. Tracing services
3. Monitoring and offering support in legal proceeding in relation to cases arising of the said debts.
4. Offer advisory to county Revenue officials on efficient debt collection methods which will include protocol, customer service, leadership and ethics.
5. Where need be, engage third parties including but not limited to CRB'S, Advocates, Auctioneers and other Collectors, by way of sub- contracting jobs under the following terms:

- (i) The County must be informed of such appointees, their capacity of engagement and reasons for their appointment.
- (ii) The third party must at all times act in good faith for the county.
- (iii) All fee payable to the third party service providers will be borne by the debt collector
- (iv) The debt collector shall make terms of reference for the appointment of third party service providers.

There shall be at least one reporting meeting per month, between the county and the debt collector.

METHODOLOGY

The consultant will propose the methodology to guide in the achievement of the Objectives.

EXPECTED RESULTS

The assignment is expected to provide:

- Collection of county debt from defaulters from portfolios provided by the County.

TIME FRAME

This assignment must be completed within a period of 36 months from the date of signature of the contract.

REPORTING ARRANGEMENTS

This includes:

- Mobilization of the team to be done within the first month
- Monthly meeting between the county officials and the debt collector
- The chief Officer Finance will be the project manager for this assignment communicate to him on all matters relating to the assignment

REQUIRED QUALIFICATIONS AND PROFILE

The eligible consultancy must meet the following requirements:

1. Only registered Companies should apply
2. Must have experience collecting debts from the Government(Central or at least 3 Counties) in the last 2 years
3. Highly demonstrate ability and capacity to undertake the assignment.

Provide evidence.

4. Statutory documents