



EXPRESSIONS OF INTEREST (EOIs) FOR THE PROVISION OF DEBT COLLECTION SERVICES

The Citizens Economic Empowerment Commission (CEEC) is a body corporate established through the enactment of the **Citizens Economic Empowerment Act No. 9 of 2006** (CEE Act) to foster broad based economic empowerment. CEEC is currently in the process of calling for applications from interested parties for the provision of debt collection services.

The Commission now invites suitably qualified and experienced companies to express their interest to provide "**Debt Collection Services**" for a period of six months renewable for another six months depending on performance.

The objective of the assignment is to recover debts using a clearly defined system with options and strategies that will improve the debt recovery rate.

Scope of the assignment includes, but not limited, to the following:

- Ensuring liquidation of delinquent debts from absconding debtors who, after accessing the Empowerment Fund, have either made partial payments or have fully absconded;
- Locating and contacting defaulting debtors;
- Securing payments from the identified debtors;
- Designing options and strategies for debt recovery to achieve 100% success in debt recovery;
- Providing monthly performance reports including statements of accounts on each assigned debtor; and
- Providing advisory services to the Commission on matters of debt collection.

The Expressions of Interest (EOIs) should provide information to demonstrate that the bidder has more than three (3) years experience in the provision of debt collection services to large commercial companies. The Expression of Interest should also demonstrate that the company has qualified and experienced staff in the field of the assignment.

The EOIs should contain the following:

- i) Company profile describing the core business of the firm/company;
- ii) Qualifications and experience of Senior Management Team;

- iii) Description of similar assignments previously undertaken (should include the year, amounts involved, names of the clients and contact persons);
- iv) Preferential Procurement Certificate issued by CEEC.
- v) Registration Certificate for companies and associations;
- vi) Two reference letters from former or existing Clients;
- vii) Proof of mobility capability (in possession of a bicycle, motor cycle or motor vehicle to undertake the exercise);
- viii) Copies of National Registration Cards and Passport Size Passport size photos of Shareholders/Directors.
- ix) EOI respondents must state their geographical reach as the Commission Services all districts in Zambia.
- x) Tax Clearance Certificate.

Remuneration to the companies that will be selected will be based on a percentage of the recovered amounts as per conditions set out by CEEC.

EOIs in sealed envelopes clearly marked “**Expression of Interest for provision of Debt Collection Services**” should be deposited in the Tender Box situated by the reception of the Empowerment House at the address indicated below or the Provincial Offices.

The closing date for the receipt of EOIs is 15 July 2024 at 17:00 hours. **All EOIs that will be submitted after the closing date and time shall not be considered.** Telegraphic and electronic offers will not be accepted. The bids will be opened in the Board Room in the presence of all bidders or their representatives who will choose to attend.

The Director General
Attention: Procurement Manager
Citizens Economic Empowerment Commission
Empowerment House, Plot 6457, Los Angeles Boulevard
Longacres, Lusaka