

**DESCRIPTION OF WORKS TO ASSIST
TENDERING FOR DEBT COLLECTION SERVICES**

TO

TANGANYIKA FARMERS' ASSOCIATION PLC

PROPOSED CONTRACT DURATION: 1ST JANUARY 2020 TO 31ST DECEMBER 2020

INTRODUCTION:

TFA Plc has set aside some funds for Debt Collection Firm to render debt collection services to TFA Plc on the following terms of reference.

PROVISION OF DEBT COLLECTION SERVICES:

1. TFA Plc shall issue a list of defaulters to the Debt Collection Firm issue demand notices to the defaulters on periodic intervals and take collection measures to recover the debts.
2. The Debt collection services shall include recovery measures and evictions where necessary.
3. The Debt Collectors shall be required to issue a report to TFA PLC on the debt collection status within seven days from the end of every month.
4. The Debt Collection services shall be conducted by a minimum of two qualified and experienced members from Debt Collection Firm.
5. The quotations for the provision of Debt collection services shall be on commission basis based on the collected amounts.