

ADVERTISEMENT FOR PREQUALIFICATION AND REQUEST FOR PROPOSALS (RFP) AS DEBT RECOVERY AGENTS

Introduction

Ibadan Electricity Distribution Company (IBEDC) is a customer focused institution whose ethos is a culture based on exceptional service delivery and open communication. Our franchise area covers Kwara, Ogun, Osun and Oyo States and some parts of Ekiti, Kogi and Niger States.

IBEDC hereby invites interested, competent, reliable, and qualified Professional Debt Collection Agents to submit prequalification documents for the services listed below:

- **Collection of past dues from our debtors.**

Such agents should be able to address the underlisted areas:

- Trace, identify and locate obligors with the intent to resolve their outstanding indebtedness to IBEDC.
- Negotiate settlement and restructure terms with identified obligors in line with approved guidelines from IBEDC.
- Pursue and enforce debt recovery and collection activities geared towards optimization of assigned portfolio to achieve set targets.

Prequalification Documents

All applicants are required to submit the under listed documents:

1. A Letter of Application.
2. Evidence of incorporation or registration of the entity with the Corporate Affairs Commission (CAC, CO2, CO7)
3. Recommendation/Reference Letter attesting to the good character and credit standing of the applicant from a Commercial/Merchant Bank in Nigeria
4. Comprehensive company profile detailing the following:
 - The entity's verifiable physical address
 - Demonstrable experience in similar transactions
 - Recommended transaction approach
 - Experience of key team members
 - Potential conflict of interest
 - Corporate profile of the firm including ownership structure, CV of key personnel supported by Professional licenses, registered address, functional contact email address, GSM phone number(s), facsimile number(s).
 - Audited accounts in the last three (3) years.
 - Verifiable reference of related services rendered in the last three (3) years (attach letters of engagement).
 - Minimum of two (2) referees from individuals and/or corporate entities of proven integrity (**evidence of Tax remittances \$ VAT should also be incorporated**).
5. Professional Debt Collection Agents are expected to demonstrate an in-house capacity and competence based on the following criteria:
 1. Remedial Asset Management experience
 2. Requisite Accounting experience, particularly in audit and reconciliation of statements
 3. Proven track record of debt recovery spanning the last five (5) years

4. The Agent must be able to demonstrate comparative advantage within IBEDC's franchise

Completed application should be submitted to:

**The Managing Director/CEO
Ibadan Electricity Distribution Company (IBEDC),
Capital Building, 115, MKO Abiola Way,
Ring Road, Ibadan.**

Letters of Application must be submitted latest Friday, July 9 at 3.00pm.

Note

- All information and communication in respect of this invitation shall be in English Language.
- All necessary authority & guarantee for verification of claim must be submitted to IBEDC.
- Ibadan Electricity Distribution Company (IBEDC) reserves the right to accept or reject any Prequalification Document and application if deemed necessary to do so.
- IBEDC will not enter into any correspondence with any unsuccessful applicant.
- This advertisement shall not be construed as a commitment on the part of IBEDC to enter into any contractual relationship nor shall it entail the company to make any claim(s) whatsoever and/or to seek any indemnity from Ibadan Electricity Distribution Company (IBEDC) by virtue of such company having responded to this invitation.

**For more enquiries, kindly contact:
oluwole.adebayo@ibedc.com**

**Signed
Management**