

045 932 8103

1, Seller Street, Maclear, 5480

086 216 8784

kwaneles@elundini.gov.za

Dear Sir / Madam

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the supply of materials as detailed in the enclosed list.

The quotation must be submitted on the letterhead of your business **must** be deposited in the tender box situated in 1 Seller Street Maclear, Finance Department, Cashier Reception area before 12h00 on the 12 January 2017. For **queries** please email to Mr. K. Sobekwa at kwaneles@elundini.gov.za or faxed to 086 216 8784

For Technical Queries: Mr. S Mveku –Assistant Manager Asset

Tel: 045 932 8209

For Supply Chain Queries: Mr. K. Sobekwa -Finance Services Department

Tel: 045 932 8103

PROVISION OF AUCTIONEERING SERVICES FOR A CONTRACT PERIOD ENDING 30 JUNE 2017- ELM-2/009/2016-2017

The following mandatory documents must be submitted with the quotation and failure to submit will lead to the bids being declared non-responsive:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- An original valid SARS Tax Clearance Certificate issued inside SARS Branch office on / before 16 August 2016 or Tax compliance status documents with PIN from SARS
- Copies of Company Registration certificate and IDs
- An original or certified BBBEE certificate copy
- 80/20 preferential procurement point system will be applied
- Proof that materials will be sourced from a reputable Eskom approved supply/manufacture where applicable
- Proof that all street light materials will be sourced from a reputable approved supply/manufacture
- Proof of registration with National Treasury Central Supplier Database (CSD)
- If correct delivery is not received by the indicated agreed date the contract will immediately be terminated
- Completed MBD 4, MBD 8 and MBD 9 (downloadable from website and collectable at Supply Chain Offices)
- A recent Municipal account statement, lease agreement or affidavit stating you aren't liable to pay rates at your business premises

NB: No quotations will be considered from persons in the service of the state!


The minimum threshold for functionality is 70%

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- The Elundini Local Municipality Supply Chain Management Policy will apply;
- The Elundini Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole part of the bid;
- Bids which are late, incomplete, unsigned, will not be accepted;
- Bids submitted are to hold good for a period of 30 days;
- Bidders will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered
- The latest General Conditions of Contract and any Special Conditions of Contract will apply.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

 06/01/2016

SIGNATURE _____ DATE _____

SPECIFICATIONS

Quotations are invited from capable and experienced auctioneers for a contract period ending 30 June 2017, to conduct periodical auctions of redundant / impounded vehicles, pound livestock, equipment, scrap metal and other materials.

1. GENERAL INFORMATION

- 1.1. The appointed contractor must be a registered Member of SAIA (South African Institute of Auctioneers).
- 1.2. Auctions must be conducted in Ugie, Maclear and Mount Fletcher at the municipal premises on periodical dates, to be negotiated with the appointed contractor.
- 1.3. A preliminary list of items to be auctioned will be made available prior to each auction.
- 1.4. Specify commission as a percentage of turn-over and highlight costing structure as follows:

Assume bid closed at R100.00 then:		
Bid Value	R 100.00	Payable by Auction Bidder
Commission	R	Payable by municipality
VAT	R	Payable by municipality
TOTAL	R	Total Amount Payable by municipality

IMPORTANT

- a) The auctioneer must, as part of the sales conditions, announce that the bid price on items will be exclusive of VAT and commission payable.
- b) Please take note that VAT is applicable on items sold on auction by Elundini Local Municipality except for passenger vehicles.

2. THE CONTRACTOR WILL BE RESPONSIBLE FOR:

- 2.1. Placement of advertisements for the auctions in newspapers. These are reimbursed to the auctioneer at Actual Cost.
- 2.2. Marking and arranging of the items to be sold at the site of the auction.
- 2.3. Registering of potential bidders and the collection of the Amount Payable by bidders, with regard to items sold.
- 2.4. The proceeds of the auction must be paid to the Municipality within 10 (ten) calendar days after the auction date.
- 2.5. A final detailed statement for items sold, must be submitted within 10 (ten) calendar days after the auction date.
- 2.6. Own travelling expenses.

FUNCTIONALITY 80/20

With regard to functionality the following criteria will be applicable and the maximum points of each criterion are indicated. Only bidders who score 70% and more on stage 1 to be evaluated further on price evaluation.

DESCRIPTION	DELIVERABLES	SCORING CRITERIA	POINTS ALLOCATED
Registered Membership			
			Maximum 40 Points
Registered Member of SAIA (South African Institute of Auctioneers).	Certificate Membership of SAIA	1. No SAIA Registration	0 Points
		2. Registration with SAIA	40 Points
Client Rating			
			Maximum 40 Points
Signed Reference Letters 4x Organizations for Auctioneering Services	Signed Reference Letters from 4x Organizations Auctioneering Services	1. No reference letters	0 Points
		2. Unsatisfactory Performance	0 Points
		3. Satisfactory Performance	10 Points each letter
Experience			
			Maximum 20 Points
3x Signed Appointment Letter/ Purchase Order for Auctioneering Services	3x Signed Appointment Letter/ Purchase Order for Auctioneering Services	1. No Signed Appointment Letter/ Purchase Order.	0 Points
		2. Signed Appointment Letter/ Purchase Order for Auctioneering Services	10 Points each

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06/01/2016

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EVALUATION CRITERIA

The 80/ 20 preferential procurement point system will be applied as the project is estimated to be more than R30, 000.00

Price - 80 points

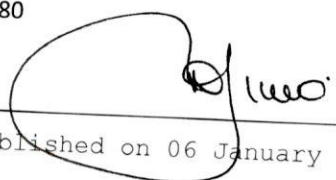
B-BEE status level of Contribution - 20 points

BBBEE Points Breakdown:

LEVEL	POINTS AWARDED
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant	0

DELIVERY ADDRESS:

Elundini Local Municipality
 No.1 Seller Street,
 Maclear
 5480



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