



045 932 8196



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 18 July 2017. For **queries** please email to at scm@elundini.gov.za or faxed to 086 216 8784

For Technical Queries: Mr. S Mveku – Asset Manager

Tel: 045 932 8209

For Supply Chain Queries: Mr. K. Sobekwa –SCM

Tel: 045 932 8196

PROVISION OF AUCTIONEERING SERVICES FOR A CONTRACT PERIOD ENDING 30 JUNE 2018- ELM-2/001/2017-2018

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

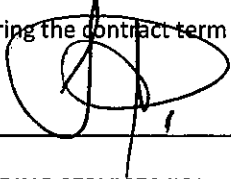
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- An original valid SARS Tax Clearance Certificate issued inside SARS Branch office on / before 16 August 2016 OR **Valid Tax Clearance Certificate OR** Tax Compliance status documents with PIN from SARS.
- Proof of registration with Web Central Supplier Database (A bidder must attach CSD registration report with Supplier No. and Unique Code)
- Original B-BBEE Certificate or a certified copy thereof (Joint venture, consortium or trust must submit a consolidated certificate) Failure to submit this certificate will lead into not getting points for B-BBEE Level) or Sworn Affidavit confirming BBBEE Level.
- Respondents must be a B-BBEE status level 5 contributor or higher.
- If correct delivery is not received by the indicated agreed date the contract will immediately be terminated.
- Certified copies of Company Registration certificate and IDs.
- 80/20 preferential procurement point system will be applied.
- Completed MBD 4, MBD 6.1, MBD 8 and MBD 9 (downloadable on the website and found at Supply Chain Office).
- A statement of Municipal Account that is not older than three months or Lease Agreement OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates OR a letter from a ward councillor.
- Joint Venture must also attach the JV agreement, original or certified copy of consolidated BBBEE certificate and the letter of signatory.

NB: No quotations will be considered from persons in the service of the state¹

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 or part of the bid;
- Bids which are late, incomplete, unsigned, faxed or sent electronically 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.
- Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on ongoing basis during the contract term the bidders tax compliance status to the municipality.

SIGNATURE _____



DATE _____

12/01/2017

**AUCTIONEERING SERVICES FOR A CONTRACT PERIOD ENDING 30 JUNE 2018
SPECIFICATIONS**

1. Introduction

Elundini Local Municipality would like to appoint a registered professional service provider(s) to provide auctioneering services to dispose of municipal moveable assets.

2. Background

Currently the disposal of moveable property is conducted by means of public auctions and the disposal of immovable property (land and buildings) is conducted by means of closed bids.

3. Scope

Elundini Local Municipality requires the services of a capable and experienced auctioneering service provider(s) to conduct periodical auctions until 30 June 2018 of the following:

- 3.1 Redundant/ Impounded Vehicles
- 3.2 Impounded Livestock
- 3.3 Equipment
- 3.4 Scrap Metal; or
- 3.5 Other Materials

4. General

- 4.1 Auctioneer's commission or fees is payable by Elundini Local Municipality;
- 4.2 The auction(s) will take place on a date(s) set by the Municipality and the Auctioneer;
- 4.3 Auctions will be conducted in Ugie, Maclear and Mount Fletcher at the municipal premises on periodical dates, to be negotiated and agreed upon with the appointed service provider;
- 4.4 The Municipality will, before each auction, make available a preliminary list of moveable assets to be auctioned;
- 4.5 No offer may be accepted by the auctioneer before or after the bid has been allocated at the auction;

4.6 The Municipality is VAT registered and VAT must be paid on all sales of movable assets, except passenger vehicles, irrespective of whether or not the buyer is VAT registered;

4.7 The Auctioneer must, as part of the sales conditions, announce that the bid price will be exclusive of VAT.

4.8 The municipality reserves the right to award a portion, or the whole of the contract to one or more successful bidder(s).

5. The service provider will be responsible for:

- 5.1 Placement of advertisements for the auctions in newspapers. These are reimbursed to the auctioneer at Actual Cost.
- 5.2 Marking and arranging of the items to be sold at the site of the auction.
- 5.3 Registering of potential bidders and the collection of the Amount Payable by bidders, with regard to items sold.
- 5.4 The proceeds of the auction must be paid to the Municipality within 7 (seven) working days after the auction date.
- 5.5 A final detailed statement for items sold, must be submitted within 7 (seven) working days after the auction date.
- 5.6 Own travelling expenses.

PRICING SCHEDULE

Specify auctioneers commission as a percentage of turnover and highlight costing structure as follows: e.g. 50% Auctioneer's Commission = R50:

| Assume bid closed at R100.00 then: | | |
|---|----------|---|
| Bid Value | R 100.00 | Payable by Bidder |
| Auctioneer's Commission | R | Payable by the municipality |
| VAT | R | Payable by the municipality |
| TOTAL | R | Total Amount Payable by municipality |

FUNCTIONALITY

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 | |
| Experience of the auctioneer assigned to the project | Curriculum Vitae of auctioneer that will be conducting the auction with contactable | • No CV attached | 0 Points |
| | | • <=2 years' experience as | 10 Points |

| | | | |
|--|------------|---|-----------|
| | references | an auctioneer. | |
| | | <ul style="list-style-type: none"> • <=3 years' experience as an auctioneer. | 15 Points |
| | | <ul style="list-style-type: none"> • <= 5 years' experience as an auctioneer. | 20 Points |

EVALUATION CRITERIA

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

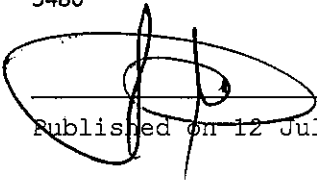
Price - 80 points
 B-BEE status level of Contribution - 20 points

BBBEE Points Breakdown:

| LEVEL | POINTS AWARDED |
|----------------------|----------------|
| 1 | 20 |
| 2 | 18 |
| 3 | 14 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| Non-compliant | 0 |

DELIVERY ADDRESS:

Elundini Local Municipality
 No.1 Seller Street,
 Maclear
 5480



Published on 12 July 2017