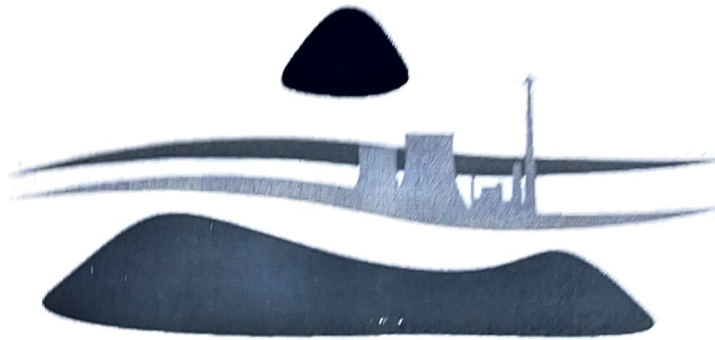




FEZILE DABI DISTRICT MUNICIPALITY

NOTICE NUMBER: SCM-FDDM 047/ 2025-26

Date: 03 June 2026

Dear: Service provider

Request for Formal Written Quotation

Kindly furnish Fezile Dabi District Municipality with a written quotation for the supply of the goods / services as detailed on the below schedule.

PROCUREMENT OF A PROFESSIONAL AUCTIONEER TO ACUTION MUNICIPAL ASSETS

SEE ATTACHED LIST FOR SPECIFICATION

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than Monday, the 09 June 2026 on or before 12h00 to: Supply Chain Management Unit of Fezile Dabi District Municipality.

The following condition will apply:

- **Prices** quoted must be valid for at least (30) days from the date of your offer.
- **Prices** quoted must be firm and must be inclusive of vat.

- In case of an event, preference will be given to local service providers
- A firm delivery period must be indicated, **that is no later than ten (10) working days after issuing an order.**
- For all transaction exceeding R 30 000.00 your SARS tax Clearance certificate/Tax Clearance Pin must be furnished.
- Copy of company registration reflecting equity owned by the members and status be In Business(CIPC)
- **Municipal rates & taxes** information in the bid document must be duly completed by local municipality or landlord.
- This quotation will be evaluated in terms of 80/20 preference point system as prescribed in the preferential procurement policy Regulation of 2022.
- Central Supplier Database (CSD) registration number/summary report must be attached to the tender/bid document.

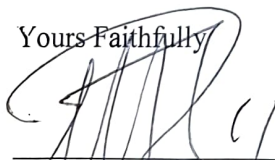
POINTS ALLOCATION FOR 80/20 PRINCIPLE:

❖ PRICE	80
❖ SPECIAL GOALS	20
Youth 50% more than (provide Shareholders certificate and ID Copy)	(05 points)
Locality (within Fezile Dabi District Municipality, proof of address)	(10points)
Women 50% more than provide Shareholders certificate and ID copy)	(05 points)

Failure to comply with these conditions may invalidate your offer.

NB: Forms for claiming preferential points are available from procurement offices at a cost of R50.00 per copy.

Yours Faithfully



Mr. PASEKA MOLOI
ACTING CHIEF FINANCIAL OFFICER

PROCUREMENT OF A PROFESSIONAL AUCTIONEER TO AUCTION MUNICIPAL ASSETS

1 INTRODUCTION

Fezile Dabi District Municipality is a municipality located in the Free State province, with its seat at Sasolburg. Invitation to suitable service providers to submit quotations for the appointment of an auctioneer. The municipality has a number of assets (motor vehicles, furniture and computer equipment) that are unserviceable and/or redundant that are required to be disposed, hence the need to appoint an auctioneer.

2 THE SERVICES REQUIRED

The service provider (Auctioneer) is required to sell municipal assets (motor vehicles, furniture and computer equipment) in an onsite auction.

The service provider (auctioneer) is required to administer the auction by handling:

- Actual auction
- Registration of buyers
- Marking of the lots
- Processing of payments
- Refunding of buyers deposits
- Transferring of the proceeds to the municipality

The auctioneer will be responsible for advertising the sale (auction) in the public media in english. Other costs that are directly linked to the auction will be borne by the auctioneer.

The auction shall be held at the municipality's premises in Sasolburg.

3 RESPONSIBILITIES OF THE AUCTIONEER

The auctioneer shall:

- 3.1 Be responsible for the sorting of the items into lots. If extra personnel are required, it will be for the expense of the auctioneer.
- 3.2 Ensure that the goods to be sold are viewed by the public during such times and dates as specified by the municipality at least one day before the sale.
- 3.3 Conduct the auction in English.
- 3.4 Be at the auction site before commencement of the auction, to register prospective buyers.
- 3.5 Be assisted by at least two competent staff at own expense.
- 3.6 Provide a public address system in good working order whenever requested by the municipality.
- 3.7 Ensure that all transactions are conducted in the RSA currency (Rand).
- 3.8 Ensure that the net proceeds of the auction shall be paid to the municipality within twenty-four (24) hours after the auction, by means of EFT transfer. The value of the payment shall be the gross amount realized from the auction less commission (VAT on the commission earned, included), advertising costs and other relevant costs. The auctioneer is required to provide the municipality with a detailed account of the breakdown of the income and expenditure of the whole auction.
- 3.9 Inspect all goods before the commencement of the auction to ensure that lot numbers and descriptions are correct and acquaint himself/herself with the condition of the goods.
- 3.10 Notify buyers that lots are sold "voetstoots" and that no claims will be considered by virtue of incorrect description, quantity, quality, condition or any other grounds.
- 3.11 Ensure that all prospective buyers are registered for the auction. Full registration shall occur after payment of a registration fee, determined by the municipality in co-operation with the auctioneer.
- 3.12 Be responsible for obtaining payment from the purchaser(s) before completion of the auction. The auction will be considered as completed two hours after the last bid has been knocked down or as determined by the municipality's representative providing the extended period falls on the same day of the auction.
- 3.13 At the end of the auction, refund a buyer the registration fee, if nothing was bought by the buyer concerned or deduct the registration fee from the amount payable by the buyer. An unclaimed registration fee at the end of the auction falls to the municipality after 14 days after the auction. Registration fees must be recovered within 14 working days after the auction has been completed.
- 3.14 Only knock down a bid for a registered buyer. Buyers should take note that ownership of the goods sold, and risk shall pass to the buyer as soon as payment for the purchase has been received. Goods will be released by the municipality's representative only

after payment has been received and upon production of an auctioneer's receipt of sales slip or acceptable proof.

- 3.15 Be responsible for the payment of VAT on the commission earned and the payment thereof to the South African Revenue Services.
- 3.16 Not be part or party to a "Ring". Should any active association with a "Ring" be proved to the satisfaction of the municipality, the contract award for the auction may be cancelled with immediate effect. The term "Ring" means the grouping together of prospective buyers who manipulate prices as well as other buyers to take part in the auction.
- 3.17 Incur costs that are directly linked to the auction, such as a public address system, etc.
- 3.18 Ensure that a provision is made for buyers to pay before the end of the auction without interrupting the auction and that receipts are only issued to registered buyers.

4 ADVERTISING

- 4.1 Advertisements must be placed timeously in order to afford interested customers who may be resident elsewhere the opportunity to attend auctions.
- 4.2 Draft copies of the proposed advertisement are to be submitted to the municipality for approval and publication is to be arranged in consultation with the municipality.
- 4.3 The auctioneer is responsible for advertising the auction, however, the format of the advertisement is determined in consultation with the municipality.
- 4.4 The following minimum information should reflect in the advertisement:
 - Venue
 - Date
 - Time
 - Description of goods to be sold
 - Viewing date and time
 - Special conditions applicable to the sale e.g. whether a deposit will be levied or not
 - Enquiries.
- 4.5 Proof of the advertisement must be provided to the municipality.
- 4.6 The cost of the advertisements is solely the responsibility of the auctioneer and the municipality will not be held liable for the advertising costs. However, the auctioneer is advised to consider this cost during the pricing of the bid.

5 MINIMUM CONDITIONS OF SALE

(TO BE READ OUT BY THE AUCTIONEER BEFORE COMMENCEMENT OF THE AUCTION)

- 5.1 The municipality shall, at any time, have the right to stop the auction, or to withdraw a lot, or lots, or part of a lot, without providing reasons.
- 5.2 The buyer shall be the highest bidder. Should any dispute arise between two or more bidders, the lot or lots shall be put up again and resold or in consultation with the municipality's representative the auctioneer may declare the buyer.
- 5.3 The order or sequence in which the lots will be sold may be changed at the discretion of the municipality's representative or the auctioneer.
- 5.4 The auctioneer reserves the right to demand payment from a buyer once the bid has been knocked down.
- 5.5 Should a buyer abscond after a bid has been knocked down to him and payment is not received, the buyer shall forfeit the deposit and the lot concerned may be sold to another buyer at the same price after expiry of the maximum time of two hours allowed for payment after the last bid. At the discretion of the municipality's representative the maximum time may be extended but not later than the day on which the auction takes place.
- 5.6 In these instances, the registered buyer forfeits the registration fee and the fee falls to the municipality.
- 5.7 Goods are sold "**voetstoots**" and no claims will be considered by the municipality by virtue of incorrect description, quantity, inferior quality, condition, or any other grounds whatsoever.
- 5.8 As soon as a lot has been knocked down for a registered buyer, the risk shall pass to the buyer as soon as payment for the purchase has been received and no complaints will be considered thereafter.
- 5.9 Lots purchased, may be removed at a time determined by the municipality. The release of any lots purchased will only be given by the municipality's representative upon producing of the auctioneer's sales slip. The delivery note, signed by the buyer or his representative, will be retained by the municipality as proof of delivery.
- 5.10 All lots must be removed by the buyer "**in toto**" within five (5) working days of the date of the sale on his own risk and cost. If for any reason acceptable to the Municipality he/she cannot remove the lots within the prescribed working days, extension may be granted by the Municipality.
- 5.11 If the buyer fails to take possession of the goods within the specified time herein, the municipality has the right to, without further communication, confiscate and dispose of the goods as it may deem fit, without any reimbursement to the buyer. If the buyer wishes to take possession of the goods after the expiry of the period of retrieval the municipality can grant approval, provided that the storage costs have been paid, as well as the storage costs for any extended periods.

- 5.12 Buyers may attend either personally or be represented to supervise the loading of their lot or lots, but it must be distinctly understood that no complaints will be entertained after each lot has been knocked down.
- 5.13 The municipality is under no obligation to provide an assistance with the loading or removal of goods purchased.
- 5.14 Buyers, their representatives and workmen, their vehicles and equipment, will be allowed on the municipality's premises at their own risk. The municipality accepts no responsibility for their safety or for the safety of their property.
- 5.15 No buyer, his representative or workmen will be permitted to remain on municipality's premises at times other than the municipality's normal working hours.
- 5.16 Buyers are not permitted to enter into any transaction on municipality's premises for the resale of any goods purchased at the sale.
- 5.17 Payment will be accepted by the auctioneer in EFT transfer only.
- 5.18 The right of admission is reserved.

6 FUNCTIONALITY CRITERIA

The assessment on functionality will be done in terms of the evaluation criteria and minimum threshold as specified. The minimum qualifying score for functionality is 60% as set out below. Bidders who fail to achieve the minimum qualifying score on functionality will be disqualified for further evaluation of price and specific goals.

Functionality assessment will be allocated as follows:

FUNCTIONALITY CRITERIA			
	COMPONENTS	Weighting	
A	COMPANY'S EXPERIENCE Company's experience in provision of Auction Services (Provide company profile and CIPC registration documents)		40
	10 or more years	40	
	7-8 Years	30	
	5-6 years	15	
	0-4 Years	0	
	<i>*Points will only be awarded for COMPLETED years on the closing date of the bid.</i>		
B	PREVIOUS AUCTION SERVICES PROJECTS EXECUTED (Provide appointment letters)		30
	6 or more projects	30	
	3 to 5	15	
	0 to 2	0	
C	REGISTRATION WITH SOUTH AFRICAN INSTITUTE OF AUCTIONEERS (SAIA) (Provide the certificate of registration)		30
	• Registration with SAIA	30	
	• Non – Registration with SAIA	0	
	TOTAL		100

The minimum qualifying score for functionality is 60%.

7 PRICING SCHEDULE

In order to aid the prospective service provider with pricing (quotation), the municipality has attached a list of assets to be disposed.

The service provider is required to complete the following:

PERCENTAGE (%) OF AUCTIONEER'S COMMISSION

Description	Amount
ADVERTISING COSTS	
OTHER COSTS	
TOTAL BID AMOUNT	

I certify that I am the authorised signatory and the amounts provided above are firm and presents a firm offer.

Company Name: _____

Signatory Name: _____

Signature of Bidder: _____

Date: _____