



Office of the Municipal Manager

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## SUPPLY CHAIN MANAGEMENT UNIT

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### REQUEST FOR QUOTATIONS

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**QUOTATION NO: 50/23/24**

### **PROVISION OF AUCTION SERVICES FOR REDUNDANT AND IRREPARABLE MOVABLE ASSETS ON BEHALF OF MANDENI MUNICIPALITY**

Quotations are hereby invited from suitably qualified professional service providers to provide auction services for redundant and irreparable movable assets on behalf of Mandeni Local Municipality as per the following:

#### **1. SCOPE OF WORK**

- We require an auctioneer who will assist us in the Asset Disposal Process.
- The bidder will assist in determining processes and activities needed for a successful auction.
- Their role will also be to manage the whole auction process, from start to finish.
- Management of proceeds and setting of auction control procedures.
- An auctioneer will be required to evaluate all the assets identified for disposal.
- The bidder will be responsible for determining current asset values or market values for disposal purposes.

#### **2. EXPECTED DELIVERABLES**

##### **2.1 Commission Payable and Functionality.**

- Bidder's commission plus 15% VAT, Advertising and marketing.
- Bidders must be registered as a member of the South African Institute of Auctioneers for 2020.
- Bidders are required to submit a company profile reflecting previous execution of similar services.
- Submitted company profiles must also include the bidder's management team for the auction to be undertaken.

Executive Committee

Cllr. SB Zulu (Mayor) | Cllr. PM Sishi (Deputy Mayor) | Cllr. MPP Zungu (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)  
Cllr. NF Ntuli | Cllr. LR Mdletshe | Cllr. T.P. Mdlofse | Cllr. MS Mdunge | Cllr. M Shelembe



- Auctioneer's commission, advertising and marketing costs will be paid out of the proceeds from the auction.

## 2.2 Advertising and Marketing

- The auctioneer needs to advertise the auction in not less than one local newspaper distributing in Ilembe district.
- Submit advertisement draft for approval before publishing.

## 2.3 Administration and Services

- The auctioneer has to administrate and control the entire auctioning process.
- Auctioneer may only take bids from registered buyers at the auction
- Layout of lots in a prescribed, safe and accessible manner for viewing.
- The cleanup of the various auction sites within one week after the auction date.
- Submit a list of detailed lot groupings before the auction.
- Viewing will be a day before the auction during normal business hours.

## 2.4 Auction Site

- Technical Services Department, 2 Croton Place, Mandeni.

## 3. Functionality Evaluation

Bidders need to score a minimum of 70% in terms of the "Pre-qualification" before the proposal is considered for further evaluation. Bidders must submit proof in respect of functionality pre-qualification scores

The "Pre-qualification" evaluation criteria will be based on the following functionalities:

CRITERIA	SCORING
<b>FUNCTIONALITY</b>	<b>100</b>
<b>Experience in terms of number of similar projects performed by the company</b>	<b>40</b>
<ul style="list-style-type: none"> <li>• One to two similar Projects = 10 points</li> <li>• Three to Four similar projects =20 points</li> <li>• Above Four similar Projects and above =40</li> </ul>	



<b>Expertise</b> Registration with South African Institute of Auctioneers <ul style="list-style-type: none"> <li>• Company Registration with South African Institute of Auctioneers. = (10)</li> <li>• Team Leader/Project Manager registered with the South African Institute of Auctioneers own experience in years. (10)             <ul style="list-style-type: none"> <li>✓ Five (05) to ten (10) years of experience =05</li> <li>✓ More than ten (10) years of experience = 10</li> </ul> </li> </ul>	<b>20</b>
<b>Proposed Marketing Process</b> <ul style="list-style-type: none"> <li>• Comprehensive Process = 20</li> <li>• Moderate Process = 10</li> <li>• Poor Process = 05</li> </ul>	<b>20</b>

**Quotations will be evaluated and adjudicated according to the following criteria:**

- Service providers to complete in fully all relevant MBD's (1,4,6,1,8,9) that are available on municipal website
- The following PPPFA Regulations 2022 Specific Goals are applicable for 80/20 evaluation criteria:

Specific Goal	Maximum Allocated Points	Verification document
Enterprise Located within the Mandeni Municipality	7	CIPC registration documents
Enterprise 100% owned by Youth	6	ID Copy of directors and CSD
EME or QSE which is at least 100% owned by black people	5	ID Copy of directors and CSD
Enterprise 100% owned by Women	2	ID Copy of directors and CSD

- All bidders must be registered on the National Treasury's Central Supplier Database (CSD). The information recorded on your CSD report will be used to verify the following information: tax compliance status; company registration details; banking details; identity numbers of directors and employees in the service of the state
- Council's Supply Chain Management Policy.
- Prices tendered must be firm and inclusive of 15% VAT.
- Most recent municipal account /utility bill, which the business is registered; Metro or District municipality (water/sewer) and local municipality (electricity, rates and other) or if the bidder is a tenant then a full lease agreement must be provided and a certificate from the landlord indicating that the levies are not in arrears or proof of residence and affidavit stating that the ward in which the business is situated is exempted from paying electricity, rates and water .The document submitted must be



not older than 3 months and any account in arrears more the 3 months is unacceptable. (submit both for the bidders and directors)

- Fully completed Bill of Quality in a permanent black ink.
- All prospective tenderers will be screened in accordance with the National Treasury's Defaulters Database.
- No quotations will be considered from persons in the services of any organ of the state.
- The Bidder has not (i) abused the Employers Supply Chain Management system (ii) failed to perform on any previous contract and has been given a written notice to this effect.
- Resolution to Sign Documents on behalf of the company.
- Certified Copy of Company/ CC/ Trust/ Partnership registration certificates.

Quotations are to be completed in accordance with the Specification and must be sealed in an envelope and marked "**PROVISION OF AUCTION SERVICES FOR REDUNDAT AND IRREPARABLE MOVABLE ASSETS ON BEHALF OF MANDENI MUNICIPALITY**" **Quotation No: 50/23/24** and must be deposited in the Bid Box situated at the Reception: Civic Centre, 2 Kingfisher Road, Mandeni not later than **12H00, Thursday the 19<sup>th</sup> of October 2023**. Late and verbal quotations will under no circumstances be considered.

The Mandeni Municipality does not bind itself to accepting the lowest, or any tender, either wholly or in part or give any reason for such action.

Technical enquiries may be directed to Mr. Mbongi Mbatha and SCM enquiries to Mr. Lungisani Nduli on 032-456 8200.

  
**MR SG KHUZWAYO**  
**MUNICIPAL MANAGER**

Date: 12/10/2023