

TENDER NUMBER	SERVICE	COMPULSORY BRIEFING SESSION	CLOSING DATE
g-Fleet RFT: 30/10/2018	Provision of Auctioneering Services to g-Fleet Management for a period of three (03) years.	Venue: g-Fleet Management Department of Roads and Transport 76 Boeing Road East, Bedfordview, 2008 GPS -26.167305, 28.136210 Date: 26 April 2021 Time: 11H00 am NB: Failure to attend the compulsory briefing session will result in disqualification of the Bidder's bid Due to COVID only one representative per company will be allowed	21 May 2021 at g-Fleet Management Department of Roads and Transport, 76 Boeing Road East, Bedfordview, 2008 Tender box is located at Customer Service Centre (CSC) Building at the main entrance GPS -26.167305, 28.136210 Time: 11H00 am Prospective suppliers should avoid submitting on the last minute as that will compromise the COVID restrictions.

We adhere to all relevant Acts including, the Constitution of the Republic of South Africa of 1996, the Black Economic Empowerment Act No.53 of 2003, the Preferential Procurement Policy Framework Act No.5 of 2000, Employment Equity Act No. 55 of 1998 and the Public Finance Management Act, No 1 of 1999.

In terms of Preferential Procurement Regulation of 2017, the entity will be applying the 80/20 preference point system.

PRE-QUALIFYING CRITERIA FOR PREFERENTIAL PROCUREMENT

BIDDERS WHO DO NOT MEET THE PRE-QUALIFYING CRITERIA BELOW, WILL BE DISQUALIFIED AND WILL NOT BE CONSIDERED FURTHER IN THE EVALUATION PROCESS:

Bidders (including a trusts, JV's and consortia) must have a level 1 or 2 B-BBEE Status Level.

- **Bidders who do NOT qualify as Exempted Micro Enterprises (EME's) or Qualifying Small Enterprises (QSE's) must submit B-BBEE verification certificates which have been prepared by an agency that is accredited by SANAS (South African National Accreditation System).**
- **A Qualifying Small Enterprises (QSE) is required to submit an affidavit confirming their annual total revenue of between R10 million and R50 million and level of black ownership to claim points as prescribed by the Preferential Procurement Regulations 2017.**
- **An Exempted Micro Enterprise (EME) is required to submit a sworn affidavit confirming their annual total revenue of R10 million or less and level of black ownership to claim points as prescribed by the Preferential Procurement Regulations 2017.**

Affidavits submitted by bidders in support of their B-BBEE level should comply with the dti format. Bidders are hereby advised that the entity shall examine and verify the authenticity of B-BBEE claims made by bidders.

Broad-Based Black Economic Empowerment (B-BBEE) requires that bidders submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof to substantiate their B-BBEE rating claims. All trusts, consortia and joint ventures must obtain and submit a consolidated B-BBEE Status Level Verification Certificate. Failure to do so will result in the bidder being disqualified. Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their bids.

MANDATORY PREQUALIFICATION TENDER CRITERIA: Bidders who do not meet the pre-qualification criteria below, will be disqualified and will not be considered further in the evaluation process: Bidders (including a Joint Venture entity) must have a level 1 or level 2 B-BBEE Status Level Verification Certificate issued by an accredited person/entity.

FUNCTIONALITY CRITERIA

COMPANY PROFILE, VOLUME AND RAND VALUE OF ASSETS AUCTIONED (35 POINTS)		TECHNICAL ABILITY OF THE BIDDER (85 POINTS)	
1.1 COMPANY (Number of years in Auctioneering industry)	[5 Points]	I. Demonstration of Online Auction System	[50 points]
From 0 – 1 Year = 0 Points From 2 – 3 Years = 1 Point From 4 – 7 Years = 2 Points From 8 – 10 Years = 3 Points From 11 and above Years = 5 Points		Bidder / Buyer	[28 Points]
1.2 KEY PERSONNEL		• Web Based = 2 Points • Bidder Log In = 2 Points • Online Registration (e.g. FICA) = 2 Points • Acceptance of Terms and Conditions = 2 Points • Deposit Management = 2 Points • e-Catalogue System = 2 Points • Lot Description Lot Appraisal = 2 Points • Video of Lot Starting / Idling = 2 Points • Seller Information = 2 Points • Reserve Auction Function (Bids Under Reserve) = 2 Points • Buyer Default Mitigation Protocols (Buyer Deposit, Reminders to Buyer, etc.) = 2 Points • Automated Invoicing = 2 Points • Seller Commission Functionality = 2 Points • Internet Facilities = 2 Points	
1.2.1 Auctioneer (Number of years in Auctioneering industry)	[15 Points]	Seller / Owner	[8 Points]
From 0 – 1 Year = 0 Points From 2 – 3 Years = 3 Points From 4 – 7 Years = 7 Points From 8 – 10 Years = 11 Points From 11 and above Years = 15 Points		• Web Based = 2 Points • Seller Log In = 2 Points • Vendor Roll (Make, Model, Year, Trade Prices, Retail, Reserve Price, Starting Price, Condition and Defects) = 2 Points • Seller Commission functionality = 2 Points	
Attach CV		System	[14 Points]
1.2.2 Auction Transaction Manager [5 Points]		• Interactive Bidding Alerts (e.g. SMS) = 2 Points • Audit Trail (logs) of Bids, e-Mails, Registrations, Deposits = 2 Points • Third Party Application Integration = 2 Points • Last Second Bidder (Auto Time Extend) = 2 Points • Automated Auction Reports (Make, Model, Year, Trade Prices, Retail, Reserve Price, Starting Price, Condition and Defects) = 2 Points • Customer Relations Management = 2 Points • Website Protection = 2 Points	
From 0 – 1 Year = 0 Points From 2 – 3 Years = 1 Point From 4 – 7 Years = 2 Points From 8 – 10 Years = 3 Points From 11 years and above = 5 Points		II. Presentation of Live Auction Process	[25 points]
2 VOLUME AND RAND VALUE OF ASSETS AUCTIONED	[10 Points]	Bidder / Buyer Auction Preparation	
2.1 Volume of Assets Auctioned per Auction	[5 Points]	• Vehicle Preparation (Cleaning, Philosophy of Parking, Runners or None Runners, Lotting) = 2 Points • Auction Vendor Roll and Vehicle Catalogue (Vehicle Pictures) = 2 Points • Bidder/Buyer Registration Process (Proof of Deposit, Id, Issued with Bidder No) = 2 Points	
Less than 200 = 0 Points From 200 to 400 = 1 Point From 401 to 600 = 2 Points From 601 to 800 = 3 Points From 801 and above = 5 Points		Seller / Owner	=3 Points
2.2 Rand Value of Assets Auctioned	[5 Points]	• Advertisement (News Papers, Websites, SMSs, etc.)	
Less than R5 million = 0 Points R5 million to R10 million = 1 Point R11 million to R20 million = 2 Points R21 million to R30 million = 3 Points R31 million and above = 5 Points		Actual Auction	
		• Audio Recording of the Auction = 2 Points • Terms of Sale / Auction Rules (Announcement) = 2 Points • Payment of Purchase Price (Proof of Payment) = 2 Points	
		Post Auction	
		• Debriefing (including Auction and/or Incident Report) = 2 Points • Settlement Report = 2 Points • Audit Trail Report Consisting of: - Unique Bidder Number = 2 Points - Vehicle's Lot Number = 2 Points - Buyer Sequence (Bid Number+ Lot Number + Buyer Number) = 2 Points	
		II. Storage Premises and Physical Security (Site Visit):	[10 points]
		NB: Premises are a minimum requirement. Bidders without premises will not be evaluated further, regardless of points attained for other criteria.	
		• Boundary Wall or Fence = 2 Points • Vehicles Sheltered Against Elements = 3 Points • Personnel Security at premises = 3 Points • Recording Surveillance Cameras = 2 Points	

Bidders should note the following: • Where the proposed prices of critical materials to be supplied to the Department are considerably less than the expected market price or rates, the Department reserves the right to verify the proposed prices by requesting quotations from the supplier(s) cited in the compilation of the bid. • Only suppliers who are registered on the National Central Supplier Database (CSD) will be considered for appointment. • Recommended bidders will be subject to supplier security screening processes. Only suppliers who obtain security clearance will be considered for appointment. • Potential suppliers must note that in terms of Departmental policy, the Department reserves the right to cancel a contract and blacklist any supplier for a period of at least 12 months if the supplier fails to adequately perform in terms of the awarded contract. • The bid validity period is 90 days. However, the Department reserves the right to request all bidders to extend such validity period should the need arise. • Prospective bidders should be represented at the compulsory briefing session by suitable/qualified and experienced individuals who can fully comprehend the scope and complexities of the work involved. • The successful bidder will be required to enter into a formal contract with the Department. Such contract will be governed in terms of the General Conditions of Contract. • The Department will not compensate the bidder for any costs incurred in the preparation and submission of a bid offer, including the costs of any testing necessary to demonstrate that aspect of the offer complies with requirements.

Prospective tenderers should be represented at the compulsory briefing session by suitable/qualified and experienced individuals who can fully comprehend the implications of the work involved.

Prospective suppliers must send email to Thulani.mkwanazi@gauteng.gov.za indicating their intention to attend the site briefing. In case the number of prospective companies intending to attend the site briefing becomes too large, two groups will be scheduled to attend at different times on the day.

Availability of tender documents:

Prospective bidders must download and print their own version of the tender document by accessing the eTender Publication Portal website (www.etenders.gov.za) or download the document on the g-Fleet website: www.gfleet.gov.za or send an email to: thulani.mkwanazi@gauteng.gov.za requesting the PDF version of the document to be sent to you.

OR Alternatively

Prospective bidders can download and print their own version of the tender document by accessing the eTender Publication Portal website (www.etenders.gov.za). Bidders are advised to ensure that all tender documents are properly bound upon submission on the closing date. Late bids (bids submitted after the closing date and time) will NOT be accepted. Bidders who opt to download the tender document from the above designated website will not be required to pay a R500 fee.

Bid Submission

Failure to submit all the required pages of the tender document MAY result in the bidder being disqualified or the submitted bid may be eliminated from the evaluation process by virtue of being deemed as non-responsive to the requirements of this RFP, or the bidder may forfeit the available points based on the defined evaluation criteria.

Electronic submissions of bids will NOT be accepted. Telegraphic telephone, telex, facsimile, emails or similar apparatus of bids and late bids will NOT be accepted.

The Department's requirements, preferred criteria, proposed terms and conditions to be applied in the sealing, addressing, delivery, opening and assessment of bids, as stated in the Invitation to bid documents. The Department reserves the right to cancel OR not to award this tender to any party.