

TENDER NOTICE AND INVITATION TO TENDER g-FIEET MANAGEMENT, A TRADING ENTITY OF THE DEPARTMENT OF ROADS AND TRANSPORT REQUESTS INTERESTED TENDERERS TO BID FOR THE FOLLOWING TENDER:



"Making your freet our business"			
TENDER NUMBER	SERVICE	COMPULSORY BRIEFING SESSION	CLOSING DATE
ľ	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

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

COMPULSORY/MANDATORY TENDER REQUIREMENTS: Failure to submit the following required documents/certificates will render the bidders tender disqualified: • Complete, sign and submit all compulsory SBD documents, i.e. SBD 1, SBD 4, SBD 6,1 SBD 8 and SBD 9 which form part of the tender document. • Bidders must attend the compulsory site briefing as indicated above. The attendance register must be completed and will be used as proof of your attendance. • Provide confirmation of insurance (Minimum of R5 Million) per site in writing with source documents for the period of the auction contract if the secured space/yard/site (for the site at which vehicles will be kept) is owned by the bidder. • Copy of Joint Venture agreement or Consortium agreement if applicable. • Provide a lease agreement with the owner (for the site at which vehicles will be kept) (Minimum storage of 20 vehicles in Bloemfontein, 40 vehicles in East London, 60 vehicles in Durban and 30 vehicles in Cape Town) including comprehensive insurance cover (Minimum of R5 Million) per site with source documents for the period of the auction contract if the secured space/yard/site is rented from a third party (i.e. not own) (Conditional contract its acceptable). • Provide a minimum of 5 contactable references on bidder's clients' letterhead, indicating the volume and Rand value of assets auctioned per auction. • Provide a Bank Confirmation Letter of the bidder's

NB: Bidders who are listed in the National Treasury register for tender defaulters and restricted suppliers will automatically be disqualified.

trust account and proof of Fidelity Fund Insurance (Minimum of R10 Million).

OTHER KEY RETURNABLES: • Valid Tax Clearance certificate and / or Tax registration pin code (A trust, consortium or joint venture must submit consolidated Tax Clearance certificate or tax clearance Certificates of each partner in the trust, consortium or joint venture) at the point of awarding, failure to submit will result in disqualifications of the bidder. • Registration Documents of the business with the Companies and Intellectual Property Commission (CIPC) OR Master of the High Court in South Africa. • Central Supplier Database (CSD) registration summary report • Certified ID Copies of company directors or members and shareholders (NB: the date of certification must be less than 3 months from the date of the bid closure • Submit comprehensive Company

In line with the principles outlined in the Departmental policy, the Entity may elect to fairly and equitably distribute the awarding of work amongst suppliers.

The bid evaluation committee will execute the evaluation based on the following approach: • Mandatory Pre-qualification tender criteria, compulsory/mandatory tender requirements and other returnables relating to the administrative compliance. • Functionality will be scored out of 120 points and the minimum threshold to qualify is 96 points. Bidders who fail to meet the minimum threshold will not be considered for further evaluation. • The evaluation criteria to score bidders on functionality are as follows: - Desktop evaluation - Demonstration of Online Auction System and Presentation of Live Auction Process - Site Visit (Storage Premises and **Physical Security)**

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) [50 points] [5 Points] I. Demonstration of Online Auction System From 0 – 1 Year From 2 – 3 Years From 4 – 7 Years From 8 – 10 Years = 0 Points [28 Points] Bidder / Buyer = 1 Point = 2 Points Web Based
Bidder Log In
Online Registration (e.g. FICA)
Acceptance of Terms and Conditions
Deposit Management
e-Catalogue System
Les Deposites Les Appendent

Les Appendent From 11 and above Years = 5 Points 1.2 KEY PERSONNEL
1.2.1 Auctioneer (Number of years in Auctioneering industry) Deposit Managerment
e-Catalogue System
Lot Description Lot Appraisal
Video of Lot Starting / Idling
Seller Information
Reserve Auction Function (Bids Under Reserve)
Buyer Default Mitigation Protocols (Buyer Deposit, Reminders to Buyer, etc.)
Automated Invoicing
Seller Commission Functionality [15 Points] From 0 – 1 Year From 2 – 3 Years From 4 – 7 Years From 8 – 10 Years = 0 Points = 2 Points = 3 Points = 7 Points From 11 and above Years = 15 Points = 2 Points = 2 Points Attach CV Seller / Owner

• Web Based

• Seller Log In

• Vendor Roll (Make, Model, Year, Trade Prices, Retail, Reserve Price, Starting Price, = 2 Points 1.2.2 Auction Transaction Manager [5 Points] From 0 – 1 Year From 2 – 3 Years From 4 – 7 Years From 8 – 10 Years = 0 Points = 1 Point = 2 Points Conditionand Defects) Seller Commission functionality = 2 Points From 11 years and above = 5 Points [14 Points] System
Interactive Bidding Alerts (e.g. SMS)
Audit Trail (logs) of Bids, e-Mails, Registrations, Deposits
Third Party Application Integration
Last Second Bidder (Auto Time Extend)
Automated Auction Reports (Make, Model, Year, Trade Prices, Retail, Reserve Price, Chebitics Disc Conditions of Defaults (1997) Attach CV = 2 Points = 2 Points 2 VOLUME AND RAND VALUE OF ASSETS AUCTIONED [10 Points] = 2 Points 2.1 Volume of Assets Auctioned per Auction [5 Points] = 2 Points = 2 Points = 2 Points Starting Price, Condition and Defects) Customer Relations Management Customer Relations
 Website Protection Less than 200 = 0 Points From 200 to 400 = 1 Point = 2 Points From 401 to 600 **II. Presentation of Live Auction Process** From 601 to 800 [25 points] Bidder / Buyer Auction Preparation From 801 and above = 5 Points 2.2 Rand Value of Assets Auctioned [5 Points] • Vehicle Preparation (Cleaning, Philosophy of Parking, Runners or None Runners, Less than R5 million = 0 Points Lotting)
• Auction Vendor Roll and Vehicle Catalogue (Vehicle Pictures)
• Bidder/Buyer Registration Process (Proof of Deposit, Id, Issued with Bidder No) = 2 Points R5 million to R10 million = 2 Points = 2 Points R11 million to R20 million R21 million to R30 million = 2 Points = 3 Points Seller / Owner R31 million and above = 5 Points ent (News Papers, Websites, SMSs, etc.) =3 Points Actual Auction

• Audio Recording of the Auction

• Terms of Sale / Auction Rules (Announcement)

• Payment of Purchase Price (Proof of Payment) = 2 Points = 2 Points = 2 Points Post Auction

Debriefing (including Auction and/or Incident Report)
Settlement Report
Audit Trail Report Consisting of: = 2 Points = 2 Points = 2 Points Unique Bidder Number · Vehicle's Lot Number = 2 Points = 2 Points Buyer Sequence (Bid Number+ Lot Number + Buyer Number) 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 FenceVehicles Sheltered Against Elements = 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

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 schedule to attend at different times on the day.

Availability of tender documents:

requesting the PDF version of the document to be sent to you.

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

= 3 Points = 3 Points = 2 Points

OR Alternatively

Vehicles Sheltered Against Elem
 Personnel Security at premises

Recording Surveillance Cameras

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 require to pay a R500 fee.

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.