

**TENDER NUMBER: g-FleeT RFT: 02/02/2022**

PROVISION OF AUCTIONEERING SERVICES TO g-FleeT MANAGEMENT FOR A PERIOD OF THREE (03) YEARS.

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## **GRT INTERNAL SPECIFICATION: PROVISION OF AUCTIONEERING SERVICES TO g-FleeT MANAGEMENT FOR A PERIOD OF THREE (03) YEARS.**

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## PROJECT INTRODUCTION

### 1. The Purpose

To appoint a service provider for Auctioneering Services to g-Fleet Management for a period of three (3) years

### 2. Background

g-Fleet Management, a Trading Entity of Gauteng Provincial Government: Department of Roads and Transport is a provider of fleet management services to its client in the National, Provincial and Municipal spheres of Government. Disposal of vehicles and equipment is an integral part of the efficient and effective management of fleet within the Entity. The process enables g-Fleet Management to dispose of vehicles and equipment that are written off due to accident damage, vehicles that have become uneconomical to repair, as well as obsolete equipment to release financial resources for other business activities.

The Entity has an estimated active fleet of 6 500 vehicles and disposed of approximately 450 vehicles on quarterly bases. 60 % of vehicles for disposal are in Gauteng, and 40% of these vehicles are equally spread over amongst the regional offices (KZN, East London, Bloemfontein, and Cape Town regional office).

The longer the vehicles earmarked for auctions are kept without being sold, results in lower selling prices on average. The monies received through auctions represents part of the funding needed to purchase replacement vehicles and it is therefore imperative that the depreciation costs are kept to the minimum and revenue is maximized through efficient auctioneering services.

### 3. Service Requirements

In the supply and delivery of this commodity, the vendor must ensure that: -

- Capacity and capability exists to render the service as indicated in the specification.
- Service supplied comply with all the relevant South African legislation.
- There is communication with GRT in advance and in writing should there be changes in the service information.

#### 3.1 The Stakeholders

- Gauteng Roads and Transport

### 4. General conditions

#### 4.1 RFP Pack

- General conditions are stipulated in the various conditions which make up the RFP pack.

### 5. Applicable documents

#### 5.1 National standards

The product(s) offered shall in respect of all matters arising from the fulfilment of the contract comply with all laws and regulations as amended that are applicable to the services. In this regard, special reference is, *inter alia* made to the following acts and standards, which do not constitute an exhaustive list:

#### 5.2 Acts

- Occupational Health and Safety Act, 1993 (Act no 85 of 1993)
- Compensation of Injury Diseases Act 130 of 1993 as amended
- Unemployment Insurance Act 63 of 2001
- Constitution of the republic of South Africa, 1996 (Act 106 of 1996)
- Protection of Information Act, 1982 (Act no 84 of 1982)

**TENDER NUMBER: g-FleeT RFT: 02/02/2022**

PROVISION OF AUCTIONEERING SERVICES SOLUTION TO g-FleeT MANAGEMENT FOR A PERIOD OF THREE (03) YEARS.

# TENDER NOTICE



**TENDER NOTICE AND INVITATION TO TENDER**

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

TENDER NUMBER	SERVICE	COMPULSORY BRIEFING SESSION	CLOSING DATE
<b>g-Fleet RFT: 02/02/2022</b>	Provision of Auctioneering Services to g-Fleet Management for a period of three (03) years.	<p><b>Venue:</b> g-Fleet Management Department of Roads and Transport 76 Boeing Road East Bedfordview 2008</p> <p><b>GPS</b> <a href="#">-26.167305, 28.136210</a></p> <p><b>Date:</b> 16 September 2022 <b>Time:</b> 11H00 am</p> <p><b>NB:</b> Failure to attend the compulsory briefing session will result in disqualification of the Bidder's bid</p>	<p><b>30 September 2022</b></p> <p>at g-Fleet Management 76 Boeing Road East Bedfordview 2008</p> <p><b>Tender box is located at Customer Service Centre (CSC) Building at the main entrance</b></p> <p><b>GPS</b> <a href="#">-26.167305, 28.136210</a></p> <p><b>Time:</b> 11H00 am</p>

We adhere to all relevant Acts, and circulars, including Supply Chain Management Circular 5 of 2016/2017, the Black Economic Empowerment Act No.53 of 2003, the Preferential Procurement Policy Framework Act No.5 of 2000, Sections 16A3.1(b) and 16A7 of Treasury Regulations and the Employment Equity act No. 55 of 1998.

In terms of Preferential Procurement Regulation of 2017, the department will be applying the 80/20 preference point system. 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.** (Still within the validity period of 3 months)

**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.**

**Deponent needs to sign the Sworn Affidavit and the signature date should be the same as that of the Commissioner of Oath.**

**Failure to submit such a certificate with the bid document will result in the bidder being disqualified from the evaluation process.**

**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.

### **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 and SBD 4 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.
- Insure the secured space/yard/site against risks with comprehensive insurance policy to cover not limited to fire, theft, damages and cyber security.
- Provide confirmation of insurance (Minimum of R5 Million per site) in writing with policy documents for the period of the auction contract if the secured space/yard/site is owned by the bidder.
- 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).
- Provide a lease agreement if the secured space/yard/site is rented from a third party (i.e. not own) (Conditional contract its acceptable) signed by both parties and should be for a period of 36 months.
- Provide a comprehensive insurance cover in the name of the bidder (Minimum of R5 Million per site) with policy documents to cover our assets for the period of 36 months.
- Provide a minimum of 5 contactable references on bidder's clients' letterhead, indicating the volume and Rand value of assets (vehicles) auctioned. Alternatively, provide a minimum of 5 contactable reference letters on a bidder's client letterhead with each reference accompanied by a related settlement report which indicate volume and rand value auctioned.
- Provide a Bank Confirmation Letter of the bidder's trust account and proof of Fidelity (Fund) Insurance Cover (Minimum of R10 Million).

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

### **OTHER KEY RETURNABLES:**

- Copy of Central Supplier Database (CSD) Registration
- Tax registration pin code (A trust, consortium or joint venture must submit consolidated Tax Compliance Status or Tax Compliance Status Certificates of each partner in the trust, consortium or joint venture), failure to submit will result in disqualifications of the bidder.
- Company Registration Documents CIPC (Company Intellectual Property Commission) or Master of the High Court in SA.
- Copy of Joint Venture agreement or Consortium agreement if applicable.
- Certified ID copies of Company Members and Shareholders, failure to submit will result in disqualifications of the bidder (Not copies of certified copies)
- Submit comprehensive Company Profile
- Submit CV's of key personnel.

**The bid evaluation committee will execute the evaluation based on the following approach:**

- Pre-qualification and compulsory/mandatory tender requirements relating to the administrative compliance.
- Functionality will be scored out of 130 points and the minimum threshold to qualify is 98 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)**



## FUNCTIONALITY CRITERIA

<b>COMPANY PROFILE, VOLUME AND RAND VALUE OF ASSETS AUCTIONED</b>  <b>(35 POINTS)</b>	<b>TECHNICAL ABILITY OF THE BIDDER</b>  <b>(95 POINTS)</b>
<p><b><u>1.1 COMPANY (Number of years in Auctioneering industry)</u></b> [5 Points]</p> <p>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</p> <p><b><u>1.2 KEY PERSONNEL</u></b></p> <p><b><u>1.2.1 Auctioneer</u></b> [10 Points]</p> <p>From 0 – 1 Year = 0 Points  From 2 – 3 Years = 3 Points  From 4 – 7 Years = 5 Points  From 8 – 10 Years = 7 Points  From 11 and above Years = 10 Points</p> <p><b><u>Attach CV</u></b></p> <p><b><u>1.2.2 Bid Caller</u></b> [5 Points]</p> <p>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</p> <p><b><u>Attach CV</u></b></p> <p><b><u>1.2.3 Auction Transaction Manager</u></b> [5 Points]</p> <p>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</p> <p><b><u>Attach CV</u></b></p>	<p><b><u>I. Demonstration of Online Auction System</u></b> [50 points]</p> <p><b><u>Bidder / Buyer</u></b> [28 Points]</p> <ul style="list-style-type: none"> <li>• Web Based = 2 Points</li> <li>• Bidder Log In = 2 Points</li> <li>• Online Registration (e.g. FICA) = 2 Points</li> <li>• Acceptance of Terms and Conditions = 2 Points</li> <li>• Deposit Management = 2 Points</li> <li>• e-Catalogue System = 2 Points</li> <li>• Lot Description Lot Appraisal = 2 Points</li> <li>• Video of Lot Starting / Idling = 2 Points</li> <li>• Seller Information = 2 Points</li> <li>• Reserve Auction Function (Bids Under Reserve) = 2 Points</li> <li>• Buyer Default Mitigation Protocols (Buyer Deposit, Reminders to Buyer, etc.) = 2 Points</li> <li>• Automated Invoicing = 2 Points</li> <li>• Seller Commission Functionality = 2 Points</li> <li>• Internet Facilities = 2 Points</li> </ul> <p><b><u>Seller / Owner</u></b> [8 Points]</p> <ul style="list-style-type: none"> <li>• Web Based = 2 Points</li> <li>• Seller Log In = 2 Points</li> <li>• Vendor Roll (Make, Model, Year, Trade Prices, Retail, Reserve Price, Starting Price, Condition and Defects) = 2 Points</li> <li>• Seller Commission functionality = 2 Points</li> </ul> <p><b><u>System</u></b> [14 Points]</p> <ul style="list-style-type: none"> <li>• Interactive Bidding Alerts (e.g SMS) = 2 Points</li> <li>• Audit Trail (logs) of Bids, e-Mails, Registrations, Deposits = 2 Points</li> <li>• Third Party Application Integration = 2 Points</li> <li>• Last Second Bidder (Auto Time Extend) = 2 Points</li> <li>• Automated Auction Reports (Make, Model, Year, Trade Prices, Retail, Reserve Price, Starting Price, Condition and Defects) = 2 Points</li> <li>• Customer Relations Management = 2 Points</li> <li>• Website Protection = 2 Points</li> </ul>
<p><b><u>2 VOLUME AND RAND VALUE OF ASSETS AUCTIONED</u></b> [10 Points]</p> <p><b><u>2.1 Volume of Assets Auctioned per Auction</u></b> [5 Points]</p> <p>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</p> <p><b><u>2.2 Rand Value of Assets Auctioned</u></b> [5 Points]</p> <p>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</p>	<p><b><u>II. Presentation of Live Auction Process</u></b> [25 points]</p> <p><b><u>Bidder / Buyer</u></b></p> <p><b><u>Auction Preparation</u></b></p> <ul style="list-style-type: none"> <li>• Vehicle Preparation (Cleaning, Philosophy of Parking, Runners or Non-Runners, Lotting) = 2 Points</li> <li>• Auction Vendor Roll and Vehicle Catalogue (Vehicle Pictures) = 2 Points</li> <li>• Bidder/Buyer Registration Process (Proof of Deposit, Id, Issued with Bidder No) = 2 Points</li> </ul> <p><b><u>Seller / Owner</u></b></p> <ul style="list-style-type: none"> <li>• Advertisement (News Papers, Websites, SMSs, etc.) = 3 Points</li> </ul> <p><b><u>Actual Auction</u></b></p> <ul style="list-style-type: none"> <li>• Audio Recording of the Auction = 2 Points</li> </ul>



- 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) 5 points per site: [20 points]**  
**NB: Failure to attain the minimum threshold will result in your bid not to be evaluated further**

- Boundary Wall or Fence = 1 points
- Vehicles Sheltered Against Elements = 1 points
- Personnel Security at premises = 2 points
- Recording Surveillance Cameras = 1 points



**Bidders should note the following:**

- Functionality will be scored out of 130 points
- 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 Centralised 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 dated 1 March 2020.
- 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 suppliers must send email to [Thulani.mkwanazi@gauteng.gov.za](mailto: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](http://www.etenders.gov.za)) or download the document on the g-Fleet website: [www.gfleet.gov.za](http://www.gfleet.gov.za) or send an email to: [thulani.mkwanazi@gauteng.gov.za](mailto:thulani.mkwanazi@gauteng.gov.za) requesting the PDF version of the document to be sent to you.

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.

**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.

**TENDER NUMBER: g-FleeT RFT: 02/02/2022**

**PROVISION OF AUCTIONEERING SERVICES TO g-FleeT MANAGEMENT FOR A PERIOD OF THREE (03) YEARS.**

# **SBD 1**

## **INVITATION TO BID**

## INVITATION TO BID

**SBD 1**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE g-Fleet MANAGEMENT A TRADING ENTITY OF THE  
DEPARTMENT OF ROADS AND TRANSPORT

BID NUMBER: **g-Fleet RFT: 02/02/2022** CLOSING DATE: **30 SEPTEMBER 2022** CLOSING TIME: **11:00**

DESCRIPTION: **PROVISION OF AUCTIONEERING SERVICES TO g-Fleet MANAGEMENT FOR A PERIOD OF THREE (03) YEARS.**

**The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).**

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)  
g-Fleet Management  
76 Boeing Road East  
Bedfordview, 2007

**Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.**

**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)**

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER .....

POSTAL ADDRESS .....

STREET ADDRESS .....

TELEPHONE NUMBER CODE..... NUMBER.....

CELLPHONE NUMBER .....

FACSIMILE NUMBER CODE ..... NUMBER.....

CAPE TOWN STORAGE FACILITY STREET ADDRESS .....

DURBAN STORAGE FACILITY STREET ADDRESS .....

EAST LONDON STORAGE FACILITY STREET ADDRESS .....

BLOEMFONTEIN STORAGE FACILITY STREET ADDRESS .....

VAT REGISTRATION NUMBER .....

HAS A TAX CLEARANCE CERTIFICATE BEEN SUBMITTED (SBD 2)? YES/NO

ARE YOU THE ACCREDITED REPRESENTATIVE  
IN SOUTH AFRICA FOR THE GOODS/SERVICES OFFERED BY YOU? YES/NO  
(IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER .....

DATE .....

CAPACITY UNDER WHICH THIS BID IS SIGNED .....

TOTAL BID PRICE (refer to Pricing Schedule) SERVICE RENDERED .....

TENDER NUMBER: **g-FleeT RFT: 02/02/2022**

PROVISION OF AUCTIONEERING SERVICES TO g-FleeT MANAGEMENT FOR A PERIOD OF THREE (03) YEARS.

## **TERMS OF REFERENCE**

**TENDER NUMBER: g-FleeT RFT: 02/02/2022**

**PROVISION OF AUCTIONEERING SERVICES TO g-FleeT MANAGEMENT FOR A PERIOD OF THREE (03) YEARS.**

**SCOPE OF WORK: TO PROVIDE AUCTIONEERING SERVICES ON BEHALF OF g-FLEET MANAGEMENT FOR A PERIOD OF THREE (03) YEARS.**

**TERMS OF REFERENCES (Auctioneer Specifications)**

1. The Prospective Auctioneer must:

**Premises:**

**Regional Offices (Durban, East London, Cape Town and Bloemfontein).**

- 1.1. Have secured storage facility that will also be used to conduct Auction Services for g-FleeT goods/assets
- 1.2. Insure the secured space/yard/site against risks with comprehensive insurance policy to cover not limited to fire, theft, damages and cyber security.
- 1.3. Provide confirmation of insurance (Minimum of R5 Million per site) in writing with policy documents for the period of the auction contract if the secured space/yard/site is owned by the bidder.
- 1.4. Provide a lease agreement if the secured space/yard/site is rented from a third party (i.e. not own) (Conditional contract its acceptable) signed by both parties and should be for a period of 36 months.
- 1.5. Provide a comprehensive insurance cover in the name of the bidder (Minimum of R5 Million per site) with source documents to cover our assets for the period of 36 months.
- 1.6. Have capacity to implement systems and processes to record and verify the condition of the vehicles on receipt and on disposal; including detailed steps taken to maintain an audit trail of all vehicles received.

**THE ROLE OF THE SUCCESFULL BIDDER:**

The following are the minimum requirements by the successful bidder:

- 1.7. Supply own catalogue for registered buyer on the day of the auction.
- 1.8. Sign a three (03) year contract with the entity.
- 1.9. Request a registration deposit per vehicle. If final payment is not received from the successful bidder then a registration deposit on a vehicle shall be forfeited.
- 1.10. Off set the registration deposit against remaining balance for the successful bids in the event that the bidder was not successful in all intended bids.
- 1.11. Refund the bidder full registration deposit in the event the bidder was not successful in the intended bids.
- 1.12. Not accept cash on site for any reason.
- 1.13. Comply with Section 45 (1-6) of the Consumer Protection Act, No 68 of 2008, Gazetted Regulations, Rules of Auction and all Auctioneer Administrative Requirements.
- 1.14. Take note that successful bidder will be subjected to Security Screening as required by the Minimum Information Security Standards and the National Strategic Intelligence Act 39 of 1994.
- 1.15. Deal with any disputes arising from the transaction of the assets sold.
- 1.16. Negotiate the dates, frequency of auctions and the quantity of assets to be auctioned with the entity.

**Presentation:**

- 1.17. Demonstrate capability of an operational system to administer auction process (register buyers, process sales and produce reports during or after the auction).
- 1.18. Demonstrate in a form of presentation (simulation or live) how online auction will be conducted.
- 1.19. Presentation of the live auction process.

### **Pricing:**

1.20. Submit a quote (tender price) on the basis as outlined below:

- 1.20.1. Auctioneer's total Commission percentage inclusive of VAT.
- 1.20.2. Storage fee per vehicle per day.
- 1.20.3. Administration Fees inclusive of VAT.
- 1.20.4. Percentage commission tendered must be firm and fixed for the contract period.

NB: Travel expenses will be at the bidders account.

Bidders are required to complete the pricing schedule provided just before SBD 4 form.

### **Auctioneering Advertisement and auction catalogue:**

- 1.21. Advertise auction in National and Local newspapers and other agreed upon media or communications platforms.
- 1.22. The advert and the costs of advertisement shall be approved by g-Fleet Management prior to advertising the auction.
- 1.23. Items to be advertised and sold "**Voetstoots**" / "**As Is**".
- 1.24. Provide high quality pictures (3D view including inside each good/asset) to enhance the auction catalogue, accounts for goods/assets condition.

### **Enquiries**

All queries regarding submission should be directed to Asset Management Unit (g-Fleet Management).

Project Manager: Mr. Mpho Mollo

011 372 8600

[mpho.mollo@gauteng.gov.za](mailto:mpho.mollo@gauteng.gov.za)

### **BACKGROUND AND DELIBERATIONS**

g-Fleet Management, a Trading Entity of Gauteng Provincial Government: Department of Roads and Transport is a provider of fleet management services to its client in the National, Provincial and Municipal spheres of Government.

Disposal of vehicles and equipment is an integral part of the efficient and effective management of fleet within the Entity. The process enables g-Fleet Management to dispose of vehicles and equipment that are written off due to accident damage, vehicles that have become uneconomic to run, as well as obsolete equipment to release financial resources for other business activities.

The Entity has an estimated active fleet of 6 500 vehicles and disposed of approximately 450 vehicles on quarterly bases. 60 % of vehicles for disposal are in Gauteng, and 40% of these vehicles are equally spread over amongst the regional offices (KZN, East London, Bloemfontein and Cape Town regional office).

The longer the vehicles earmarked for auctions are kept without being sold, results in lower selling prices on average. The monies received through auctions, represents part of the funding needed to purchase replacement vehicles, it is therefore imperative that the depreciation costs are kept to the minimum and revenue is maximised through efficient auctioneering services.

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## PRICING SCHEDULE

NAME OF TENDERING ENTITY.....

ADDRESS.....

TELNO.....

E-MAIL.....

### Summary of Pricing

ITEM	TOTAL
Auctioneers total commission percentage inclusive of VAT	
Administration fees inclusive of VAT (Per vehicle)	
Storage fee per vehicle per day	

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**PROVISION OF AUCTIONEERING SERVICES TO g-FleeT MANAGEMENT FOR A PERIOD OF THREE (03) YEARS.**

## **SBD 4**

**(Declaration of Interest)**



**SBD 4**

## **BIDDER'S DISCLOSURE**

### **1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### **2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

- 2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

**TENDER NUMBER: g-FleeT RFT: 02/02/2022**

PROVISION OF AUCTIONEERING SERVICES TO g-FleeT MANAGEMENT FOR A PERIOD OF THREE (03) YEARS.

## **SBD 6.1**

# **PREFERENCE POINTS CLAIM**

## SBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) The 80/20 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

#### 2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

- 3. POINTS AWARDED FOR PRICE**
- 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

80/20 or 90/10

$$P_s = 80 \left( 1 - \frac{Pt - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{Pt - P_{\min}}{P_{\min}} \right)$$

Ps = Points scored for price of bid under consideration  
Pt = Price of bid under consideration  
Pmin = Price of lowest acceptable bid

#### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

#### 5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

#### 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

#### 7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(**Tick applicable box**)

YES		NO	
-----	--	----	--

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
  - ii) The name of the sub-contractor.....
  - iii) The B-BBEE status level of the sub-contractor.....
  - iv) Whether the sub-contractor is an EME or QSE
- (**Tick applicable box**)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION



- ☐ Manufacturer
  - ☐ Supplier
  - ☐ Professional service provider
  - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

**WITNESSES**

- 1. ....
- 2. ....

.....  
**SIGNATURE(S) OF BIDDERS(S)**

DATE: .....

ADDRESS .....

.....  
.....