

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
g-FleeT RFP: 01/01/2016	Provision of Auctioneering Services to g-FleeT Management for a period of Three (03) years.	<p>Venue: g-FleeT Management Department of Roads and Transport 79 Boeing Road East Bedfordview Germiston 2007</p> <p>Date: 12th April 2017 Time: 11H00 am</p> <p>GPS -26.167305, 28.136210</p> <p>NB: Failure to attend the compulsory briefing session will result in disqualification</p>	<p>Closing date: 05th May 2017 at 11H00</p> <p>Venue: g-FleeT Management Department of Roads and Transport 79 Boeing Road East Bedfordview Germiston 2007</p> <p>Time: 11H00 am</p>

We adhere to all relevant Acts including the Black Economic Empowerment Act No.53 of 2003, Preferential Procurement Policy Framework Act No.5 of 2000, Employment Equity act No. 55 of 1998.

In terms of Preferential Procurement Regulation of 2011, the department will be applying the 90/10 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. A trust, consortium or joint venture must obtain and submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid. Failure to do so will result in the bidder forfeiting the points allocated for B-BBEE. Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their bids.

NB: The department reserves the right to award tenders on the basis of a principle that work shall be fairly or equitably distributed amongst contractors.

COMPULSORY/MANDATORY TENDER REQUIREMENTS:

Failure to submit the following required documents will render the bidders tender disqualified:

- Fully complete, sign and submit the compulsory SBD documents, i.e. 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 attendance.

NB: Bidders who are listed in the National Treasury's Register for Tender Defaulters and Restricted Suppliers will automatically be disqualified.

OTHER KEY RETURNABLES:

- Valid **Tax Clearance Certificate** (A trust, consortium or joint venture must submit consolidated Tax Clearance Certificate or Tax Clearance Certificate of each partner in the trust, consortium or joint venture).
- **Company Registration Documents** CIPC (Company Intellectual Property Commission).
- Valid **B-BBEE Verification Certificate** (failure to submit a B-BBEE certificate will result in the bidder receiving zero preference points for B-BBEE). The submission of a fraudulent B-BBEE certificate will result in the bidder being disqualified and criminal proceedings being instituted against the bidder. The bidder, shareholders and / or directors will further be restricted from doing business with any organ of the state for a maximum period of 10 years.
- Cancelled Cheque or Bank stamped letter confirming the existence of an Auctioneering Trust Account.
- Certified ID copies of All the shareholders, members OR trustees of the business. (**NB:** the date of certification must be less than three (03) months from the date of the bid closure).
- Joint Venture agreement if applicable.
- Submit comprehensive Company Profile for security screening and vetting purposes.
- Provide proof of registration with Auctioneering Association.

FUNCTIONALITY CRITERIA

<p>COMPANY PROFILE, QUALIFICATION AND CONTACTABLE REFERENCES (50 POINTS)</p>	<p>TECHNICAL ABILITY OF THE BIDDER (35 POINTS)</p>	<p>BANK RATING (5 POINTS)</p>	<p>SKILLS TRANSFER AND GEYODI REQUIREMENTS (10 POINTS)</p>
<p><u>Company Profile (30)</u></p> <p><u>I. Company (Number of years in auctioneering industry) (5 points)</u></p> <ul style="list-style-type: none"> From 0 - 1 year = 0 points From 2 - 3 years = 1 points From 4 - 7 years = 2 points From 8 - 10 years = 3 points From 11 and above = 5 points <p><u>II. Key Personnel (25 points)</u></p> <ul style="list-style-type: none"> Experience Transaction Manager: (10 points) CVs = 4 points Qualification Certificates = 6 points Management: (5 points) CVs = 2 points Qualification Certificates = 3 points Auctioneer (5 points) CVs = 2 points Qualification Certificates = 3 points Auction Assistants (Office Staff): (5 points) CVs = 2 points Qualification Certificates = 3 points <p><u>III. Contactable References on Client Letterhead reflecting positive performance and turnaround times (10 points)</u></p> <ul style="list-style-type: none"> 0 references = 0 point 1 to 2 references = 1 point 3 to 5 references = 3 points 6 to 9 references = 7 points 10 and above = 10 points <p><u>IV. Value of the auction projects (10 points)</u></p> <ul style="list-style-type: none"> Less than R5 million = 0 point R5 million to R10 million = 3 points R11 million to R20 million = 5 points R21 million and above = 10 points <p>Attach proof of the required documents. Failure to submit the required documents will result in the bidder getting zero points.</p>	<p><u>Technical Ability (35)</u></p> <p><u>Project Plan and Process Flow (14 points)</u></p> <p>I. Detailed steps of auctioneering process = 5 points II. Marketing capabilities = 3 points III. Value added services = 3 points VI. Regional or Provincial footprints = 3 points</p> <p><u>Presentation (8 points)</u></p> <p>I. Online auction = 4 points II. Live auction = 4 points</p> <p><u>Auctioneering Premises (13 points)</u></p> <p><u>I. Capacity of premises: (4 points)</u></p> <ul style="list-style-type: none"> No space = 0 point 50 to 200 vehicles = 1 points 201 to 400 vehicles = 4 points <p><u>II. Proof of Security and Insurance: (5 points)</u></p> <ul style="list-style-type: none"> Security of premises = 2 points Insurance for the premises = 2 points Proof of both security and Insurance = 5 points <p><u>III. Proof of Ownership or Lease Agreement of the premises: (4 points)</u></p> <p>Attach proof / supporting documents of the above. Failure to submit required documents will result in the bidder getting zero points.</p>	<p><u>Bank Rating (5)</u></p> <p><u>Submit proof of bank rating from the relevant bank.</u></p> <ul style="list-style-type: none"> Rating A & B = 5 points Rating C & D = 3 points Rating E & F = 1 points Rating G upward = 0 point <p>Attach proof / supporting documents of the above. Failure to submit proof of bank rating from the relevant bank will result in the bidder getting zero points.</p>	<p><u>Skills Transfer Plan (10)</u></p> <p><u>Submit detailed Skills Transfer Plan and GEYODI Requirements</u></p> <p>The Skills Transfer Plan must include the GEYODI targets. The plan should indicate the how, where, what and why of the company is including the designated groups (Women = 30%, Youth = 30%, PWD's = 3%, Military Veterans = 3% and Older Persons = 3%) in the Skills Transfer Plan.</p> <p>Submit supporting documents of the above. Failure to submit required documents will result in the bidder getting zero points.</p>

Functionality will be scored out of hundred (100) points and the minimum threshold will be seventy 60 points. Bidders who fail to meet the minimum threshold will not be considered for further evaluation.

Bidders should note the following:

- Bidders are requested to submit contactable references for verification.
- The Department reserves the right to conduct site visits and interview officials whose qualifications have been submitted for verification.
- Proof of registration on the National Centralised Supplier Database (CSD). Only suppliers who are registered on 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 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.
- Prospective tenderers should be represented at the compulsory site meeting by suitably qualified and experienced individuals who can fully comprehend the implications of the work involved.

The physical address for the collection of tender documents during working hours is between 08H00 and 15H00 at g-Fleet Management, 79 Boeing Road East, Bedfordview, Germiston 2007 from the 31st March 2017. The following coordinates should be used on the GPS to find the exact location of the premises:- GPS [-26.167305, 28.136210](#)

For the availability of the bid document contact Supply Chain Management (SCM) Unit on the following telephone number 011 372 9000/8726/8712.

A non-refundable tender fee of **R500.00** (Five hundred rand) is payable in **cash only** between 08H00 and 15H00 at g-Fleet Management, 79 Boeing Road East, Bedfordview, Germiston 2007 from the 31st March 2017 on collection of tender documents.

OR Alternatively

Prospective Tenderers/ bidders can download and print their own version of the tender document by accessing the eTender Publication Portal website (www.etenders.gov.za). Tenderers are advised to ensure that all tender documents are properly bound upon submission on the closing date. Failure to submit all the required pages of the Tender document May result in the tenderer either being disqualified or forfeiting the available points on functionality, depending on the nature of the submission.

The Technical Proposal and Financial Proposal shall be submitted sealed in one envelope clearly marked with the Bid No and Bid Description for each project tendered for. Clearly numbered tender documents together with all applicable attachments must be deposited in the tender box located in the foyer at the reception area of g-Fleet Management, 79 Boeing Road East, Bedfordview, Germiston 2007 not later than 11H00 am on the closing date indicated above.

Electronic submissions of Tenders will NOT be accepted.

The Entity reserves the right to cancel / not award this tender.