

# TENDER NUMBER: G-Fleet RFT: 30/10/2018

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

## TENDER DOCUMENT

18 APRIL 2021

ISSUED BY:

### **g-Fleet MANAGEMENT**

DEPARTMENT OF ROADS AND TRANSPORT  
PRIVATE BAG X1  
BEDFORDVIEW  
2008

NAME OF TENDERING ENTITY.....

ADDRESS.....

TELNO.....

E-MAIL.....

#### Summary of Pricing

ITEM	TOTAL
<b>Auctioneers total commission percentage</b> (Percentage Buyer and Sellers commission)	
<b>Administration fees inclusive of VAT</b> (Per vehicle)	
<b>Storage fee per vehicle per day</b>	



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ROADS AND TRANSPORT  
REPUBLIC OF SOUTH AFRICA



## 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: 30/10/2018</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> 26 April 2021 <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>Due to COVID only one representative per company will be allowed</b></p>	<p><b>21 May 2021</b></p> <p>at g-Fleet Management Department of Roads and Transport 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> <p><b>Prospective suppliers should avoid submitting on the last minute as that will compromise the COVID restrictions.</b></p>

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.

#### **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.



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- Provide a Bank Confirmation Letter of the bidder's trust account and proof of Fidelity Fund Insurance (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:**

- 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 Profile

**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)**

**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>(85 POINTS)</b>
<b><u>1.1 COMPANY (Number of years in Auctioneering industry)</u></b> [5 Points]  From 0 – 1 Year = 0 Points From 2 – 3 Years = 1 Point	<b><u>I. Demonstration of Online Auction System</u></b> [50 points]  <b><u>Bidder / Buyer</u></b> [28 Points] <ul style="list-style-type: none"> <li>• Web Based = 2 Points</li> <li>• Bidder Log In = 2 Points</li> </ul>



From 4 – 7 Years = 2 Points  
From 8 – 10 Years = 3 Points  
From 11 and above Years = 5 Points

## **1.2 KEY PERSONNEL**

### **1.2.1 Auctioneer (Number of years in Auctioneering industry) [15 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

***Attach CV***

### **1.2.2 Auction Transaction Manager [5 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

***Attach CV***

## **2 VOLUME AND RAND VALUE OF ASSETS AUCTIONED [10 Points]**

### **2.1 Volume of Assets Auctioned per Auction [5 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

### **2.2 Rand Value of Assets Auctioned [5 Points]**

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

- 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

### **Seller / Owner [8 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

### **System [14 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

## **II. Presentation of Live Auction Process [25 points]**

### **Bidder / Buyer**

#### **Auction Preparation**

- 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



	<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> <li>Terms of Sale / Auction Rules (Announcement) = 2 Points</li> <li>Payment of Purchase Price (Proof of Payment) = 2 Points</li> </ul> <p><b><u>Post Auction</u></b></p> <ul style="list-style-type: none"> <li>Debriefing (including Auction and/or Incident Report) = 2 Points</li> <li>Settlement Report = 2 Points</li> <li>Audit Trail Report Consisting of: <ul style="list-style-type: none"> <li>- Unique Bidder Number = 2 Points</li> <li>- Vehicle's Lot Number = 2 Points</li> <li>- Buyer Sequence (Bid Number+ Lot Number + Buyer Number) = 2 Points</li> </ul> </li> </ul> <p><b><u>II. Storage Premises and Physical Security (Site Visit): [10 points]</u></b>  <b>NB: Premises are a minimum requirement. Bidders without premises will not be evaluated further, regardless of points attained for other criteria.</b></p> <ul style="list-style-type: none"> <li>Boundary Wall or Fence = 2 points</li> <li>Vehicles Sheltered Against Elements = 3 points</li> <li>Personnel Security at premises = 3 points</li> <li>Recording Surveillance Cameras = 2 points</li> </ul>
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**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.



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- 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](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.

#### **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](http://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.



**TENDER NUMBER: g-Fleet RFT: 30/10/2018**

**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: 30/10/2018** CLOSING DATE: **21 May 2021** 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).**

BID DOCUMENTS MAY BE POSTED TO: g-Fleet Management, Private Bag X1, Bedfordview, 2008  
OR  
DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*  
g-Fleet Management  
Department of Roads and Transport  
79 Boeing Road East  
Bedfordview  
Germiston 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: 30/10/2018**

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

## **TERMS OF REFERENCE**

**TENDER NUMBER: g-Fleet RFT: 30/10/2018**

**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.
- 1.3. Provide confirmation of insurance (Minimum of R5 Million) in writing with source 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 with the owner, including comprehensive insurance cover (Minimum of R5 Million) 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).
- 1.5. 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 SUCCESSFUL BIDDER:**

- 1.6. Supply own catalogue for registered buyer on the day of the auction.
- 1.7. Sign a three (03) year contract with the entity.
- 1.8. 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.
- 1.9. 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.
- 1.10. Refund the bidder full registration deposit in the event the bidder was not successful in the intended bids.
- 1.11. Not accept cash on site for any reason.
- 1.12. 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.
- 1.13. 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.
- 1.14. Deal with any disputes arising from the transaction of the assets sold.
- 1.15. Negotiate the dates, frequency of auctions and the quantity of assets to be auctioned with the entity.

**Presentation:**

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

**Pricing:**

- 1.18. Submit a quote (tender price) on the basis as outlined below:
  - 1.18.1. Auctioneer's total Commission percentage (to be split in equal share between Buyer and Sellers).
  - 1.18.2. Storage fee per vehicle per day.
  - 1.18.3. Administration Fees inclusive of VAT.

1.18.4. 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 as attached to SBD 3.3

**Auctioneering Advertisement and auction catalogue:**

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

**Skills Transfers:**

- 1.23. Transfer the auctioneering skills to g-Fleet officials during the contract period.

**Enquiries**

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

Project Manager: Mr. Sifiso Mhlongo

011 372 8654

[Sifiso1.Mhlongo@gauteng.gov.za](mailto:Sifiso1.Mhlongo@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 8000 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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## **SBD 3.3**

### **(Pricing Schedule)**

**PRICING SCHEDULE**  
**(Professional Services)**

NAME OF BIDDER: .....	BID NO.: .....
CLOSING TIME 11:00	CLOSING DATE.....

OFFER TO BE VALID FOR .....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

.....	R.....	.....
.....	R.....	.....
.....	R.....	.....
.....	R.....	.....
.....	R.....	.....

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....	R.....	..... days
.....	R.....	..... days
.....	R.....	..... days
.....	R.....	..... days

5.1 Travel expenses (specify, for example rate/km and total km, class of air travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....

TOTAL: R.....

\*\*\*" all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid .....
7. Estimated man-days for completion of project .....
8. Are the rates quoted firm for the full period of contract? \*YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index .....
- .....
- .....
- .....

ITEM	TOTAL
<b>Auctioneers total commission percentage</b> (Percentage Buyer and Sellers commission)	
<b>Administration fees inclusive of VAT</b> (Per vehicle)	
<b>Storage fee per vehicle per day</b>	

Bidders are advised to thoroughly read the Scope of work to be able to submit their proposals accordingly.



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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

### DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
  - 2.1 Full Name of bidder or his or her representative: .....
  - 2.2 Identity Number: .....
  - 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....
  - 2.4 Company Registration Number: .....
  - 2.5 Tax Reference Number: .....
  - 2.6 VAT Registration Number: .....
  - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder  
Presently employed by the state?

**YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....  
Name of state institution at which you or the person  
Connected to the bidder is employed: .....  
Position occupied in the state institution: .....

Any other particulars:

.....  
.....  
.....

2.7.2 If you are presently employed by the state, did you obtain  
the appropriate authority to undertake remunerative  
work outside employment in the public sector?

**YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid  
document?

**YES / NO**

(Note: Failure to submit proof of such authority, where  
applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
.....  
.....

2.7.3 Did you or your spouse, or any of the company's directors /  
trustees / shareholders / members or their spouses conduct  
business with the state in the previous twelve months?

**YES / NO**

2.7.4 If so, furnish particulars:

.....  
.....  
.....

2.7.5 Do you, or any person connected with the bidder, have  
any relationship (family, friend, other) with a person  
employed by the state and who may be involved with  
the evaluation and or adjudication of this bid?  
2.9.1 If so, furnish particulars.

**YES / NO**

.....  
.....  
.....

2.10 Are you, or any person connected with the bidder,  
aware of any relationship (family, friend, other) between  
any other bidder and any person employed by the state  
who may be involved with the evaluation and or adjudication  
of this bid?

**YES/NO**

2.10.1 If so, furnish particulars.

.....  
.....  
.....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO** of the company have any interest in any other related companies whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....  
.....  
.....

**3 Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

**TENDER NUMBER: g-Fleet RFT: 30/10/2018**

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

## **SBD 6.1**

# **PREFERENCE POINTS CLAIM**

## **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:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	<b>20</b>
<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.





#### 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:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- 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:

<b>Designated Group: An EME or QSE which is at least 51% owned by:</b>	<b>EME</b> √	<b>QSE</b> √
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 .....

.....

.....

**TENDER NUMBER: g-Fleet RFT: 30/10/2018**

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

## **SBD 8**

### **DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector?  (Companies or persons who are listed on this database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).	Yes	No
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  <b>The Register for Tender Defaulters can be accessed on National Treasury's website, (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.4.1	If so, furnish particulars:		

### CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) ..... CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Company/Bidder**

**TENDER NUMBER: g-Fleet RFT: 30/10/2018**

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

## **SBD 9**

### **CERTIFICATE OF BID DETERMINATION**



## **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

### **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Company/Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the

products or services to which this bid invitation relates.

9. 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.
10. 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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Company/Bidder