



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Ingwe TVET College



Enquiries: A. Madukuda amadukuda@ingwecollege.edu.za Tel:039 940 2142

ADVERT

BID DESCRIPTION	BID NO	CLOSING DATE	ENQUIRIES
PROFESSIONAL SERVICES: APPOINTMENT OF AN AUCTIONEER FOR THE COLLEGE ASSETS	INGWE/120/2022	DATE: 27 OCTOBER 2022	TECHNICAL: MS. B. NTSHABA TEL: 039 940 2142 SCM: MS A. MADUKUDA TEL: 039 940 2142

Kindly furnish me with a written quotation for the provision of services as detailed in the enclosed specification. The quotation must be submitted on the letterhead of your business or have your business stamp. Quotation maybe hand delivered before **12H00pm** at **Ingwe TVET College, Mount Frere Administration offices at the reception area** or email to amadukuda@ingwecollege.edu.za

THE FOLLOWING MANDATORY DOCUMENTS MUST BE SUBMITTED WITH THE QUOTATION AND FAILURE TO SUBMIT WILL LEAD TO THE BIDS BEING DECLARED NON-RESPONSIVE:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- Firm Delivery Period must be indicated.
- A valid Tax Clearance certificate and SARS TAX Compliance status with PIN
- Full 2022 CSD report (Central Supplier Database)
- Certified BBBEE certificate or Sworn affidavit
- A company municipal statement of account that is not older than 3 (three) month or company Lease Agreement or Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates or a letter from a ward councilor confirming company address.
- **Proof of valid membership registration from SAIA or the recognized body of auctioning profession.**
- Joint Ventures to attach: JV Agreement, Consolidated BBBEE certificate and letter of Signatory
- **Completed SBD 4 – as per PFMA SCM Instruction No. 03 of 2021/22 effective from 1 April 2022, the revised SBD 4 must be fully completed and signed. SBD 8&9 are repealed (no longer required). Failure to submit as instructed will lead to the bids being declared non – responsive. Bidders must download the revised SBD 4 from the College website or National Treasury website.**

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- Ingwe TVET College Supply Chain Management Policy will apply;
- 80/20 preferential procurement point system will be applied.
- Ingwe TVET College does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid;
- Bids which are late, incomplete and unsigned will not be accepted.
- No quotations will be considered from persons in the service of the state.
- Failure to comply with these conditions may invalidate your offer.

Central Office
Badibanise Village
Mount Frere
Tel: 039 940 2142

Mount Frere Campus
Cancele Road
Mount Frere
Tel: 039 940 2142 ext.200

Ngqungqushu Campus
Magwa Road
Lusikisiki
Tel: 039 940 2142 ext.300

Siteto Campus
Mhlanga Village
Bizana
Tel: 039 940 2142 ext.400

Maluti Campus
Mli Road
Maluti
Tel: 039 940 2142 ext.500

Mt Fletcher Campus
Hospital Area
Mount Fletcher
Tel: 039 940 2142 ext.600

www.ingwecollege.edu.za

NB: TERMS OF REFERENCE ATTACHED

EVALUATION CRITERIA

This bid will be evaluated in two stages:

Stage 1: Functionality (attached)

Stage 2: Price and Preferential Point system

NB: All bidders should at least obtain a minimum of 60% in stage 1 (functionality) in order to qualify for stage 2 (price and preferential point system)

The 80/ 20 preferential procurement point system will be applied as the project is estimated to be more than **R30 000.00**

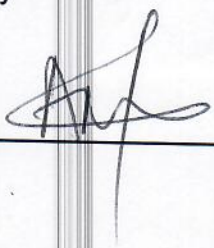
Price - **80 point**
B-BEE status level of Contribution- **20 points**
BBBEE Points Breakdown:

LEVEL	POINTS AWARDED
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non – compliant	0

DELIVERY ADDRESS:
INGWE TVET COLLEGE
ADMINISTRATION OFFICES
BADIBANISE LOCATION A/A
MOUNT FRERE
5090

Yours faithfully

SIGNATURE _____



Published on: 20 OCTOBER 2022

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SPECIFICATION FOR AUCTIONEER

1. Project description

Ingwe TVET college is requesting proposals from a service provider (s) for the provision of auctioneer services in Mt Frere, Lusikisiki, Bizana and Matatiele.

2. Project Background

The college has identified a number of moveable assets that are no longer useable in the college due to their condition, and therefore, a need to appoint an auctioneer to assist in the process of disposing these assets was decided. The college would like to appoint a registered professional service provider (s) to dispose the college's moveable assets.

3. Scope of work

Disposal of the following:

- 3.1 Computer Equipment
- 3.2 Furniture and Fittings
- 3.3 Other Equipment
- 3.4 Redundant vehicles including the college bus
- 3.5 Scrap metal

4. General Information

- 4.1 Auctioneer's commission or fee is payable by Ingwe college
- 4.2 No buyer's commission is to be charged by the auctioneer
- 4.3 The auction (s) will take place on a date (s) set by the college and the auctioneer
- 4.4 Auctions will be conducted in Mt Frere, Bizana, Lusikisiki and Matatiele

4.5 The college will make available a preliminary list of moveable assets to be auctioned before each auction.

4.6 No offer may be accepted by the auctioneer before or after the bid has been allocated at the auction

4.7 All prices will be VAT exclusive and this should be announced by the auctioneer as part of sales condition.

4.8 The college reserves the right to award a portion or the whole contract to one or more successful bidder (s)

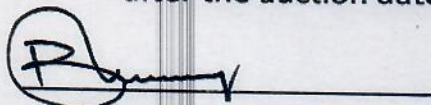
5. The service provider will be responsible for:

5.1 Placement of advertisements for the auctions in newspapers and will be reimbursed to the auctioneer at actual cost

5.2 Marking and arranging of items to be sold at the site of the auction

5.3 Registering of potential bidders and the collection of the amount payable by bidders, with regard to items sold

5.4 The proceeds of the auction must be paid within seven (7) working days after the auction date.



B Ntshaba

Asset Practitioner

Date 04/10/2022

FUNCTIONALITY	REQUIRED EVIDENCE	WEIGHT	MAX VALUE (1- 5)
1.Experience			
(a) Number of clients (contactable references) or list of similar projects that the bidder has successfully undertaken in the past six (06) years.			
More than 6 clients with reference letters	A minimum of at least three reference letters from satisfied previous clients that have been serviced in the past six (06) years should be provided; the submission must be on the relevant client's letterhead and signed. Contact details of clients should be also provided. NB: 0 points will be claimed where submitted clients/ references cannot be contacted.	40	5
5-6 clients with reference letters			4
3-4 clients with reference letters			3
0-2 clients with reference letters			0
2. Expertise			
(a) Project Leader experience, project team and relevant qualifications			
>10 years' experience	Attach a comprehensive CV and certified relevant qualifications of the Project Leader, showing at least three years' experience in leading similar projects. NB: 0 points will be claimed where the above is not attached and submitted	20	5
5 to 10 years' experience			4
3 to 5 years' experience			3
0 to 2 years' experience			0
3. Proof of membership registration			
Attached- Valid and certified proof of registration	All bidders should provide a valid and certified membership certificate from SAIA or the recognized body of auctioneering profession. NB: 0 points will be claimed where the above is not submitted or not certified or not valid.	15	5
Not Attached- Valid and certified proof of registration			0
4. Methodology			
Methodology and approach are fully adequate to meet the requirements of the assignment	Appropriateness of the tools used by the organization and how they will satisfy the Requirements of the assignment.	10	5
Methodology and approach cover minimum requirements			2
Inadequate methodology and approach			0
5.Project and implementation plan			
Demonstrate understanding of project, clear timelines, targets, cash flow and engagement strategy.	Appropriateness of suggested delivery schedule indicating targets and time frames and ability to reach and exceed the set targets.	15	5
Demonstrate understanding of project, clear timelines and targets			4
Demonstrate understanding of project, clear timelines			3
Demonstrate understanding of project			2
No understanding of project			0
TOTAL		100	500