



SPECIFICATIONS

Specifications for a service provider to perform the following:

PROPOSAL TO AUCTION SEDIBENG DISTRICT MUNICIPALITY'S REDUNDANT MOVABLE ASSETS

1. BACKGROUND

The Sedibeng District Municipality wishes to appoint a suitably auctioneer to auction its redundant assets, which includes motor-vehicles, Computer hardware and Office furniture.

2. CONTRACT OBJECTIVES

The auctioneer must auction all redundant assets of Sedibeng District Municipality which are situated in Beaconsfield Avenue Vereeniging.

3. SCOPE OF WORK

The scope of work to the appointed supplier will cover among other things:

- Pre-auction preparation
- Auction management includes: assessing the best method of disposal
- Valuation of assets
- Marketing of the auction
- Compiling a detailed list of assets on foreclosure
- Valuation and Appraisal of movable and immovable assets
- Recommendations on assets enhancement prior to sale
- Assessing the best method of disposal
- Arranging practical and realistic advertising and marketing campaigns
- Holding of preview days prior to auctions
- Financial reconciliation and settlement of sold assets
- In-house dispatch control after sales
- Compiling of consolidated auction reports
- Maximum realization of movable and immovable assets
- Advise of disposal of assets not sold

4. QUELIFICATION AND EXPETISE REQUIRED

- Understanding the rules and regulation of auctioneers;
- Experience of key staff to be assigned to this project; and
- Registration with any recognised body of auctioneers in South Africa

5. SPECIAL CONDITIONS

- On completion of the auction, a detailed performance report and reconciliations be furnished within 14 days;
- Proceeds of the auction must be paid in within Seventy Two hours (72hrs) after the auction
- Buyer information should be made available when needed by Sedibeng District Municipality;
- The rate quoted must be inclusive of VAT and other contingencies; and
- The Auctioneer will be responsible for the administration and payment of the VAT;

6. EVALUATION CRETERIA (Functionality)

NO	CATEGORY	Points
1	Quality of Proposals	10
2	3* Completion Certificate of work of similar nature <ul style="list-style-type: none">• 3 Certificates = 45• 2 Certificates = 30• 1 Certificate = 15	45
3	Experience of Key Personnel Assigned to Sedibeng District Municipality <ul style="list-style-type: none">Five years and above = 45Below 5 years to 3 years =30Below 3 years to 2 years =20Below 2 years to 1 year = 15One year = 10	45

Bidder who scores less than 60% on functionality will not be considered for further evaluation.

7. EVALUATION CRETERIA

Price	80 Points
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HDI		20 Points
Previously disadvantaged individual	8	
Women	4	
Locality	8	

Vote Number: _____
Budget Available: _____
Estimated Costs of the goods/services : _____

RECOMMENDED

DIRECTOR: FACILITIES MANAGEMENT
MR THABANG TSIE
Date: /.../.../...../

SUPPORTED/NOT SUPPORTED:

CHIEF FINANCIAL OFFICER
MR BRENDON SCHOLTZ
Date: /.../.../