



**TSWELOPELE**  
LOCAL MUNICIPALITY  
A MUNICIPALITY IN PROGRESS

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**REQUEST FOR PROPOSAL**  
**RFP: No. RFP/TSW/05/2019/20**  
**APPOINTMENT OF AN AUCTIONEER**

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Tswelopele Local Municipality hereby invites suitably qualified service provider/individuals to submit proposals for an appointment of an auctioneer. Prospective service providers are requested to download the requirement/specifications of an auctioneer from the municipality's website ([www.tswelopele.gov.za](http://www.tswelopele.gov.za)) with effect from the 13th of November 2019.

Proposals marked for the attention of the Municipal Manager must be submitted in a sealed envelope marked "**RFP: No RFP/TSW/05/2019/20: Appointment of an auctioneer for Tswelopele Local Municipality**" must be deposited in the tender box located at Tswelopele Local Municipality no later than, 07 August 2020, 12H00 at the following physical address:

Tswelopele Local Municipality Offices

No. 1 Bosman Street

Civic Centre

Bultfontein

**9670**

The proposals will be evaluated and adjudicated in line with the approved Supply Chain Management Policy of Tswelopele Local Municipality using 80/20 preference point system in line with the Preferential Procurement Policy Framework Act.

Proposals which are late or submitted by facsimile or electronically will not be accepted. The municipality does not bind itself to accept the lowest or any proposal and reserves the right to accept any proposal either wholly or a part thereof or to disclose reasons for their decision.

Enquiries can be directed to Lebohang Malokase at (051) 853 1111 during office hours.

MRE. Mogopodi

Municipal Manager

## **TERMS OF REFERENCE**

### **BACKGROUND**

Tswelopele Local Municipality is intending on selling Machinery and Scrap Metal, the following table indicates what can be disposed:

<b>MACHINERY</b>	<b>SCRAP METAL</b>
OLD LYNCUTTERS	ELECTRIC CABLE, OLD LIGHT FITTINGS
OLD KUDU'S ENGINES	TRANSFORMER
TSWELO 2 JETTA V	STEEL MEMBERS
CVM 076 FS (Bakkie)	PUMPS
OLD HAMMER MEUL	MOTORS
OLD TRACTORS	OLD VEHICLE PARKS

### **REQUIREMENTS/SPECATIONS OF AN AUCTIONEER**

- 1.1. In awarding this proposal, the Tswelopele Local Municipality expects an auctioneer to, at minimum have the following:
  - 1.1.1. Long Standing Record/Experience
  - 1.1.2. High Court Approved Valuers and Appraisers Certification on staff complement
  - 1.1.3. SAIA Approved (South African Institute for Auctioneers)

### **REQUIRED DOCUMENTS**

- 1.2. Prospective service providers are requested to submit the following documents together with the proposals:
  - 1.2.1. Certified copy of the company registration certificate / CK Forms / Certificate of Incorporation (certified by SAPS or a duly authorised person / body) reflecting active members (except for sole-traders and partnerships) must be attached;
  - 1.2.2. Original valid company Tax Clearance Certificate must be attached;

- 1.2.3. A valid Broad Based Black Economic Empowerment Certificate;
- 1.2.4.** Evidence that municipal rates and taxes are not in arrears for more than three months for both the company and its registered Directors (this should be for any registered office, not necessarily within Tswelopele municipality i.e. if you have a registered office in Bloemfontein, submit an account from Mangaung Metro) or a lease agreement where the Service Provider is leasing offices [with a clear indication that rates and taxes are included in the lease/rental payments].
- 1.2.5. A company profile including details and contactable reference of where similar work has been undertaken, in Municipalities of the similar capacity;
- 1.2.6. Draft service level agreements that will be entered into with the Municipality should your company be successful

## **2. OTHER IMPORTANT MATTERS**

- 2.1. Only one proposal per Prospective Service Provider/Individual will be considered;
- 2.2. If your company is successful, it will be expected to enter into a service level agreement with the Municipality, prior to commencement of the work. The Municipality reserves the right to cancel the any appointment made with a Service Provider who is not willing to conclude a Service Level Agreement with the Municipality in this regard;
- 2.3. No faxed or e-mailed proposals will be accepted and the municipality is not bound to accept the lowest proposal and reserves the right to accept the proposal wholly or partially;
- 2.4. Prospective Service Providers who are not registered on the database of service providers of Tswelopele Municipality must promptly apply by completing the vendor / database registration form which is obtainable from the municipality's website ([www.tswelopele.gov.za](http://www.tswelopele.gov.za)) and submit it together with their proposal;

- 2.5. Failure to comply with the above mentioned conditions may invalidate your proposal.
- 2.6. Proposal will then be evaluated and adjudicated in line with the Preferential Procurement Policy Framework Act; Preferential Procurement Regulations and the approved Supply Chain Management policy of Tswelopele Local Municipality, using 80/20 point system;
- 2.7. It is the view of the municipality that this project can be executed successfully at a cost of less than R50 million hence the use of 80/20 Point System;
- 2.8. All invoices will be accompanied by a closing report and the Municipality has up to 30 days to make payment (from date of receipt of invoice and not from invoice date);

### **3. CLOSING DATE AND TIME**

- 3.1. Closing date and time will be as per the "Request for proposals" as advertised in the newspapers / website / attached to this document;
- 3.2. Proposals submitted after the closing date and time, will automatically be disqualified.

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MRE. Mogopodi  
Municipal Manager