

## REQUEST FOR QUOTES (RFQ)

<b>DESCRIPTION OF GOODS/ SERVICE REQUIRED</b>	<b>PROJECT MANAGEMENT FOR AUCTION SALE OF USED OFFICE FURNITURE AND EQUIPMENT FOR THE SOUTH AFRICAN CIVIL AVIATION AUTHORITY (SACAA) AT SACAA OFFICES IN MIDRAND</b>
<p><b>SPECIFICATIONS/ DESCRIPTION:</b></p> <p>The SACAA head office is located inside Waterfall Park, Bekker Street, Midrand. It has two buildings adjacent to each other, namely building 16 at Treur Close and Kernick House. Building 16 operates as the main SACAA head office building.</p> <ul style="list-style-type: none"> <li>• The main office at Building 16 Treur Close is approximately 6 206 m2 office space (8102.70 m2 mezzanine floor, canteen, and storage area), the offices are spread over three floors.</li> <li>• The second building at Kernick House is approximately 3 105 m2 office space (3 562m2 including balconies and storage) the offices are spread over two floors, i.e. ground floor and first floor.</li> </ul> <p>SACAA is in the process of moving to new Head Office premises effective from 1 June 2025, situated in Byls Bridge Office Park, SACAA building, 11 Byls Bridge Boulevard, Highveld Centurion. The SACAA will not be moving with any of its old furniture and equipment and will need to dispose of its old furniture and equipment.</p> <p>The purpose of this request for quotation is to invite suitably qualified independent experts in project management for auction sale to assist SACAA with managing the auction sale process for used office furniture and equipment as per the attached Asset register (Annexure A).</p>	
<p><b>1. ITEM/ SERVICE</b></p>	
<p>SACAA will issue out the communication to all staff with regards to auction dates and all relevant timelines and the successful service provider will be responsible for ensuring the successful implementation of auction sale for SACAA's used office furniture and equipment as listed and will be required to assist with the following:</p> <ul style="list-style-type: none"> <li>➤ Coordinate and manage all aspects of the project, ensuring adherence to the agreed timelines.</li> <li>➤ After closing date to capture all the details of the offers on a spreadsheet and provide a spreadsheet/report within 5 working days after closing of bid</li> <li>➤ Track the payments by the staff members</li> <li>➤ Arrange for staff members to collect the assets</li> <li>➤ To assist with the disposal of the rest of the assets to identified Public Benefit Organisations (PBO) and any other public entity and / or government departments.</li> </ul> <p><b>Reporting</b></p> <p>Provide a comprehensive report on the whole process that was followed. Your report should include the following:</p> <ul style="list-style-type: none"> <li>➤ Number of items sold</li> <li>➤ Number of items not sold</li> <li>➤ Total amount made from auction sale.</li> <li>➤ Offer per item vs netbook value.</li> </ul>	

The bidder will be paid a percentage of the total of sales successfully concluded.