

Postal Address

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270 George Rd
Noordwyk
Midrand 1687

Contact

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GOODS/SERVICES REQUISITION FORM

**YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION FOR THE CULTURE, ARTS,
TOURISM, HOSPITALITY AND SPORT SECTOR EDUCATION AND TRAINING AUTHORITY
(CATHSSETA)**

Date Issued	19 February 2026	RFQ Number	RFQ/FIN/051/2025
Closing Date:	11 March 2026	Closing Time:	11H00
DESCRIPTION:		APPOINTMENT OF A SERVICE PROVIDER FOR THE AUCTION OF SIX (6) CATHSSETA MOTOR VEHICLES	

1. BACKGROUND

- 1.1 CATHSSETA replaced its fleet of six (6) ageing motor vehicles during the 2025/26 financial year. Following a physical asset verification exercise conducted in November 2025, the vehicles were identified for disposal. In line with Section 24 of the Fixed Assets Management Policy and the approved disposal strategy, CATHSSETA intends to dispose of the vehicles through an auction process.
- 1.2 To ensure transparency, fairness, legal compliance, and value for money, quotations are invited from independent service provider to manage, conduct, and conclude the fleet auction process.

2. OVERALL OBJECTIVE

- 2.1. The purpose of this RFQ is to appoint a suitably qualified and independent service provider to conduct an auction for the disposal of six (6) motor vehicles in accordance with applicable policies and governance requirements.

Board Chairperson: Dr K.T. Mbele

Board Members: Mr S. T. Mathibeng • Ms M. J. du Plessis • Mr P. S. Tshwete • Mr S. Z. Mhlanga • Ms M. Roy • Mr M. S. Tshonti
Ms P. N. Mbambo • Mr J. N. Ntuli • Ms D. F. Monaledi • Ms N. M. Tshikwatamba
Dr S. Ngomane • Mr B. E. Hendricks • Ms R. Phiri • Ms T. Mkhosana

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**3. DETAILED SCOPE OF WORK**

3.1. The appointed independent service provider will be required to provide end-to-end auction services, including but not limited to the following:

3.1.1 Auction Preparation

- Review the approved list of vehicles earmarked for disposal, including specifications and reserve prices.
- Develop auction rules, bidder documentation, and conditions of sale aligned with CATHSSETA policies.
- Prepare the Auction Notice for publication.

3.1.2. Communication and Registration

- Issue and manage the Auction Notice via Branding and Communication unit.
- Manage bidder registration and eligibility verification.
- Handle auction-related enquiries.

3.1.3. Auction Management

- Manage the auction platform and bidding process.
- Ensure confidentiality, integrity, and security of bids.
- Conduct bid opening and adjudication in a transparent and auditable manner.

3.1.4. Award, Payment and Close-Out

- Confirm highest compliant bids per vehicle against reserve prices.
- Notify successful and unsuccessful bidders.
- Monitor payment timelines and conditions.
- Prepare and submit a comprehensive Auction Report to CATHSSETA.
- Support transfer of ownership and asset register updates.

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4. EXPECTED OUTPUTS/DELIVERABLES

4.1. The successful independent service provider must provide:

- Auction Notice and auction rules.
- Bidder registration and bid evaluation records.
- Written notifications of auction outcomes.
- A final Auction Report suitable for audit and governance purposes.

5. PERIOD OF PERFORMANCE

5.1. The assignment shall commence upon appointment and be completed within an agreed timeframe, considering notice periods, auction execution, and payment finalisation.

6. PRICING SCHEDULE

6.1. Panel firms are required to submit the following as part of their quotation:

- A **fixed, all-inclusive professional fee** covering the full scope of services described in this RFQ.
- A clear **breakdown of costs**, confirming that no additional fees or disbursements will be charged beyond the quoted amount. Written confirmation that the quoted price is in line with the firm's **approved auction rates**.

7. ELIGIBILITY AND MANDATORY REQUIREMENTS

7.1. In line with the overall scope of work and governance requirements, quotations received from panel members will be evaluated on a comparative basis using the following criteria:

7.1.1. Price

- A fixed, all-inclusive professional fee covering the full scope of services outlined in this RFQ.
- The quoted price must be competitive, represent value for money, and align with the firm's approved auction rates.

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**7.1.2. Competence and Resource Availability**

- Confirmation of the immediate availability of a suitably qualified and competent resource to execute the assignment.
- Submission of a detailed curriculum vitae/profile of the proposed resource, demonstrating relevant experience in asset disposal, auctions, or similar transactional assignments, minimum five (5) years relevant experience.
- Minimum of three (3) contactable reference letters of similar work done in the past 5 years. The reference letters must be on company's letterhead and signed.
- The bidder must submit a project plan demonstrating capability to deliver all aspects of the scope of work (Sections 3.1.1–3.1.4), specifically:
 - Auction preparation.
 - Communication and registration.
 - Auction management.
 - Award/payment close-out.

8. ADMINISTRATIVE REQUIREMENTS

- 8.1 Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- 8.2 Completed and signed SBD4, SBD 6.1.
- 8.3 Valid Tax Compliance Pin issued by SARS.
- 8.4 Valid B-BBEE Certificate or Sworn Affidavit.
- 8.5 All RFQ related responses must include the RFQ number as the subject matter.
- 8.6 Central Supplier Database (CSD) Summary Report.
- 8.7 Company Registration Document (CIPC).

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**9. PRICING AND SPECIFIC GOALS EVALUATION**

- 9.1 For the evaluation of this RFQ, the 80/20 preference points scoring system will be applied. This means 80 points are allocated to price and 20 points to specific goals as per the standard bidding document (SBD) 6.1 attached to this RFQ.
- 9.2 To claim points for specific goals, bidders will be required to complete, sign and submit SBD 6.1 together with a valid B-BBEE Certificate or Sworn Affidavit. Failure to submit the required documents, will result in zero points allocated to the bidding company.

10. RESPONSES/SUBMISSIONS

E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above and no late responses will be accepted.

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