

Specification for Bus Auctioning

1. Introduction

Autopax wishes to follow a Request for Quotation (RFQ) process to appoint a suitably qualified auctioneer to auction Autopax redundant assets which includes buses identified from time to time using online platform on as and when required basis.

2. Background

Autopax identified buses that are redundant and / or obsolete that needs to be disposed. To dispose Autopax wishes to follow the process of auctioneer. The auctioneer must auction all redundant buses as identified by the technical team. The location of these assets will be shared with auctioneers prior to the auction process taking place.

3. Scope of Work

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

- Auctioning of assets using online platform
- Pre-auction preparation
- Auction management using online platform.
- Marketing of the auction
- Arranging practical and realistic advertising and marketing campaigns
- Holding of preview days prior to auctions
- Inspect all assets to be auctioned at different PRASA locations
- Financial reconciliation and settlement of sold assets
- In-house dispatch control after sales
- Compiling of consolidated auction reports
- Maximum realization of assets
- Advise of disposal of assets not sold.

- A list of buses to be disposed of will be made available prior to the process of auctioneering.

4. After Service Requirements

- 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 Autopax;
- **The percentage quoted must be inclusive of VAT and other contingencies; and**
- The Auctioneer will be responsible for the administration and payment of the VAT.

5. Qualification and Expertise Required

- Understanding the rules and regulation of auctioneers – please include company profile which details the auctioneers understanding and experience of the company including online auctions.
- Experience of key staff to be assigned to this project; and
- The auctioneer must be a member of the South African Institute of Auctioneers (SAIA) or South African Professional Auctioneers (SAPAA). Proof of membership must be attached – please submit certificate of Registration. Failure to submit will result in the bid disqualification.

6. Fee Structure

1.	Auction % including of VAT and other contingencies	
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