

**AMAJUBA DISTRICT MUNICIPALITY  
ADVERTISEMENT  
P2023/08  
INVITATION TO REGISTER ON THE AMAJUBA DATABASE FOR PANEL OF  
AUCTIONEERS FOR A PERIOD OF 36 MONTHS**

Amajuba District Municipality hereby invites professional auctioneers registered with (SAIA) South African Institute of Auctioneers for disposal of redundant and obsolete assets and municipal vehicles to be registered on the Amajuba District Municipality database for the period of 36 months. The service providers must be registered on the Central Supplier Database (CSD).

Bid documents will be emailed to the bidder upon producing proof of payment of a non-refundable fee of **R500.00** per document. Deposits must be made into the Amajuba District Municipality bank account: Standard Bank Account N° **062156624** with the reference number **000000002308**. Bidders are required to email proof of payment, name of bidding company and its contact details before **12h00, 27 October 2023** to [khethiwem@amajuba.gov.za](mailto:khethiwem@amajuba.gov.za). Evaluation of applications will be done on bid companies that submitted their proof of payment before the closing **date 27 October 2023**. Cash payments are not accepted at the Amajuba District Municipality office.

Completed applications in sealed envelopes endorsed "**P2023/08: Database for panel of auctioneers**" must be deposited in the Municipality's tender box located at the Reception of the Amajuba District Municipality, B9356 Amajuba Road, Section1 Madadeni, 2951 on or before the closing date, whereby applications will be opened in public. Applications that are not clearly marked, received after the due date and time will not be considered.

All technical enquiries must be directed to **Phindile Mthembu** on 034 329 7200 or by email: [phindilemt@amajuba.gov.za](mailto:phindilemt@amajuba.gov.za) and for enquiries regarding the Supply Chain Management procedures, kindly contact **Sabelo Zulu** on 0343297200 or by email: [sabeloz@amajuba.gov.za](mailto:sabeloz@amajuba.gov.za)

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**Closing date: Monday, 30 October 2023 @12h00 noon**

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**Mr. PM MANQELE  
MUNICIPAL MANAGER**





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## **TERMS OF REFERENCES FOR PANEL TO DO AUCTIONEERING SERVICES FOR MUNICIPAL VEHICLES AND ALL OTHER MUNICIPAL ASSETS DISPOSAL FOR A PERIOD OF 36 MONTHS**

### **1. PURPOSE**

Amajuba District Municipality hereby wish to appoint a Panel suitably qualified professional auctioneer for disposal of redundant and obsolete assets and municipal vehicles. The purpose of this bid is to establish a professional auctioneering service for assets disposal services for a period of 36 months.

### **2. BACKGROUND**

Amajuba District Municipality verify, evaluate, and report on conditions of all assets in the municipality's asset register in compliance with legislative framework. Municipal assets are disposed off in terms of Council approved Supply Management policy under section dealing with asset disposal.

### **3. CONTRACT OBJECTIVES**

Amajuba District Municipality to appoint a Panel of professional auctioneers from approved auctioneering service providers for assets disposal services. Service provider will have to indicate a commission that they require for services.

### **4. REQUIREMENTS**

4.1 Service providers must be registered with (SAIA) South African Institute of Auctioneers (provide valid proof of registration).

4.2 Service providers must have at least three appointment letters or orders from previous work.

### **5. SCOPE OF WORK**

The auctioneering service will include all administrative activities associated with the assets to be auctioned including but not limited to the following:

5.1 Asset disposal ranges from motor vehicles, plant and machinery, office furniture fittings and computer equipment.

## 6. EVALUATION CRITERIA

The bids will be evaluated on price and functionality in terms of Amajuba District Municipality SCM policy.

## 7. FUNCTIONALITY EVALUATION CRITERIA

ITEM	WEIGHT
FUNCTIONALITY	100
<b>1. Previous Experience in the past years</b>	<b>30</b>
<ul style="list-style-type: none"><li>• Proven track record for the provision of Auctioning Services with a minimum of 3 appointment letters/orders [15]</li><li>• Proven track record for the provision of Auctioning Services with 4 and above appointment letters/orders [30]</li></ul> <b>NB: Only valid appointment letters and or orders will be accepted to claim points</b>	

**NB:** A bid that scores less than 15 points out of 30 points in respect of functionality will be regarded as non-responsive and will not be further evaluated.

## 7. RETURNABLE DOCUMENTS

7.1 All MBD documents must be completed in full and signed,

7.2 Central supplier Database (CSD) registration number,

7.3 Company registration documents and Proof of resident in the Amajuba District Municipality area,

7.4 Attached municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is not older than 3 months.

## TERMS OF REFERENCES APPROVED BY

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**MR PM Mangele**  
**MUNICIPAL MANAGER**