

Subject	Specification
Project Name	Nationwide Auctioning Services
Reference	RFQ SCM



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1. BACKGROUND

SAPO has from time to time retired assets that must be cleared from our premises due to them being redundant.

2. OBJECTIVE OF BID

The South African Post Office (SAPO) wishes to appoint a suitably qualified Auctioneering Company to auction all its movable assets and parcels for the Post Office's Return Letter Office (RLO) for a period of 2 years.

3. SCOPE OF WORK

- Auctioneers tendering must be well established to conduct auctions nationally and must be registered with the South African Institute of Auctioneers.
- **Costs relating to the auction e.g.** Advertising, transportation, travel, accommodation, meals, etc. is for the account of the Auctioneer.
- One advert needs to be placed in a local (area newspaper), prior to the Auction, indicating type of Auction, date and location. Post Office emblems may not be used in any advert whatsoever.
- This specification is for **all moveable assets and parcels from SAPO's Return Letter office (RLO)**.
- This specification **excludes all immovable assets**.
- The Auctioneering Company will have to provide the following services prior, during and after any Auction scheduled by the SAPO Disposal Management:
 - Identification of a proper and safe location/venue to accommodate the Auction, if not inside the premises of S.A. Post Office and the cost to be borne by the Auctioneer.
 - Proper venue preparation, including tables, chairs, PA system, projector and or video feed. This will be applicable to all locations, unless the SAPO indicates other arrangements within the same criteria.
 - The Auctioneering Company will be responsible for the Lots preparation prior to the Auction day, in-conjunction with the SAPO Disposal Management personnel. This will include all administrative duties during and after the Auction.
 - All reconciliations reflecting details of the sale of assets must be emailed or faxed to the SAPO Disposal Management **within three (3) working days after the Auction**.

- All proceeds must be paid into a dedicated account of S.A. Post Office, strictly **within seven (7) days after the Auction. Interest (at prime rate) will be levied on any unpaid amounts after the seven (7) days period.**
 - The Auctioneering Company will be responsible for ensuring that items sold are removed from the premises within 2 (two) working days after the Auction.
 - SAPO representative will be present during all Auctions to oversee all operational activities.
 - SAPO representative will arrange venue inspections prior to the Auction, and the presence of the Auctioneer Company will be required. This will be applicable to all venues/ locations in South Africa.
 - The Auctioneering Company to be in a position to host Ad-hoc Auctions on behalf of the S.A. Post Office.
 - The Auctioneering Company must provide an online platform for bidding/auctioning
 - The Auctioneering Company will have to provide the following services prior to the auction bidding process:
 - Verification of assets
 - Photographing of assets
 - Advertising of assets
 - Cataloguing of assets
 - Viewing of assets
 - Buyer Registration
 - The Auctioneering Company will have to provide the following services post the auction bidding process:
 - Processing of payments
 - Refunding of buyer deposits
 - Receipting of paid assets
 - Handling of customer queries
 - The Auctioneering Company should provide S.A. Post Office with a comprehensive financial report and reconciliation at the final debriefing session.
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4. Additional Information:

5. GATEKEEPING CRITERIA

No	Description
Bidders must comply with the following gatekeeping criteria.	
Failure to comply with the following criteria will result in the bid not being evaluated further.	
5.1.1.	Auctioneers tendering must be well established to conduct auctions nationally and must be registered with the South African Institute of Auctioneers.
5.1.2	Bidders must submit a completed Pricing Schedule (Annexure 'F').
5.1.3	The bidder must submit valid proof of Certificate of Registration as a second-hand goods dealer , 2009 (Act no.6 of 2009)

6. CONDITIONS TO BID

Bidders must submit the following documents with their proposals.

6.1 Bidders are required to submit a valid or original certified Tax Clearance Certificate of the bidding company which must be valid at the time of bidding and for the duration of the contract, or the bidding company may submit their unique personal identification number (pin) issued by SARS to enable the procuring entity to view the taxpayer's profile and tax status.

6.2 Bidders must be registered on the National Treasury Central Supplier Database. If the bidders are not registered the bidder can register online at the following website www.csd.gov.za to upload mandatory information as required. Bidders must provide proof of registration, by means of submitting a printed copy of their CSD Registration Summary Report.

BBBEE Compliance requirements

6.3 Bidders must submit a valid original or certified copy of BBBEE (SANAS accredited) Certificate of the bidding company which must be valid at the time of bidding and for the duration of the contract. EMEs and QSEs (51% black owned) can submit a sworn affidavit for B-BBEE. The B-BBEE Certificate or Sworn Affidavit must be of the bidding entity.

6.4 In bids where consortia / joint ventures are involved, these parties will qualify for point for their BBBEE status level as an unincorporated entity provided that the entity submits their consolidated BBBEE Scorecard (SANAS accredited) as if they were a

group structure and that such a consolidated BBBEE scorecard is prepared for every separate bid.