



# SETSOTO LOCAL MUNICIPALITY

## 7 DAYS ADVERTISEMENT FOR FORMAL WRITTEN PRICE QUOTATION (FWPQ)

### RE-ADVERTISEMENT

### FWPQ 244 (2025/26) REQUEST FOR PROPOSAL FOR A QUALIFIED AUCTIONEER TO AUCTION OBSOLETE AND REDUNDANT MUNICIPAL ASSETS.

ITEM DESCRIPTION
<p><b>1. SLM requires the service of a Qualified and Experienced Auctioneering Service Provider to identify, verify, assessment/valuation and disposal/auction of redundant Municipal Assets which include but not limited to:</b></p> <ul style="list-style-type: none"> <li>• Furniture and Office Equipment</li> <li>• Computer Equipment</li> <li>• Motor Vehicles and Yellow Fleet</li> <li>• Other Machinery and Equipment</li> <li>• Scrap Metal and Other Materials</li> </ul>
<p><b>2. Scope of Work:</b></p> <ul style="list-style-type: none"> <li>• The auctioneer shall arrange for the inclusion of all assets approved for disposal in the auction sale</li> <li>• The auctioneer will sell or dispose assets as it is. (without any guarantees whatsoever) Voetstoots.</li> <li>• The auctioneer may be requested by the Municipality to sell specialized equipment and ensure that buyers will dispose it in terms of the prescribed legislation.</li> <li>• All disposal assets will be transported/ towed to the auction sites by the Municipality two weeks before the auction date.</li> <li>• Auction sales will take place at the auction sites i.e. Senekal &amp; Ficksburg Unit as per the times, terms and conditions as specified and agreed with the Municipality.</li> <li>• The auctioneer will remove all Municipality decals/signage and number plates from disposal vehicles, and all the registration will be done within 21 days after the auction date.</li> <li>• Goods not paid by buyers within a time specified will remain the property of the Municipality and the buyer will forfeit deposit.</li> <li>• The auctioneer will advise on unsold and or use alternative ways to dispose off the said items upon the approval by the Municipality.</li> </ul>
<p><b>3. Administration:</b></p> <ul style="list-style-type: none"> <li>• The Setsoto Local Municipality Asset Management Unit will provide the auctioneer with the final schedule of disposal assets.</li> <li>• The auctioneer shall liaise ONLY with the Setsoto Local Municipality regarding the dates for the auction sale.</li> <li>• The auctioneer shall assist to liaise with the committee appointed to ensure that the auction runs smoothly.</li> <li>• The auctioneer must draft the auction advert for placement in newspapers, and</li> </ul>

<p>must be approved by the Setsoto Local Municipality in writing</p> <ul style="list-style-type: none"> <li>• The auctioneer may also source a database of targeted buyers and advertise the auction sale through social media and bulk messaging, in addition to Setsoto Local Municipality prescribed strategies.</li> <li>• The auctioneer must put disposal assets into lots and clearly mark them with lot numbers.</li> <li>• The auctioneer must ensure that lot numbers and asset details are correct and correspond with the vendor-roll listing.</li> <li>• Auctioneer will provide its own logistics, administrative and finance assistants at its own cost.</li> <li>• Auctioneer will advise the Setsoto Local Municipality in writing within three days after auction sale, of all unsold assets.</li> </ul>	
<p><b>NB: The successful Service Provider will be required to render the services within 4 weeks upon receipt of the Official Purchase Order [otherwise Service Provider should indicate their delivery period if it falls outside these timeframes]. Failure to deliver within the stipulated period, the municipality reserves the right to cancel the order and appoint another bidder or institute any other remedies within law for the inconvenience / damages caused.</b></p>	

**Requirements [failure to comply with this may invalidate your submission]**

1. The formal written price quotation must be submitted on the supplier's letterhead, and the quoted price must be valid for a period of 30 days.
2. The quotation must clearly show the MAAA CSD registration number of the Supplier.

**3. Functionality: Minimum points is 70 points to be evaluated further.**

NO.	Pre-Qualification Requirements for Functionality			Weight Points	Max Points
1	<b>Financial Viability or Rating</b>  <i>Evidence: Dated and Stamped letter from the bank</i>	Bank rating code	Bank rating code A	15	15
			Bank rating code B	10	
			Bank rating Code C	05	
2	<b>Years of Company Experience in Active Auctioneering:</b>  <i>Evidence: Appointment letter/s or official purchase order/s together with reference letter as</i>	Number of years of experience in rendering auctioneering services. (provide evidence from client confirmation)	3-4 years	10	15
			1-2 years	05	

	<i>proof of successful auction executed.</i>				
<b>3</b>	<b>Number of Successful Auction Conducted/Executed</b>  <i>Evidence: Appointment letter/s or official Purchase order/s with reference letter as proof of successful auction executed.</i>	Number of successful auction services rendered on disposal of assets. (provide evidence from client confirmation)	5 and above	<b>20</b>	<b>20</b>
			3-4	<b>15</b>	
			1-2	<b>10</b>	
<b>4</b>	<b>Team Leader/project Manager Registration with the South African Institute of Auctioneers</b>  <i>Evidence: Registration with SAIA</i>	Attach proof of registration of SAIA for team leader (cv of team leader/project manager plus proof of SAIA)	6 years and above of experience	<b>20</b>	<b>20</b>
			4-5 years of experience	<b>15</b>	
			3-4 years of experience	<b>10</b>	
			1-2 years of experience	<b>05</b>	
<b>5</b>	<b>Company Registration with a Professional Body</b>	Attach proof of registration with a professional body and Membership Certificate issued by a recognized chamber	South African Institute of Auctioneers (SAIA)	<b>15</b>	<b>30</b>
			Recognized Chamber of Business	<b>15</b>	
<b>A bidder must at least obtain 70% to qualify to be evaluated further on the last stage.</b>			<b>TOTAL</b>	<b>100</b>	

4. The municipality will apply the 80/20 Preferential Point System and for Specific Goals points. Please see below table and documents required to claim the points:

**Points for the specific goals for contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of Race**

<b>Black-owned and B-BBEE Status Level of Contributor</b>	<b>Number of points on 80/20 points system</b>	<b>Number of points on 90/10 points system</b>	<b>Evidence to be submitted by the supplier to substantiate the points claimed/allocated per specific goal (NB: Any of the evidence indicated below per specific goal should be regarded as sufficient).</b>
<b>Black owned enterprise</b>			
100% Black-owned enterprise with a valid B-BBEE level 1 or affidavit	6	3	<ul style="list-style-type: none"> <li>Sworn affidavit signed by the EME or QSE representative and attested by a Commissioner of Oaths.</li> <li>A certified copy of a BB-BEE certificate issued by the verification agency accredited by SANAS Proof of B-BBEE issued by DTIC</li> </ul>
100% Black-owned enterprise			
51% Black-owned enterprise with a valid B-BBEE level 2	4	2	
51% Black-owned enterprise			
51% Black-owned enterprise with a valid B-BBEE level 3	2	1	
Less than 51% Black-owned enterprise irrespective of B-BBEE level	0	0	

**Points for the specific goals for contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of Gender (Women)**

<b>Women-owned and B-BBEE Status Level of Contributor</b>	<b>Number of points on 80/20 points system</b>	<b>Number of points on 90/10 points system</b>	<b>Evidence to be submitted by the supplier to substantiate the points claimed/allocated per specific goal (NB: Any of the evidence indicated below per specific goal should be regarded as sufficient).</b>
<b>Women- owned and share percentage Contributor status level</b>			
100% Women-owned enterprise with no B-BBEE certificate or with a Sworn Affidavit	4	2	<ul style="list-style-type: none"> <li>Sworn affidavit signed by the EME or QSE</li> </ul>

100% Women-owned shares enterprise with CIPC share certificate			representative and attested by a Commissioner of Oaths.  • A certified copy of a BB-BEE certificate issued by the verification agency accredited by SANAS Proof of B-BBEE issued by DTIC  • CIPC and Share certificate
51% Women-owned enterprise with a valid B-BBEE level 1	3	1	
<u>51% Women-owned shares enterprise with CIPC share certificate</u>			
51% Women-owned enterprise with a valid B-BBEE level 2	2	1	
51% Women-owned enterprise with a valid B-BBEE level 3	1	1	
Less than 51% Women-owned enterprise irrespective of B-BBEE level	0	0	
<u>Less than 51% Women-owned shares enterprise wish CIPC share certificate</u>			

Points for the specific goals for contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of Disability

Black-owned and B-BBEE Status Level of Contributor	Number of points on 80/20 points system	Number of points on 90/10 points system	Evidence to be submitted by the supplier to substantiate the points claimed/allocated per specific goal (NB: Any of the evidence indicated below per specific goal should be regarded as sufficient).
<u>Black owned enterprise with person living with disability</u>			
100% Disabled-owned enterprise with no B-BBEE certificate but with proof of disability.	2	1	• Sworn affidavit signed by the EME or QSE representative and attested by a Commissioner of Oaths.  • A certified copy of a BB-BEE certificate issued by the verification agency accredited by
<u>100% owned by person living with disability</u>			
51% Disabled-owned enterprise with a valid B-BBEE level 1	1	1	

<u>51% owned by person living with disability</u>			<b>SANAS Proof of B-BBEE issued by DTIC</b>  <ul style="list-style-type: none"> <li>• <u>Proof of medical certificate by a qualified medical practitioner confirming the status level of person living with disability</u></li> </ul>
51% Disabled-owned enterprise with a valid B-BBEE level 2	1	1	
51% Disabled-owned enterprise with a valid B-BBEE level 3	1	1	
Less than 51% Disabled-owned enterprise irrespective of B-BBEE level	0	0	
<u>Less than 51% Disabled-owned enterprise with medical certificate/proof of disability</u>			

Points for the specific goals for contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of Youth (Age)

Youth	Number of points on 80/20 points system	Number of points on 90/10 points system	Evidence to be submitted by the supplier to substantiate the points claimed/allocated per specific goal (NB: Any of the evidence indicated below per specific goal should be regarded as sufficient).
Youth is defined as any south African citizen with the age between 18 and 35 years	4	2	<ul style="list-style-type: none"> <li>• RSA identity document</li> <li>• Valid RSA driver's license issued by the relevant authority</li> </ul>
<b>Points for Specific Goals to Promote Economic Development – Enterprise Located in a Province, District or Municipal area / (Hereafter referred to as locality)</b>			

<p>For Free State based companies, this specific goal is aligned to the districts they are situated in.</p> <p>The points in these specific goals are aligned to the municipal jurisdiction which companies are situated in.</p> <p>Setsoto Local Municipality`s Jurisdiction</p> <p>Suppliers situated in Thabo Mofutsanyane District</p> <p>Free State</p> <p>Other</p>	<p>4</p> <p>3</p> <p>2</p> <p>1</p>	<p>2</p> <p>1.5</p> <p>1</p> <p>1</p>	<ul style="list-style-type: none"> <li>• <u>Municipal Rates and Taxes Account not in arrears for more than 3 months</u></li> <li>• <u>Municipal Services Account not in arrears for more than 3 months</u></li> <li>• Municipal Rates Account</li> <li>• Lease agreement <u>together with Municipal Rates and Taxes or Service Account not in arrears for more than 3 months</u></li> <li>• Title deeds</li> <li>• Permission to occupy land signed by the traditional authority</li> <li>• A letter of confirmation of the address signed by the ward councillor</li> </ul>
<p>The Accounting Officer is at liberty to determine the sub-criteria on the weighting indicated above based on the nature and complexity of the tender</p>			

*Attachments must be e-mailed to [fwpq7@setsoto.co.za](mailto:fwpq7@setsoto.co.za) before the closing date and time. Please use the above-mentioned FWPQ reference number as the subject for the e-mail.*

**Closing Date: Wednesday, 17<sup>th</sup> June 2026 @ 16:30**

**Please Note the Following:**

1. No tender document is required.
2. No telegraphic, telefaxes, hand-delivered and late bids will be accepted.
3. No bids will be accepted from persons in service of the state (Acting through Proxy).
4. Municipal Supply Chain Management Policy and Preferential Procurement Policy Framework Act No 5 of 2000 and its 2022 regulations (80/20 criteria) will apply.
5. **The following documents will be requested from shortlisted suppliers at the later stage for finalizations:**
  - 5.1. Company Registration Certificate (CRC) reflecting active members.
  - 5.2. Certified copies of the ID of all directors/members on the CRC must be attached.
  - 5.3. MBD 4 form for declaration of interest that is filled in and signed in full. Form is obtainable from Supply Chain Management Offices or from the municipal website [www.setsoto.gov.za](http://www.setsoto.gov.za) under Supply Chain.
  - 5.4. Municipal rates and taxes statement for the Company or Directors and must not be in arrears for more than three (3) months or a valid Lease Contract reflecting who is responsible to pay municipal rates and taxes if a Lessee is responsible for payment of municipal rates and taxes a municipal statement of account must be submitted or Letter of arrangement for payment of municipal services.
6. Setsoto Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole/part of the bid.
7. All submissions will be subject to verification.

**For Technical Enquiries contact Mrs. N. Mohalali at 051 933 9301 or [nonakhanye@setsoto.co.za](mailto:nonakhanye@setsoto.co.za)**

**and For Supply Chain Management Enquiries contact Mr. T. Majoale at 051 933 9351 or [scm@setsoto.co.za](mailto:scm@setsoto.co.za)**

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**Mrs. NF MALATJIE  
MUNICIPAL MANAGER**