



SETSOTO LOCAL MUNICIPALITY

7 DAYS ADVERTISEMENT FOR FORMAL WRITTEN PRICE QUOTATION (FWPQ)

FWPQ 04 (2026/2027) REQUEST FOR PROPOSAL FOR A QUALIFIED AUCTIONEER TO AUCTION OBSOLETE AND REDUNDANT MUNICIPAL ASSETS.

ITEM DESCRIPTION
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: • Furniture and Office Equipment • Computer Equipment • Motor Vehicles and Yellow Fleet • Other Machinery and Equipment • Scrap Metal and Other Materials
2. Scope of Work: • The auctioneer shall arrange for the inclusion of all assets approved for disposal in the auction sale • The auctioneer will sell or dispose assets as it is. (without any guarantees whatsoever) Voetstoots. • 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. • All disposal assets will be transported/ towed to the auction sites by the Municipality two weeks before the auction date. • Auction sales will take place at the auction sites i.e. Senekal & Ficksburg Unit as per the times, terms and conditions as specified and agreed with the Municipality. • 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. • Goods not paid by buyers within a time specified will remain the property of the Municipality and the buyer will forfeit deposit. • The auctioneer will advise on unsold and or use alternative ways to dispose off the said items upon the approval by the Municipality.
3. Administration: • The Setsoto Local Municipality Asset Management Unit will provide the auctioneer with the final schedule of disposal assets. • The auctioneer shall liaise ONLY with the Setsoto Local Municipality regarding the dates for the auction sale. • The auctioneer shall assist to liaise with the committee appointed to ensure that the auction runs smoothly. • The auctioneer must draft the auction advert for placement in newspapers, and must be approved by the Setsoto Local Municipality in writing • 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.

- The auctioneer must put disposal assets into lots and clearly mark them with lot numbers.
- The auctioneer must ensure that lot numbers and asset details are correct and correspond with the vendor-roll listing.
- Auctioneer will provide its own logistics, administrative and finance assistants at its own cost.
- Auctioneer will advise the Setsoto Local Municipality in writing within three days after auction sale, of all unsold assets.

NB: The successful Service Provider will be required to deliver the goods / services within 3 days 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.

Requirements [Failure to comply with the below-mentioned conditions 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** and indicate the lead/delivery period and **must** clearly show the **MAAA CSD** registration number of the Supplier.
2. Submit a valid Central Supplier Database (CSD). Date of issue of the CSD must not be older than **30 days** as of the closing date for submission of quotation.
3. The Bidders **must** submit current municipal rates and taxes account statements from the relevant Local or Metropolitan Municipality for both the bidding company and each company director/s. The accounts **must** not be more than three (3) months in arrears. Estate agent statements will not be accepted. Where the business operates from leased premises, a copy of the lease agreement and municipal services statements from the relevant Local or Metropolitan Municipality for both the bidding company and each company director/s **must** also be submitted.
4. Other documents may be requested by the Municipality from the Prospective Service Providers (PSP).

5. FUNCTIONALITY

NO.	Pre-Qualification Requirements for Functionality			Weight Points	Max Points
1	Financial Viability or Rating <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	Years of Company Experience in Active Auctioneering: <i>Evidence: Appointment letter/s or official purchase order/s together with reference letter as proof of successful auction executed.</i>	Number of years of experience in rendering auctioneering services. (provide evidence from client confirmation)	3-4 years	10	15
			1-2 years	05	
3	Number of Successful Auction Conducted/Executed <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	20	20
			3-4	15	
			1-2	10	
4	Team Leader/project Manager Registration with the South African Institute of Auctioneers <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	20	20
			4-5 years of experience	15	
			3-4 years of experience	10	
			1-2 years of experience	05	
5	Company Registration with a Professional Body	Attach proof of registration with a professional body and Membership Certificate issued by a recognized chamber	South African Institute of Auctioneers (SAIA)	15	30
			Recognized Chamber of Business	15	
A bidder must at least obtain 70% to qualify to be evaluated further on the last stage.			TOTAL	100	

6. The municipality will apply the 80/20 Preferential Point System and for Specific Goals points. Please see the table below 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		
Black Ownership Status of the Enterprise	Number of points on 80/20 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).
100% Black-owned enterprise	6	A valid Central Supplier Database (CSD) registration report, dated no more than 30 days before the bid/formal written price quotation closing date
50% - 99% Black-owned enterprise	4	
1% - 49% Black-owned enterprise	2	
0% Black-owned enterprise	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)		
Women-Owned Enterprise Status	Number of points on 80/20 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).
100% Women-owned enterprise	4	A valid Central Supplier Database (CSD) registration report, dated no more than 30 days before the bid/formal written price quotation closing date
50% - 99% Women-owned enterprise	3	
21% - 49% Women-owned enterprise	2	
1% - 20% Women-owned	1	
0% Women-owned enterprise	0	

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 enterprise with person living with disability	Number of points on 80/20 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).
51% - 100% owned by person living with disability	2	A valid Central Supplier Database (CSD) registration report, dated no more than 30 days before the bid/formal written price quotation closing date
1% - 50% owned by person living with disability	1	

Points for the specific goals for contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of Youth (Age)		
Points for Youth Owned Enterprise	Number of points on 80/20 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		
100% Youth-owned enterprise	4	A valid Central Supplier Database (CSD) registration report, dated no more than 30 days before the bid/formal written price quotation closing date
50% - 99% Youth-owned enterprise	3	
21% - 49% Youth-owned enterprise	2	
1% - 20% Youth-owned enterprise	1	
0% Youth-owned enterprise	0	

Points for the specific goals for contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of (Locality)		
Points for Locality:	Number of points on 80/20 points system from	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).
Setsoto Local Municipality`s Jurisdiction	4	The resent account statement of water, lights and Rates obtainable from any Local or Metropolitan Municipality must not be in arrears for more than three (03) months. Statement from estate agent will not be accepted. If business is operating from leased property, a lease agreement must be accompanied by account statement of water, lights and Rates obtainable from any Local or Metropolitan Municipality and must not be in arrears for more than three (03) months.
Thabo Mofutsanyane District	3	
Free State	2	
Other	1	

*Attachments must be e-mailed to 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: 21st August 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. 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.
6. All submissions will be subject to verification.
- 7. The following compliance documents will be requested from shortlisted suppliers at the later stage for finalizations:**
 - 7.1. Submission of the Company Registration Certificate is a requirement.
 - 7.2. Submit a valid SARS Tax Compliance Status Pin (TCS). Date of issue of the TCS must not be older than **30 days** as of the closing date for submission of quotation.
 - 7.3. MBD 4 Form: Declaration of Interest must be filled in and signed in full. Form is obtainable from Supply Chain Management Offices or from the municipal website www.setsoto.gov.za under Supply Chain.

**For Technical Enquiries contact Me. N Mohalali 051 933 9301 or siyanda@setsoto.co.za
and For Supply Chain Management Enquiries contact Mr. T. Majoale at 051 933 9351 or scm@setsoto.co.za**

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Mrs. NF Malatjie
Municipal Manager