



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY _

TO : Prospective Service Provider
FROM : SCM /STORES
DATE : 22/05/2026
ENQUIRIES : STORES
TELEPHONE : 015 780 6361/62
REF : Req No. REQ9637

Kindly furnish this office with a written quotation for supply of goods/ services as detailed below. The quotation must be submitted on the letterhead of your Business and Brought to our offices 3 Nyala Street, Phalaborwa not later than
02/06/2026 at 12H00

QUANTITY	Description	PRICE/UNIT (Inc. VAT) Percentage (%)	DELIVERY PERIOD
8 redundant vehicles	Disposal of Municipal Assets (Auctioning of 8 redundant vehicles)		

Please number your quotes (Your Ref No)

The following conditions will apply:

- o Price (s) quoted must be valid for at least thirty (30) days from date of your offer.
- o The Municipality retains the prerogative to reject any quotes it deems to be excessive A firm delivery period must be indicated.
- o Tax Clearance Pin
- o A service provider registered on central supplier database (CSD)
- o Completed MBD Forms
- o Evaluation criteria: 80/20 (Whereby 80 is for price and 20 is for Objective goals) 20 is further evaluated : 20 for 100% Black owned;
18 for at least 51% Black owned; and
14 for Less than 51% Black owned

SPECIFICATION

AUCTION OF 8 REDUNDANT VEHICLES

SCOPE OF WORK

1 . Background

Ba-Phalaborwa Municipality requires the services of a suitably experienced service provider for appointment as auctioneer to conduct the following type of auctions on behalf of the Municipality:

2. Moveable Property

Public auction to sell obsolete and/or redundant municipal vehicles.

A list of items to be sold by auction shall be provided to the bidder by the Employer.

The bidder must indicate the **% commission** to be charged in respect of the selling of movable assets.

Detailed particulars as to the proposed methodology to be followed in respect of the above required services, as well as examples where applicable are to be included in the RFQ approach plan.

3. Terms of Reference

The purpose of this document is to request proposals from a suitably experienced service provider to render the type of auctioneering service as stipulated above.

A. The appointed service provider shall be responsible for the total administration of the auction including the following:

- a. Making the necessary security arrangements on the day of the auction.
- b. The recruitment and registration of buyers before an auction.
- c. Advertising campaigns i.r.o. all auctions.
- d. The service provider shall bear the costs related to the design of advertising material.
- e. The total administration before and during the auction, until the completion of the transfer of vehicles is concluded.
- f. The awarding of lot numbers and packing of the items in their lots.
- g. The balancing of the auction.
- h. The receipt of all the income generated at the end of the auction.
- i. Handling of public enquiries regarding auctions
- j. Co-ordinating logistics regarding auctions
- K. Supplementary administrative services relating to the conduct of auctions
- l. Conduct of public auctions
- m. Provision, at own cost, of efficient loudspeaker systems at auctions.

Detailed particulars as to the proposed methodology to be followed in respect of the above required services, as well as examples where applicable are to be included in the renderer's approach plan.

B. That the following conditions of sale will be applicable.

- a) in order to participate in the auction as a buyer, a registration deposit of R5000.00 will be required, in the form of cash or bank guaranteed cheque, which is only refundable after the completion of the auction.
- b) Should the buyer fail to pay in full for all the lots awarded to him the said buyer will forfeit his deposit.
- c) All goods numbered in lots, or pointed out by the Auctioneer, will be sold to the highest bidder, subject to confirmation of Ba-phalaborwa Municipality.
- d) Value Added Tax (VAT) will be added to the offer obtained.
- e) Payment is due by either cash or bank guaranteed cheque, immediately after the auction.
All lots must be paid for in full not later Than 12:00 on the day following the Auction.
- f) Goods remain the property of Ba-phalaborwa Municipality until Payment in full has been received.
- g) All goods are sold "voetstoots" in whatever conditions they may be at acceptance of a tender and no guarantee whatever is given.
- h) Buyers of vehicles are solely responsible for all administrative actions to be taken, in order to register the vehicle in his/her name, including obtaining a SAPS clearance/s on such vehicle.
- i) Descriptions and information in advertisements, catalogues or given verbally are given in good faith.
- j) Ba-Phalaborwa Municipality is not responsible for any errors in description, quality or quantity and a tender shall be taken as sufficient proof that the tenderer has acquainted himself with the lots for which tenders.
- k) All lots awarded immediately become the responsibility of the purchaser and the Ba-Phalaborwa Municipality will not be held responsible for any goods that may be lost, damaged or stolen.
- l) In the event of any dispute arising about any item, the Municipality may use its discretion and re-auction the lot. The Municipality's decision, as well as the auction list will be regarded as final in all cases. Taciturnity from the side of the Municipality man's automatic acceptance of the tender.
- m) Items may only be removed from the premises:
 - (i) after completion of the auction
 - (ii) after the item
 - (iii) after the original payment voucher has been produced.
- n) The Municipality reserves the right to combine or divide any lot/s before or during the auction
- o) The Municipality reserves the right to decline any offer and to withdraw any offer from the Auction at any given time.
- p) Items are removed at the buyers own risk, and the buyer will be held liable for any damages caused to buildings and other property during removal.
- q) If the purchaser fails to carry out any of his obligations under the Conditions of sale, the goods may again be put up for sale and the purchaser shall be responsible for any losses pertained by reason of his default.
- r) All items purchase must be removed from the Municipality's premises within seven (7) days subsequent to the day of the auction.
- s) Should the buyer fail to remove the items purchased within seven (7) days after the auction, the ownership of these items will accrue to the Municipality without any compensation to the buyer.

4. The date of the auction shall be determined as and when required in the contract period.

5. Compensation

Tenderers must take note to tender only for a percentage of the total turnover of the auction.

6. Requirements

- Previously conducted work similar nature
- Qualified personnel
- Professional Body registration (NAA / SAIA / Recognized chamber of business)