

Guidelines on Specification for Procuring Services

Project Name:	Services of an Auctioneer For a Period of 3 Years.
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Guideline for Terms of reference

Services of an Auctioneer for a period of three years.

A. Background

To auction municipal assets and materials that are no longer in use.

B. Scope of Work / Terms of Reference

- The appointed service provider must be a registered Member of SAIA (South African Institute of Auctioneers).
- Pre-auction valuation of movable (including vehicles), scrap metals and other materials.
- Advertising of the auction 14 days before the auction (including in the local newspaper).
- Advertising and marketing cost will be for the auctioneer.
- Manage the sales process from beginning to end, from valuation and cataloguing to overseeing removal of assets from site.
- On completion of the auction, a detailed performance report and reconciliation to be furnished within 14 days.

C. Performance Management

In terms of Section 116 (2) of the MFMA, the municipality is required by Law to monitor the performance of service providers on a monthly basis in line with the performance areas as stipulated in the Service Level Agreement (SLA). The monitoring of panels will be done as and when their services are utilised.

D. Preferential Points System

Indicate whether the tender will be evaluated in terms of 80/20 below a 50 million and 90/10 above 50 million.

80/20

A maximum of 20 points (80/20 preference points system), will be allocated for specific goals.

80 – Price

20 – Specific Goals (**Locality = 15, Women = 5**)

E. Duration of the Contract

State how long the contract will take

3 Years

F. Functional or Technical Evaluation Criteria

Technical Mandatory Requirements

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| <ul style="list-style-type: none"> The service provider must provide proof of a valid registration with SAIA (South African Institute of Auctioneers). (Attach proof) | |
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Technical/Functional Requirements

Only those tenderers who score the **minimum of 75 points** in respect of the following criteria are eligible for further evaluation.

Criteria	Weight	Points	Documents to be submitted as proof to score points
Demonstrate the company experience in similar projects.			
7 plus years of experience	5	40	For the Bidder(s) to be considered, the bidder(s) must provide written and signed references on a letterhead from clients. Reference letters of similar projects (auctioneer services) with contact details for references that can be contacted by the Municipality to confirm that letter is valid.
6 years of experience	4		
5 years of experience	3		
4 years of experience	2		
3 years of experience	1		
Less than 3 years of experience	0		
Approach and Methodology: Project Plan			
Project Plan	5	30	Provide a project plan with a detailed timetable that identifies when certain activities will be undertaken and over what period they will be spread.
No Project plan	0		
Organisation and Staffing Resources: Project/Contract Manager			
5 Projects	5	30	Bidder to attach CV with project listing.
4 Projects	4		
3 Projects	3		
2 Projects	2		
1 Project	1		
0 Project	0		
MAXIMUM POSSIBLE SCORE		100	