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**TERMS OF REFERENCE FOR APPOINTMENT OF AN AUCTIONEER TO  
SELL A RESIDENTIAL PROPERTY AT 63 SISSON STREET (T685/1993),  
FORT GALE, UMTATA ON PUBLIC AUCTION**

**RFQ NUMBER: 107**

**CLOSING DATE: 14 April 2022 at 11H00**

**RFQ VALIDITY PERIOD: 60 DAYS**

**NB: On the last page of this document the bidder needs to declare and indicate that they have read and understood the document in full.**

**Faxed and/or emailed bids will not be accepted, only hand delivered, and couriered original proposals will be accepted.**

## **1. INVITATION**

The National Agricultural Marketing Council (NAMC) is inviting service providers to submit proposals regarding the auctioning of a residential property for NAMC.

## **2. INTRODUCTION**

The NAMC is a statutory body established in terms of the Marketing of Agricultural Products Act, 1996. The main function of the Council is to advise the Minister of Agriculture, Land Reform and Rural Development on issues relating to the marketing of agricultural products.

## **3. PROJECT SCOPE AND DELIVERABLES**

### **3.1 Project scope**

The NAMC invites reputable auctioneer firms to submit proposals for the auctioning of a residential property in Mthatha.

a) The successful bidder will be required to perform the following functions:

- Follow the procedures as stipulated in the NAMC's Asset Management Policy
- Advertise the property by advertisement boards in Umtata (50 advertisement) for a minimum period of 4 weeks before the date of auction in the local media
- To successfully sell the residential property at 63 Sisson Street, Fort Gale, Mthatha by means of an open/public auction

### **3.2 Project deliverables**

Auctioning the Mthatha property and to sell it for a market related price. The estimated value of the property is approximately R2.0 million taking into consideration paragraph 4.2 below.

### 3.3 Location of services

The residential property is in Umtata Title Deed Information

- Township: Umtata Ext 8
- Erf No: 2422
- Suburb: For Gale
- Extent: 1235m<sup>2</sup>
- Title Deed: T685/1993

Physical address: **63 Sisson Street, Fort Gale, Umtata,**



(Please see legal description at appendix 1).

## **4. TERMS AND CONDITIONS**

4.1 The quotation should contain the following information:

- Type of skills and experience including track record in undertaking assignments with similar deliverables.
- Extensive knowledge and experience in public auction and Public Finance Management Act.
- Contact details of references where a similar service was undertaken
- Registered auctioneer with the SAIA, SAPAA & EAAB (proof need to be submitted with the RFQ document).

4.2 Transfer cost of the property, outstanding rates and taxes, transfer attorney costs as well as commission and advertising cost must be for the account of the purchaser. The NAMC will not pay any money to the successful bidder/appointed auctioneer.

4.3 Failure to adhere to the above conditions may invalidate the proposal.

4.4 The buyer will be responsible for a Certificate of Compliance, Certificate of occupancy and also for building plans if necessary.

4.5 The property is sold as “voetstoots”

4.6 The property needs to be made available for inspection.

4.7 The sale of the property needs to be at the premise of the subject property

## **5. EVALUATION AND SELECTION PROCESS**

The evaluation process will follow the stages detailed below:

## 5.1 Mandatory requirements

Proposals duly lodged will be examined to determine compliance with bidding requirements and conditions (completion and attachment of compulsory documents). Proposals with deviations from the requirements/conditions will be eliminated before stage 2 (two) of the evaluation process.

The following are compulsory requirements and if not submitted the bidder will not progress to stage 2 (two) of the evaluation process:

<b>Pre-Qualification Requirements</b>	<b>Check list</b> √ <b>Tick each box</b>
SBD 2: Completed, attached and signed	
SBD 4: Completed, attached and signed	
SBD 6.1: Completed, attached and signed	
SBD 8: Completed, attached and signed	
SBD 9: Completed, attached and signed	
Terms of Reference document: Completed, attached and signed	
General Conditions of Contract: Initialled and attached	
Proof of registration on Central Supplier Database (managed by National Treasury)	
Registered auctioneer with the SAIA, SAPAA & EAAB	
Tax compliance on CSD	

***Note: All SBD forms must be submitted (signed) noting where it is not applicable. If any specific SBD form is not submitted, documentary proof clearly stating the reasons must be attached.***

Bidders must also supply the following documents (where applicable).

Other Requirements	<b>Check list</b> √ <b>Tick each box</b>
Valid B-BBEE Certificate or attached (certified copy) or Sworn Affidavit	
Company Registration documents	

## 5.2 Stage 2 (two) - Elimination of proposals on grounds of functionality

Proposals that score less than 70% of the scores for functionality will be eliminated from further participation in the Bid Evaluation process (Stage 3).

## 5.3 Evaluation criteria

Each proposal will be evaluated as follows:

- Administrative compliance (Stage 1)); and
- Functionality (Stage 2)
- Pricing and B-BBEE Status (Stage 3).

Proposals will be evaluated for functionality as follows:

### Stage 2 Technical (Functionality) proposal

<b>Technical (Functionality) proposal</b>		<b>Maximum points to be awarded</b>
<b>1.</b>	<b>Company Information and relevant experience</b>	
1.1	A minimum number of years in operation: <ul style="list-style-type: none"> <li>• <i>Less than 1 year to 1 year in operation</i> – 2 points</li> <li>• <i>2 to 3 years in operation</i> – 5 points</li> <li>• <i>Over 3 years in operation</i> – 10 points</li> <li>•</li> </ul>	10
<b>2.</b>	<b>Technical requirement</b>	

2.1	Methodology and compliance with the scope of work as mentioned under point 3 above, evaluation as per Table A below	20
2.2	Human resources Extensive knowledge and experience in auction of public properties, and knowledge of Public Finance Management Act, <i>Less than 1 year to 1 year of experience – 15 points</i> <i>2 to 3 years of experience – 25 points</i> <i>4 to 7 years of experience - 30</i> <i>Over 7 years of experience – 40 points</i>	40
<b>3.</b>	<b>Reference</b>	
3.1	The company's proven track record in handling assignments of a similar nature. A minimum of three written reference letters from clients where a similar service is/ was being rendered. Letters should not be older than three (3) years. <i>One letter submitted – 10 points</i> <i>Two to three letters submitted – 20 points</i> <i>Four and above letters submitted - 30 points</i>	30
<b>Total technical points</b>		100
<b>Minimum threshold for technical (functionality)</b>		70

**Note: The minimum qualifying score is 70 out of 100 points. All bidders that fail to achieve the minimum qualifying score will not be considered for further evaluation on Price and B-BBEE.**

A point scoring system for evaluation criterion 2.1 above would be utilized as follows:

Table A

<b>Score</b>	<b>Description</b>
1	Does not meet requirements, or no information supplied
2	Meet some of the requirements
3	Almost meet all requirements
4	Fully meet all requirements
5	Exceeds all requirements

### **Stage 3 (three) : Price and B-BBEE Status level of contributor**

#### **Points awarded for price**

The 80-preference points system for price would be utilized for procurement with a contract of up to R50 000 000, 00 (VAT inclusive), as per the Preferential Procurement Policy Framework Act (PPPFA) and its regulations.

The following formula would be applied:

$$P_s = 80[1 - P_t - P_{min} / P_{min}]$$

Where:

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Rand value of bid under consideration

$P_{min}$  = Rand value of lowest acceptable bid

#### **Points awarded for B-BBEE status level of contributor**

**A maximum of 20 points will be awarded for B-BBEE Status Level of Contributor.**

<b>B-BBEE Status Level of Contributor</b>	<b>Number of Points</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0



## **6. VALIDITY OF PROPOSALS**

- The Service Provider is required to confirm that it will hold its proposal valid for 60 days from the closing date of the submission of proposals.
- In exceptional circumstances, NAMC may solicit the bidder's consent to an extension of the period of the validity of the bid. The request and responses thereto shall be made in writing.

## **7. PROPOSAL SUBMISSION REQUIREMENTS**

- All compulsory documents as stated under point 5 above
- The bid proposal as per point 3 above
- In case of joint ventures, bidders must provide a clear agreement regarding joint venture/consortia
- A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate.

Bidders must submit 1 x original RFQ document, and 1 x duplicate copy of the original.

No late bids will be considered. It is the bidder's responsibility to ensure that the bid is sent to the correct physical address and that this is received by the NAMC before the closing date and time in NAMC's dedicated tender box or physical address. The office hours are Monday to Friday except public holidays, from 08h00 to 16h00.

Proposals must be submitted or delivered at NAMC at the following address:

National Agricultural Marketing Council  
Old Mutual Building, Block A, 4<sup>th</sup> Floor  
536 Francis Baard Street

Meintjiesplein, Arcadia, Pretoria, 0001

**Closing date for submission of proposals is 14 April 2022 at 11h00**


**8. PRICE**

- Bidders must indicate the percentage commission to be charged on the value of the property
- Bidders must indicate any other charges, if any.
- All prices should be fixed and inclusive of taxes, disbursements, etc.

**9. ENQUIRIES**

- Technical: Schalk Burger; [schalk@namc.co.za](mailto:schalk@namc.co.za)
- Supply Chain Management: Mmasabata Nkhodi; [mnkhodi@namc.co.za](mailto:mnkhodi@namc.co.za)

**10. APPROVAL**

Approval			
	Name & Title	Signature	Date
Approved by:	<b>Schalk Burger</b> <b>Senior Manager:</b> <b>Statutory Measures</b> <b>Division</b>		30/03/2022

**11. DECLARATION BY THE BIDDER**

I, ..... (Full name)  
the undersigned certify that the information provided is true and correct, and understood  
the contents of the document in full.

SIGNATURE :

DATE:

**Appendix 1**  
**Title Deed Information**

# Deeds Office Property

UMTATA EXT 8, 2422, 0, UMTATA

Lexis® WinDeed



This report is compiled exclusively from the very latest data directly supplied to WinDeed by the Deeds Office.

Any personal information obtained from this search will only be used as per the Terms and Conditions agreed to and in accordance with applicable data protection laws including the Protection of Personal Information Act, 2013 (POPI), and shall not be used for marketing purposes.

\*\* ASTERISKS INDICATE THE INFORMATION IS ENRICHED FROM THE WINDEED DATABASE.

## SEARCH CRITERIA

Search Date	2022/02/07 14:04	Erf Number	2422
Reference	-	Portion Number	-
Report Print Date	2022/02/07 14:04	Township Remaining Extent	NO
Township	UMTATA EXT 8	Search Source	Deeds Office
Deeds Office	Umtata		

## PROPERTY INFORMATION

Property Type	ERF	Diagram Deed Number	G391/1986
Township	UMTATA EXT 8	Local Authority	KING SABATA DALINDYEBO MUNICIPALITY
Erf Number	2422	Province	EASTERN CAPE
Portion Number	0	Remaining Extent	NO
Registration Division	UMTATA RD	Extent	1235.0000 SQM
Previous Description	-	LPI Code	C11000010000242200000
Suburb / Town**	FORT GALE	Co-ordinates (Lat/Long)**	-31.583634 / 28.76108

## OWNER INFORMATION (1)

TRANSKEI AGRICULTURAL MARKETING BOARD		Owner 1 of 1	
Company Type**	-	Document	T685/1993
Registration Number	-	Microfilm / Scanned Date	-
Name	TRANSKEI AGRICULTURAL MARKETING BOARD	Purchase Price (R)	GRANT
Multiple Owners**	NO	Purchase Date	-
Multiple Properties**	NO	Registration Date	1993/06/04
Share (%)	-		

## ENDORSEMENTS

No endorsements to display

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