



**TERMS OF REFERENCE FOR APPOINTMENT OF AN AUCTIONEER TO
DISPOSE OF A RESIDENTIAL PROPERTY BY PUBLIC AUCTION
PROPERTY SITUATED AT 63 SISSON STREET, FORT GALE, MTHATHA**

RFQ NUMBER:569

CLOSING DATE: 7 APRIL 2023 at 11H00

**COMPULSORY BRIEFING SESSION TO BE HELD VIRTUALLY ON 29
MARCH 2023 @ 11H00**

BID 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.

Bids send through an email address or similar media will be accepted. Hand delivered, and couriered original proposals will also 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 46 of 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, suitably qualified, experienced and duly accredited Auctioneer firms to submit proposals for the Auctioning of a residential property situated within the King Sabata Dalindyebo Municipality in Mthatha.

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

- a) Follow the procedures as stipulated in the NAMC's Asset Management Policy.
- b) Ensure compliance with relevant legislative prescripts applicable to the sale and disposal of immovable property, including relevant municipal by laws.
- c) Advertise the property by advertisement in the State Tender Bulletin and local media/publications within the greater Mthatha Region for a minimum period of 4 weeks before the date of auction.
- d) Consider and advise the NAMC on expressions of interest received before the date of the Auction.
- e) Successfully sell the residential property at 63 Sisson Street, Fort Gale, Mthatha by means of an open/public auction.
- f) Provide sound advice to the NAMC on any other information relevant to the Auction.

3.2 Project deliverables

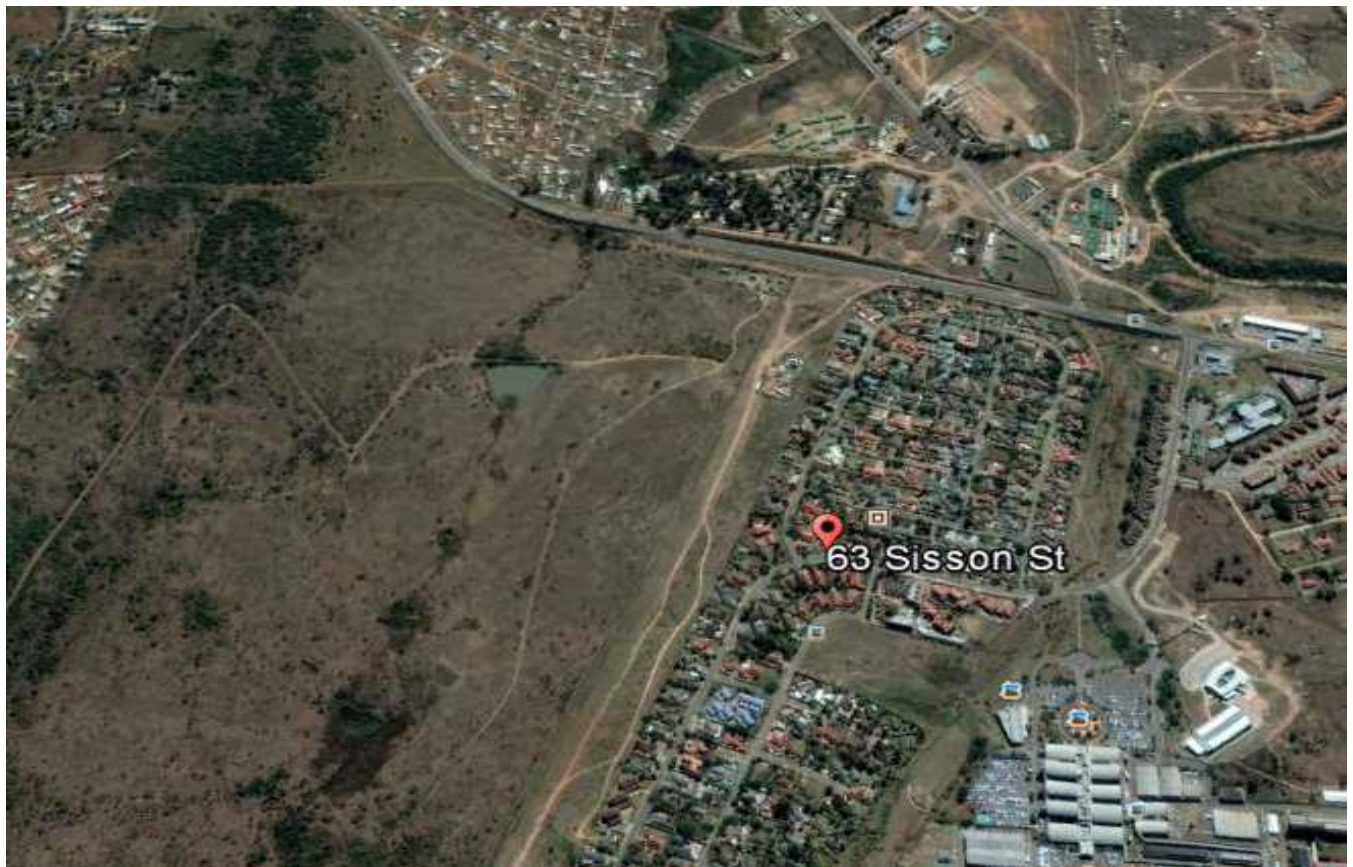
Auctioning of the property and to sell it for a market related price. The estimated value of the property is approximately R2.0 million taking into consideration the extent of the property (land) and improvements.

Location of services

The residential property is situated in Mthatha

Title Deed Information

- Township: Mthatha, Ext 8
- Erf No: 2422
- Suburb: For Gale
- Extent: 1235m²
- Title Deed: T685/1993
- Physical Address: 63 Sisson Street, Fort Gale, Mthatha (See Map below)



4. LEGAL DESCRIPTION OF PROPERTY

(Please see legal description at appendix 1).

5. TERMS AND CONDITIONS

1.1 Quotation

The quotation should contain the following information:

- 1.1.1 All the costs relating to the auctioning including advertising costs will be for the Auctioneer.
- 1.1.2 Failure to adhere to the above conditions may invalidate the proposal.
- 1.1.3 All debts owing to the municipality will be for the account of the seller.

1.2 Property Transfer

- 1.2.1 Transfer costs of the property and transfer attorney costs as well as auction fees must be for the account of the purchaser.
- 1.2.2 The seller will be responsible for a Certificate of Compliance.

1.3 Conditions of Sale

- 1.3.1 The property is sold as “voetstoots”.
- 1.3.2 The sale of the property needs to be at the premise of the subject property, as per the description and location provided above.

6. EVALUATION AND SELECTION PROCESS

The evaluation process will follow the stages detailed below:

- Administrative compliance (Stage 1)
- Functionality (Stage 2)
- Pricing and Specific goals (Stage 3); and

7. Stage 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 requirement and if not submitted the bidder will not progress to stage 2 (two) of the evaluation process:

Pre-Qualification Requirements		Check list √ Tick each box
SBD 1:	Completed, attached and signed	
SBD 3.1	Completed, attached and signed	
SBD 4:	Completed, attached and signed	
SBD 6.1:	Completed, attached and signed	
Terms of Reference document:	Attached and signed	
General Conditions of Contract:	Initialled and attached	
Proof of registration on Central Supplier Database (managed by National Treasury) a report not older than a month of the date of submission must be submitted		
Proof of Registration with the SAIA or APAA or PPRA		

Note: All SBD forms must be submitted (signed) indicating where any information 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	Check list √ Tick each box
Valid B-BBEE Certificate or certified copy or Sworn Affidavit	
Company Registration documents	

7.1 Stage 2 (two) Elimination of proposals on grounds of functionality

Technical (Functionality) proposal		Maximum points to be awarded
1.	Company Information and relevant experience	
1.1	<p>A minimum number of years in operation: Bidders to submit a detailed company profile.</p> <ul style="list-style-type: none"> • 1-3 years in operation - 2 points • 4 to 6 years in operation - 5 points • Over 6 years in operation - 10 points 	10
1.2	<p>Location of the company</p> <p>Located in province outside Eastern Cape - 2 points Located in the Eastern cape province - 5 points Mthatha - 10 points</p>	10
2.	Technical requirement	
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	<p>Human resources</p> <p>Extensive knowledge and experience in conducting public auctions of immovable property. Bidders must provide detailed CV of the personnel to be allocated for this project.</p> <ul style="list-style-type: none"> • 1-2 year of experience - 5 points • 3-5 years of experience - 15 points 	30

Technical (Functionality) proposal		Maximum points to be awarded
	<ul style="list-style-type: none"> • 6 to 8 years of experience - 25 points • Over 8 years of experience - 30 points 	
3.	Reference	
3.1	<p>The company's proven track record in handling assignments of a similar nature.</p> <p>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.</p> <ul style="list-style-type: none"> • One letter submitted -10 points • Two to three letters submitted -20 points • Four and above letters submitted -30 points 	30
Total technical points		100
Minimum threshold for technical (functionality)		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 Specific goals.

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

Table A

Score	Description
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

7.2 Stage 3 (three): Price and Specific goals

- All quotations up to the rand value of R 50 000 000.00 including all applicable taxes will be evaluated on the 80/20 principle as prescribed by the Preferential Procurement Policy Framework Act 5 of 2022 and its Regulations.
- N: B - Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids to substantiate their specific goal as stated below. However, Bidders who do not submit B-BBEE Status Level Verification Certificates do not qualify for specific goals points but they will not be disqualified from the bidding process.
- The lowest acceptable price will score 80 points, the 20 specific goals points will be allocated as follows:

SPECIFIC GOAL	TOTAL POINTS
Percentage (%) Black Ownership	Points (10)
91-100	10
81-90	9
71-80	8
61-70	7
51-60	6
41-50	5
31-40	4
21-30	3
11-20	2
1-10	1
0	0
Percentage (%) Ownership By Women	Points (4)
81-100	4
51-80	3
31-50	2
1-30	1

SPECIFIC GOAL	TOTAL POINTS
0	0
Percentage (%) Ownership By Youth	Points (4)
81-100	4
51-80	3
31-50	2
1-30	1
0	0
Percentage (%) Ownership By People with Disability	Points (2)
51-100	2
1-50	1
0	0

8. PRICE SCHEDULE

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

9. 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.

10. 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 Tender 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 email address/ similar media or physical address and that this is received by the NAMC before the closing date and time in NAMC's dedicated tender box. 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 or emailed:

National Agricultural Marketing Council

Old Mutual Building, Block A, 4th Floor

536 Francis Baard Street

Meintjiesplein, Arcadia, Pretoria, 0001


Email address: Ndludla@namc.co.za

Closing date for submission of proposals is 7 April 2023 at 11h00

11. ENQUIRIES

- Technical: Mr. Tlale D Mokutu; Tmokutu@namc.co.za
- Supply Chain Management: Ms. Nomathemba Dludla Ndludla@namc.co.za

12. APPROVAL

Approval			
	Name & Title	Signature	Date
Approved by:	Nomathemba Dludla		22/03/2023

13. DECLARATION BY THE BIDDER

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

SIGNATURE :

DATE:

APPENDIX 1

LEGAL DESCRIPTION OF PROPERTY

Title Deed Information

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