



**NQUTHU MUNICIPALITY  
SUPPLY CHAIN MANAGEMENT  
NOTICE OF INVITATION**

**INVITATION TO QUOTE**

<b>Quotation Description</b>	<b>▪ REQUEST FOR QUOTATION FROM AUCTIONEER'S SERVICES</b>
<b>Quotation Number</b>	<b>SCM/691/22-23</b>
<b>Invitation Date</b>	<b>01 June 2023</b>
<b>Closing Date and time</b>	<b>08 June 2023 12:00 PM</b>
<b>SCM Enquiries</b>	<b>M SHABALALA 087 260 1805</b>
<b>Where quotation can be collected</b>	<b>NQUTHU MUNICIPALITY RECEPTION AREA NQUTHU MUNICIPALITY WEBSITE</b>
<b>Where Quotation should be delivered</b>	<b>QUOTATION BOX AT THE RECEPTION AREA IN LOT83/2 MDLALOSE STREET OR e-mail to <a href="mailto:mshabalala@nguthu.gov.za">mshabalala@nguthu.gov.za</a></b>

## 1. Conditions

- 1.1 Advertisements must be placed timeously in order to afford interested customers who may be resident elsewhere the opportunity to attend auctions.
- 1.2 Draft copies of the proposed advertisement are to be submitted to the Municipality for approval and publication is to be arranged in consultation with the Municipality.
- 4.3 "Municipality's sale" is to appear in large print at the top of the advertisement and the name and telephone number of the auctioneer at the bottom in small print.  
Municipality's advertisements are not to serve as marketing instrument for the auctioneers.
- 4.4. The auctioneer will be responsible for the sorting of the items into lots. If extra personnel are required, it will be for the expense of the auctioneer.
- 4.5. The auctioneer will be responsible to provide security to safeguard the items while preparing for auction and until all items have been removed from the premise of the Municipality. This will be for the expense of the auctioneer.
- 4.6. The auctioneer will be responsible to arrange additional security on the day of the auction.
- 4.7. The auction shall be conducted at the time and place indicated by the Municipality in consultation with the auctioneer.
- 4.8. The goods to be sold may be viewed by the public during such times and dates as specified by the Municipality at least one day before the sale.
- 4.9. At the commencement of the sale the auctioneer shall announce the conditions of sale, as prescribed in English by the Municipality. No additional conditions that are contradictory to these conditions shall be made or announced.
- 4.10. Auctions shall be conducted in English.
- 4.11. On the day of the auction the auctioneer shall be at the auction site at least two (2) hours before commencement of the auction, to register prospective buyers.
- 4.12. The auctioneer shall at all auctions be assisted by at least two competent clerks at own expense.
- 4.13. The auctioneer shall provide a public address system in good working order wherever and whenever requested by the Municipality.
- 4.14. All auctions and transactions shall be conducted in the RSA currency.
- 4.15. The net proceeds of each auction shall be paid to the Municipality within twenty-four (24) hours after the auction, in cash or by means of a bank guaranteed cheque. The value of the payment shall be the gross amount realised from the auction less commission (VAT on the commission earned, included) and advertising costs.
- 4.16. The Municipality's auction list/catalogue shall be supplemented by the auctioneer with the following:
  - The names and addresses of the purchasers (if required by the Municipality).
  - The amount realised for each lot.

- If the buyer fails to take possession of the goods within the time specified herein, the Municipality has the right to, without further communication, confiscate and dispose of the goods as it may deem fit, without any reimbursement to the buyer. If the buyer wishes to take possession of the goods after the expiry of the period of retrieval, the Municipality can grant approval.
- 4.29. Nothing herein contained shall be construed as affecting the right of the Council to sell any goods out of hand or by quotation as may be deemed fit.
- 4.30. In specially approved cases where auctioneers sell goods for more than one Municipality at the same auction the commission shall be calculated on the total proceeds.
- 4.31. The Municipality's representative at the auction sale has the right to settle any disputes on the decision to withdraw articles for which no suitable prices are obtained, at his/her discretion.
- 4.32. Provision must be made for buyers to pay before the end of the auction without interrupting the auction. **Receipts will only be issued to registered buyers.**
- 4.33. All monies received at the auction shall be recorded in a receipt book in triplicate. The original and first copy shall be furnished to the buyer and the Municipality respectively.
- 4.34. The auctioneer is to note that any quotation which is not accompanied by all the information called for, or which is not properly completed or signed, may be **disregarded**.

.....  
 3.10 Do you have any relationship (family, friend, other) with persons  
 in the service of the state and who may be involved with  
 the evaluation and or adjudication of this bid? ..... **YES / NO**

3.10.1 If yes, furnish particulars.  
 .....

3.11 Are you, aware of any relationship (family, friend, other) between  
 any other bidder and any persons in the service of the state who  
 may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars  
 .....

3.12 Are any of the company's directors, trustees, managers,  
 Principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.  
 .....

3.13 Are any spouse, child or parent of the company's directors  
 trustees, managers, principle shareholders or stakeholders  
 in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.  
 .....

3.14 Do you or any of the directors, trustees, managers,  
 principle shareholders, or stakeholders of this company  
 have any interest in any other related companies or  
 business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:  
 .....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
  - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

- (Pty) Limited
  - Non-Profit Company
  - State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

	..... <b>SIGNATURE(S) OF TENDERER(S)</b>
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME) .....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS  
DECLARATION FORM TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE  
TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**