



NATIONAL HEALTH LABORATORY SERVICE

REQUEST FOR QUOTATION (RFQ)

DESCRIPTION: AN APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR THE AUCTION-ING OF REDUNDANT NHLS FLEET FOR A PERIOD OF 12 MONTHS

RFQ NO: 1464031

CLOSING DATE AND TIME: 27/ 05/ 2025 AT 11:00

**COMPULSORY SITE BRIEFING; 20/ 05/ 2025, 10H00 TO 10H45
NHLS SANDRINHAM CAMPUS, MAIN RECEPTION**

QUOTATION VALIDITY PERIOD: 90 DAYS.

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1 PART A INVITATION TO BID (RFQ)

SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL HEALTH LABORATORY SERVICE (NHLS)							
BID NUMBER:		RFQ NO: 1464031		CLOSING DATE:		27/ 05/ 2025	
				CLOSING TIME:		11:00AM	
DESCRIPTION		AN APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR THE AUCTION-ING OF REDUNDANT NHLS FLEET FOR A PERIOD OF 12 MONTHS					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)							
NHLS RECEPTION RFQ BOX NO.1 MODDERFONTEIN ROAD, SANDRINGHAM, JOHANNESBURG							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON		PROCUREMENT DEPARTMENT		CONTACT PERSON		PROCUREMENT DEPARTMENT	
TELEPHONE NUMBER		011 386 6000		TELEPHONE NUMBER		011 386 6000	
E-MAIL ADDRESS		<u>procurementcorporate@nhls.ac.za</u>		E-MAIL ADDRESS		<u>procurementcorporate@nhls.ac.za</u>	
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER		CODE		NUMBER			
CELLPHONE NUMBER							
FACSIMILE NUMBER		CODE		NUMBER			
E-MAIL ADDRESS							
VAT REGISTRATION No.							
SUPPLIER COMPLIANCE STATUS		TAX COMPLIANCE SYSTEM PIN:		O R	CENTRAL SUPPLIER DATA-BASE No:	MAAA _____	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE		TICK BOX] <input type="checkbox"/>		APPLICABLE <input type="checkbox"/>		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	
		Yes		No		[TICK BOX] <input type="checkbox"/>	
						Yes	
						No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]							

<p>ARE YOU THE AC-CREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p>Yes No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p>Yes No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
<p>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</p>			
<p>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</p>		<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	
<p>DOES THE ENTITY HAVE A BRANCH IN THE RSA?</p>		<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	
<p>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</p>		<p>YES NO</p>	
<p>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?</p>		<p>YES NO</p>	
<p>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?</p>		<p>YES NO</p>	
<p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</p>		<p><input type="checkbox"/> <input type="checkbox"/></p>	
		<p><input type="checkbox"/> <input type="checkbox"/></p>	
		<p><input type="checkbox"/> <input type="checkbox"/></p>	

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:



2. TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

- a) This document may contain confidential information that is the property of the NHLS and the Client.
- b) No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFQ, without prior written permission from NHLS and the Client.
- c) All Copyright and Intellectual Property herein vests with NHLS and its Client.
- d) Late and incomplete submissions will not be accepted.
- e) SBD 7 (Form of offer) must be completed, and should the total RFQ prices differ, the one indicated on the price declaration shall be considered the correct price.
- f) Any bidder who has reason to believe that the RFQ specification is based on a specific, brand must inform the NHLS, before RFQ closing date.
- g) Bidders are required to submit a valid Tax Clearance Certificate and Tax clearance verification PIN, Failure to submit the Tax Pin and valid Tax Clearance Certificate will result in the invalidation of this RFQ.
- h) It is the responsibility of the bidder to ensure that NHLS is in possession of the bidder's valid Tax Clearance certificate. The onus is on the bidder to ensure that NHLS receives a valid Tax Certificate as soon as the validity of the said certificate expires.
- i) A compulsory site meeting/ briefing session will be conducted- **NHLS MAIN CAMPUS RECEPTION, 1 MODDERFONTEIN ROAD, SANDGRINGHAM, JOHANNESBURG. DATE AND TIME 20/ 05/ 2024, 10H00 TO 10H45**
 - **(IF Applicable):** The BIDDER shall inspect and examine the Site and its surroundings and shall satisfy himself/herself before submitting his/her quotation. The bidder must be represented at the site inspection by a person who is suitably qualified and experiences to comprehend the implications of the work involved.
 - The contractor will be responsible for final measurements.
- j) Writing must be in block letters and black ink.
- k) Quotation procedure using the two (2) stage system will apply: **Not applicable.**
- l) Respondents arriving after the allocated time of the briefing session and failing to attend the compulsory RFQ/Site briefing will be disqualified
- m) No services must be rendered or goods delivered before an official NHLS Purchase Order form has been received.
- n) This RFQ will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Regulations, 2022.
- o) All questions regarding this RFQ must be forwarded to the procurementcorporate@nhls.ac.za 24 hours prior the RFQ closing date. The NHLS reserve the right to do due diligence on the quotations.
- p) The NHLS reserves the right to benchmark prices quoted.
- q) The General Conditions of Contract (GCC) issued by National Treasury are applicable.

QUOTATION ALL-INCLUSIVE

- i. The Supplier shall allow in the quotation for all deliverables as stipulated in the scope, labour, material, consumables, accessories, software, supervision, overhead costs, profit, royalties, all taxes,



- levies, duties, variations in exchange rates (if applicable), disbursements and everything necessary for the execution and completion of the works in accordance with the quotation documents.
- ii. Value Added Tax (VAT) shall be excluded from the rates and prices and provided for as the total VAT on the cost of the Works in the Summary of Schedule of Rates and Prices.
- iii. The Supplier rates and prices shall be fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract.
- iv. The offer must be in ZAR currency.
- v. The NHLS reserve the right to do due diligence on the quotations.
- vi. The NHLS reserves the right to benchmark prices quoted.
- vii. Quotes should be submitted on an official letterhead and duly signed.

DELAYS IN THE SUPPLIER'S PERFORMANCE

- i. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- ii. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration, and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- iii. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- iv. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.
- v. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar Functionality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

PENALTIES

- i. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

**FOR HAND DELIVERIES OF RESPONSES, PLEASE SUBMIT THE RFQ DOCUMENT TO
NHLS RFQ BOX, NO:1 MODDERFONTEIN ROAD,
SANDRINGHAM.**

The Bidder accepts the above terms and conditions and the General Conditions of Contract on NHLS website as per hyperlink <u>GCC Document</u> or visit NHLS website <u>https://www.nhls.ac.za/supply-chain/</u> , click on supply chain	Accept	Do not accept

3. SPECIFICATION

FORM OF QUOTATION SUPPLIER NAME: _____

RFQ NO: 1464031

DESCRIPTION: AN APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR THE AUCTIONING OF REDUNDANT NHLS FLEET FOR A PERIOD OF 12 MONTHS

1. Background

The NHLS is a public health institution in South Africa, that provides essential healthcare services to the country's population. As a large organization, NHLS operates a substantial of vehicles, which are used for various purposes such as transporting patients, medical supplies, and staff.

2. NHLS Capacity and Status

Over time, the NHLS's has grown, leading to challenges in managing servicing and maintaining these FLEET. Several interventions have been applied to ensure that vehicles that can still be re-purposed for other functions are carried out. However, as vehicles age, challenges arise and the required action be taken. Some of these key challenges include but not limited to:

2.1 Ageing: Many of the NHLS 's vehicles have become older, leading to increased maintenance costs, downtime, and potential safety risks.

2.2 NHLS have a number of vehicles that are underutilized or no longer needed due to changes in operational requirements, coupled with mechanical conditions on these s.

2.3. The cost of maintaining an unused/underutilized has become a significant financial burden for the NHLS, diverting resources from other critical areas such as patient care, research, and infrastructure development.

3. The purpose of the RFQ

The purpose of this BIDDER is to appoint a qualified auctioneer to conduct the auctioning of the group surplus within the National Health Laboratory. The appointed auctioneer will be responsible for:

3.1 Appraising the vehicles to determine their fair market value, taking into account factors such as make, model, year, mileage, condition, and market demand.

3.2 Planning and conducting the auction process transparently and efficiently, ensuring that the auction is well-advertised, attracts a wide range of potential buyers internally (employees) and adheres to all relevant laws and regulations.

3.3 Managing all post-auction activities, including payment processing, vehicle transfer, and documentation. This involves coordinating with buyers, sellers, and relevant government agencies to ensure a

smooth transition of ownership.

4. Scope

4.1. Auction Initial Assessment

- a) The successful bidder is expected to determine which vehicles are runners and non-runners by performing a technical diagnosis which will be conducted by the Auctioneers technicians.
- b) The successful bidder will be expected to verify the information from the vehicle registration papers with the actual vehicle engine and chassis.
- c) The successful bidder must calculate the reserve prices of the FLEET to be disposed of based on the market values.
- d) The successful bidder must present the methodology to be used in determining reserve values to the Vehicle Auctioning Committee.
- e) The auctioneer and FLEET Management unit must carry out an onsite verification of all vehicles to be disposed of before a report is presented to the Disposal Management Committee
- f) The recommended reserve prices are to be submitted by the successful bidder to the management/disposal committee for approval at least ten working days before the disposal date.

4.2. Auction Plan

Based on the initial assessment, the Auctioneer must develop an action plan, which must be submitted to management for approval one (1) month before the auction date. The auction plan must outline the logistics for the implementation approach of the auction. The auction plan should cover the following but not limited:

- Pre-auction preparation,
- Auction execution,
- Timeframes,
- Risk management (How the successful bidder will ensure a fair and transparent auction, the combatting and prevention of collusion practices amongst bidders) etc.

5. Information Dissemination

Committee to deliberate on how Information will be shared within the business. Timing of the Auction is also crucial when all the employees are back at work due to upcoming Holidays

6. Online auctioneering

The bidder will be requested to provide online auctioneering services to employees outside the corpo-

rate location such services will include the total process from Information Dissemination to the final bidding sale. The Bidder will be responsible for creating such a strategy and platform to encompass all other employees outside of the Gauteng Province. The successful bidder will be appointed for 3 years and services will be required as and when need.

7.Fee Structure:

The successful bidder will be compensated on a commission basis based on the percentage charged from total proceeds.

- a) All costs of the successful bidder must be covered in the commission rate.
- b) All bidding proceeds will be deposited into a specified NHLS account with Reference numbers allocated.

8. General

- a) The successful bidder must ensure the registration of prospective buyers subject to a registration deposit fee.
- b) A purchaser who successfully bids but does not buy the item bided for will forfeit their bid reservation/registration fee to the NHLS. Payment should be made within 48 hours of the completion of the bid

9. Reporting

The successful bidder must prepare and submit to the NHLS, a detailed Auction Report not later than seven (7) working days after the completion of the auction. The following minimum information should be contained in the

report:

- 1) Name of Buyer.
- 2) Address of Buyer.
- 3) Contact numbers of Buyer.
- 4) Description of the item purchased.
- 5) Price of item.
- 6) Vehicle chassis/ vin no; and
- 7) Any other relevant information as deemed fit by the Service Provider.

Reconciliation must be done by the Service Provider together with National Health Laboratories-FLEET department representatives, on the day of the auction and before the proceeds are deposited

10. Service Level Agreement

3.1. The successful bidder will be required to enter into a Service Level Agreement (SLA) with NHLS for the Auctioning of the FLEET identified.

3.2. NHLS and the successful bidder/Auctioneer may from time to time agree in writing to amend the SLA. The proposed addendums shall be reduced in writing and signed by both parties before the commencement.

11. Obligations of the Service Provider

- a. The Auctioneer will be appointed to provide auctioneering services as stipulated on the project specification.
- b. The Auctioneer's commission shall remain firm for the duration of the contract.
- c. The bidder must ensure that the buyers adhere to the auction rules to protect the FLEET and the interest of the NHLS
- d. It is the responsibility of the bidder to manage the buyer's inquiries and complaints. This will be applicable even after the disposal date.
- e. The successful bidder must transfer all auction proceeds for each site via an electronic transfer, within fourteen (14) working days after the auction. Failure to do so, NHLS will deduct a penalty of 5% of the commission due to the successful bidder on each day after the expiry of fourteen (14) working days
- g. Where buyers decide to withdraw their bids, the deposit made will be forfeited a
- h. The bidder must ensure that the collection of vehicles is arranged, and a firm date is agreed upon with the buyer. This must be communicated to the buyers. No vehicles will be left on the premises after 1 month of the Auction taking place.
- i. Buyers will not be allowed to fix or strip their vehicles on NHLS premises.
- j. It will be the responsibility of the Auctioneer to have all purchased items removed from the site
- l. It is the successful bidder's responsibility to communicate all conditions of sale with the buyers.
- m. Auctioneer will be expected to submit a project plan customized for each auction.
- n. The Auctioneer must provide a technician to assist with the jumpstarting of vehicles.
- o. Vehicles to be sold as Voetstoots (As is).

13. Auction Planning

The bidder will be required to formulate a comprehensive auction strategy aligned with the NHL's objectives, including but not limited to

- Target audience, payment terms, etc.
- Design Marketing and promotion plan (e.g., online platforms, SMS messaging).
- Auction format selection (e.g., live, online, hybrid)
- Bidding procedures (e.g., open bidding, sealed bids, reserve price)
- Timeline Creation: Establish a detailed timeline for the auction process, ensuring that all necessary steps are completed within the specified timeframe.

14. Auction Conduct

Bidders are required to ensure that the following activities are coordinated to ensure that NO failures or technical glitches are experienced during the process.

Pre-Auction Preparations:

- Coordinate with the NHLS FLEET management department to finalize the auction details, including the location, date, and time.
- Prepare auction materials (e.g., catalogues, bidding forms, vehicle descriptions)
- Ensure that the auction site is adequately prepared and equipped.

Auction Day Management:

- Conduct the auction professionally and engagingly, ensuring that all rules and regulations are followed.
- Manage the bidding process effectively, addressing inquiries and resolving any issues that may arise.

Post-Auction Activities:

- Process payments and settlements promptly and accurately.
- Coordinate the transfer of ownership, including necessary documentation/paperwork.

Documentation and Reporting

Bidders are expected to maintain accurate and detailed records of all auction activities, including and not limited to

- Vehicle appraisals
- Payment transactions
- Documentation related to vehicle transfer

It is also important for bidders to provide Detailed Reporting by providing regular reports to the NHLS,



detailing the progress of the auction and the outcomes. These reports should include but limited to:

- Number of bidders
- Highest bids received
- Total revenue generated
- Any challenges or issues encountered

15. Compliance and Ethics

In compliance with the applicable laws and Supply Chain Policies, bidders must ensure strict compliance with all relevant laws including but not limited to:

- Consumer Protection Act
- National Treasury Regulations
- Local licensing requirements
- Adhere to ethical standards and best practices in the auction industry, ensuring transparency, fairness, and integrity.

16. Customer Aftersales Support

Buyer Support: Provide exceptional customer service to both buyers and sellers throughout the auction process, addressing inquiries, resolving issues, and ensuring a positive experience.

It is important to detail a clear process and put in place for handling disputes and complaints, ensuring that all parties are treated fairly and equitably.

Bidders will be required to propose a detailed project timeline with clearly defined milestones and deliverables. The timeline should demonstrate the ability to complete the project efficiently and within the specified timeframe.



4. PRICING SCHEDULE:

No.	Description	Percentage rate (inc. vat)
1.	A REQUEST TO APPOINT A PROFESSIONAL SERVICE PROVIDER FOR THE AUCTIONING OF REDUNDANT NHLS FLEET FOR A PERIOD OF 12 MONTHS	
Commission Percentage		%
Administration Costs - (Labouré and Handling Costs)		
VAT AT 15%		
TOTAL INCLUSIVE OF VAT IF APPLICABLE		

Auctioning of the NHLS Redundant and other FLEET	%Commission/ Amount
Other Costs (Please Specify)	R
	R
Vat at 15% (If Applicable)	R
TOTAL Cost inclusive of Vat	R



FORM OF OFFER (SBD 7)

Offer

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

The bidder, identified in the offer signature block, has examined the documents listed in the submission data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of bidder.

by the representative of the bidder, deemed to be duly authorized, signing this part of this form of offer and acceptance, the bidder offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS PERCENTAGE:

(%)
..... (

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the BIDDER before the end of the period of validity stated in the submission data, whereupon the BIDDER becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature(s)

Name(s)

Capacity

for the Bidder

(Name and
address of organization/)

.....

Name and signature of witness Date



6 THE EVALUATION PROCESS

The RFQ will be evaluated by the Cross Functional Evaluation Team (CFET) and the successful service provider will be selected based on a three -phased approach (3-Stages):

Stage 1: Administrative Compliance

All incomplete submissions and respondents who do not meet the compliance requirements at quotation submission will be eliminated from further evaluation.

Stage 2: Mandatory (technical) requirements

All incomplete submissions and respondents who do not meet the minimum technical mandatory requirements at quotation submission will be eliminated from further evaluation.

STAGE 3: Mandatory (functionality) evaluation

Stage 4: Price and Specific Goals

Bid will be evaluated on the basis of the PPPFA 80/20-point system as presented in the Preferential Procurement Regulations 2022, for this purpose SBD 6.1 form should be scrutinized, completed and submitted together with your quotation. The 80/20-point system will be as follows:

Price Assessment	80 Points
Specific Goals	20 Points

STAGE 1: ADMINISTRATIVE COMPLIANCE

- Administrative compliance/responsiveness will be tested based on returnable documents submitted and signatures on the Bid documents.
- At this stage, it must be determined what documents are required to be returned by Bidders. Returnable documents are categorized as follows:

Mandatory Returnable Documents (to be returned by Bidders)

(NOTE: Failure to provide the below listed documents WILL lead to disqualification)

1. The Service Providers to have to agree with all NHLS General Conditions of Bid, RFQ and Conditions of Contract (GCC).	Comply	Do Not Comply
Substantiation: The bidder must submit and attach to the bid response the signed and accepted NHLS General Conditions of Bid, RFQ and Conditions of Contract (GCC).		
2. Fully completed and signed Declaration of Interest SBD 4	Comply	Do Not Comply
Substantiation: The bidder must submit and attach to the bid response the signed Declaration of Interest SBD 4		
3. Bidder <i>must</i> complete the pricing Schedule	Comply	Do Not Comply
Substantiation: The bidder must submit and attach to the bid response fully completed and sign the pricing Schedule		



4. TAX Clearance Certificate and/or TAX verification Pin and/or TAX Compliance Status Letter.	Comply	Do Not Comply
Substantiation: The bidder must submit and attach to the bid response a valid TAX Clearance Certificate and/or TAX verification Pin and/or TAX Compliance Status Letter issued by the South African Revenue Services (SARS).		

5. The bidder must provide the CSD (Central Supplier Database) Registration number (MAAA number) / Attach the CSD Summary Report	Comply	Do Not Comply
Substantiation: The bidder must submit and attach to the bid response an updated CSD Registration Report within the RFQ advert period.		

a) **Essential Returnable Documents (to be returned by Bidders) Not a disqualification factor**

1. B-BBEE Certificate and/or Affidavit. Fully completed and signed preferential points claim form SBD 6.1.	Comply	Do Not Comply
Substantiation: The bidder must submit and attach to the bid response a copy of B-BBEE Certificate issued by an authorised body or person, or a sworn Affidavit prescribed by the B-BBEE Codes of Good Practice.		

STAGE 2: MANDATORY (TECHNICAL) REQUIREMENTS

All incomplete submissions and respondents who do not meet the minimum technical mandatory requirements at quotation submission will be eliminated from further evaluation.

1. The Auctioneering Company MUST be a member of the South African Institute of Auctioneers (SAIA) or equivalent recognized by SAQA	Comply	Do Not Comply
Substantiation: The auctioneer must be a registered member of the South African Institute of Auctioneers (SAIA) in good standing, with a valid membership certificate for 2025. Certified copy of a certificate of a valid Membership must be provided.		
2.The Auctioneer MUST have professional indemnity insurance of five hundred thousand rands(R500,000.00)	Comply	Do Not Comply
3.The Auctioneer MUST submit qualifications and detailed CVs of the key personnel.	Comply	Do Not Comply
Substantiation: Certified copy of qualifications: Detailed CVs of the key personnel: Trade Test Certificate in Automotive Motor Mechanical or Diesel Mechanical		
	Comply	Do Not Comply



4. The Auctioneer MUST have performed at least three (3) Auctioneering services, of which two (2) MUST be for vehicles/fleet auctioning.	Comply	Do Not Comply
Substantiation: complete Annexure A and submit supporting reference letters (with contact details of referees)		
	Comply	Do Not Comply

STAGE 3: TECHNICAL FUNCTIONALITY EVALUATION

All incomplete submissions and respondents who do not meet the minimum technical mandatory requirements at quotation submission will be eliminated from further evaluation.

TECHNICAL SUITABILITY REQUIREMENTS

<u>FUNCTIONALITY</u>	<u>%</u>	<u>SCORING</u>
1. EXPERIENCE Bidders with more than 5 -10 years of experience and a deeper understanding of the industry are desirable. This experience can include: Conducting auctions of various sizes and complexities Managing large s of vehicles Working with diverse buyer and seller profiles Handling post-auction processes efficiently	30%	6 years of experience and above (30%) points 3-5 years of experience = (15%) points Below 3 years = (0%) points
2. Auctioneering Strategy and Approach 2.1. Calculation of the Auction Reserve prices. 2.2. Present Auction Project Plan 2.3 Develop Internal Communication Strategy	20%	Calculation of the Bids Reserve Prices = (5%) points Auction Execution Plan = (5%) points Internal Communication Strategy = (10%) points
3. Marketing and Outreach (Employees outside Gauteng) A comprehensive marketing plan to reach employees in other provinces outside Gauteng.	20%	This will include internal online advertising, print media (if necessary) = (20%) points Poor or No Marketing plan and Outreach presented = (0%) points
4. Client-friendly online auction platform with features like secure bidding, detailed vehicle information, and image galleries. Bidder to provide photos/catalogue the Online platform created in the previous auctions conducted	30%	Present a customer friendly, Online, easy-to-use auction Platform with secure features such as detailed vehicle information and image galleries = (30%) points



		Poor or No Online Platform Provided = (0%) points
Total Points	100%	
Bid threshold required	75%	

Stage 4: Price and Specific Goals

Bid will be evaluated based on the PPPFA 80/20-point system as presented in the Preferential Procurement Regulations 2022, for this purpose SBD 6.1 form should be scrutinized, completed and submitted together with your quotation. The 80/20-point system will be as follows:

5. SCHEDULE OF WORK CARRIED OUT BY THE BIDDER

The bidder must indicate in the spaces provided below a complete list of similar contracts awarded over the last five (5) years, including the current contract (if any). This information shall be deemed to be material to the award of this bid.

Company Name	Nature of work	Value of the work	Contact person & contact number	Duration of the project (Start and end date)

Signature of person authorized to sign the bid:.....

Date:.....

BIDDER'S DISCLOSURE
1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for BIDDER Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to quote (RFQ): the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 To be completed by the organ of state

The 80/20 preference point system will be applicable in this RFQ. The lowest/ highest acceptable BIDDER will be used to determine the accurate system once bidders are received.

1.3 Points for this BIDDER (even in the case of a BIDDER for income-generating contracts) shall be awarded for: Price; and (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this BIDDER are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a bidder to submit proof or documentation required in terms of this BIDDER to claim points for specific goals with the BIDDER, will be interpreted to mean that preference points for specific goals are not claimed.

The organ of state reserves the right to require of a BIDDER, either before a BIDDER is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“bid”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive BIDDING process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money BIDDERS for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“The Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- (e) **“Historically Disadvantaged Individual (HDI)”**



i. Means a South African citizen who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No. 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No. 200 of 1993) ("The Interim Constitution") and
/or

ii. Who is a female; and/or

iii. Who has a disability

(a) "Disability" means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

(b) "Youth" Has the meaning assigned to it in section 1 of the National Youth Development Agency Act, 2008 (Act No. 54 of 2008)

"Specific goals" means specific goals as contemplated in section 2(1)(d) of the PPPFA which may include contracting with persons, or group of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_t - P_{min}} \right)$$

P_{min}

W

he

re

Ps

= Points scored for price of BIDDER under consideration

Pt

= Price of BIDDER under consideration

P

= Price of lowest acceptable BIDDER

mi

n

3. POINTS AWARDED FOR SPECIFIC GOAL

3.1 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 BIDDER. For the purposes of this BIDDER the bidder 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 BIDDER:

3.2. 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 BIDDER documents, stipulate in the case of—

3.3. an invitation for quotations for income-generating contracts, that either the 80/20 preference point system will apply and that the highest acceptable BIDDER will be used to determine the applicable preference point system; or

3.4. any other invitation for BIDDER, that either the 80/20 preference point system will apply and that the lowest acceptable BIDDER will be used to determine the applicable preference point system,

3.5 then the organ of state must indicate the points allocated for specific goals for 80/20 preference point system.



Points awarded for historically disadvantaged individuals

Preference points for HDI's are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed

$$NEP = NOP \times \frac{EP}{100}$$

Where

NEP= Points awarded for equity ownership by an HDI

NOP= The maximum number of points awarded for equity by an HDI in that specific category

EP= The percentage of equity ownership by an HDI within the enterprise or business, determined in accordance with the definition of HDI's.

A consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification certificate for every separate BIDDER.

Table 1: Specific goals for the RFQ and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to BIDDERS: The bidder must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this BIDDER	Number of points allocated (80/20 system) (To be completed by the organ of state)	Percentage Owned (To be completed by the BIDDER)	Number of points claimed (80/20 system) (To be completed by the BIDDER)
HDI	6	%	
Woman	4	%	
Disabled	1	%	
Youth	4	%	
Locality <ul style="list-style-type: none"> City of Johannesburg = 5 Gauteng Province = 2 National = 0 	5		
Total Points	20		

DECLARATION WITH REGARD TO COMPANY/FIR

4.3 Name of company/firm.....

4.4 Company registration number:



4.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (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 BIDDER, 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 BIDDING 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 BIDDER 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.

.....
SIGNATURE(S) OF BIDDER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....



AUTHORITY FOR SIGNATORY

Signatories for close corporations and companies shall confirm their authority **by attaching to this form** a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.

An example for a company is shown below:

“ By resolution of the board of directors passed on _____ 20 _____

Mr _____ has been duly authorized to sign all documents in connection with the BIDDER for Contract _____
No _____ and any Contract, which may arise there from on behalf of

SIGNED ON BEHALF OF THE COMPANY: _____

IN HIS CAPACITY AS: _____

DATE: _____

SIGNATURE OF SIGNATORY: _____

AS WITNESSES: 1 _____

AS WITNESSES: 2 _____