



## **Independent Communications Authority of South Africa**

350 Witch-Hazel Avenue, Eco Point Office Park

Eco Park, Centurion

Private Bag X10, Highveld Park 0169

### **REQUEST FOR AUCTIONEERING, STORAGE AND ASSETS DISPOSAL SERVICES FOR A PERIOD OF THREE (3) YEARS**

#### **1. Purpose**

The purpose of this bid is to appoint an auctioneer and assets disposal service provider for a period of three (3) years on an ad hoc basis (i.e. as and when required), to provide the following services:

- 1.1. Auctioneering of assets approved for disposal (i.e. physical bidding & online bidding);
- 1.2. Valuation of assets to determine the reserve price(s), where applicable;
- 1.3. Storage of assets approved for disposal, where applicable;
- 1.4. Donation of assets approved for disposal, where applicable;
- 1.5. Scrapping and/or recycling of assets in an environmentally friendly manner, where applicable;
- 1.6. Issuing destruction certificates at the end of the disposal process, where applicable/required.

#### **2. Scope of Work**

- 2.1. ICASA requests proposals from a suitable auctioneering, storage and assets disposal service provider of good standing within the auctioneering industry.
- 2.2. The auctioneering and assets disposal service provider will be required on an ad hoc basis, for the disposal of assets, which includes but not limited to vehicles, furniture, equipment, computers/laptops, electronic appliances.

#### **3. Mandatory Requirements**

- 3.1. The service provider must be registered with the South African Institute of Auctioneers (provide valid proof).

#### **4. Additional Requirements**

- 4.1. The service provider must
  - 4.1.1. comply with the professional and ethical rules of the auctioneering industry;
  - 4.1.2. act in the best interests of ICASA;
  - 4.1.3. finalise the assets disposal process as speedily as possible, within the agreed timeframes;
  - 4.1.4. ensure effective service management and support to ICASA e.g. responsiveness to ICASA instructions in terms of turnaround time and providing expert advice and value adding services;
  - 4.1.5. have functional relationship management, resources and complaint resolution processes and procedures;
  - 4.1.6. have quality control procedures used to supervise or monitor work done by auctioneers.
- 4.2. The service provider must provide details of the auction (of different assets) they have successfully handled in the past five years.

#### **5. Procurement process**

The procurement of this services must be done through all procurement channels, which includes but not limited to:

- 5.1. Scheduling and conducting a non-compulsory virtual briefing session;
- 5.2. Advertising through National Treasury's e-portal, Government Tender Bulletin, ICASA's internet or similar mediums used by government and state-owned entities;
- 5.3. Advertising through at least one (1) national newspaper and one (1) local newspaper per Province;
- 5.4. Where possible, the dominating local/African language must, preferably, be used in Provinces outside Gauteng.

#### **6. ICASA offices**

The auctioneering and assets disposal services will be required at ICASA's offices, listed below:

- 6.1. The warehouse/storage facility that will be used/rented must be located within 100 kilometres from ICASA's offices at 350 Witch Hazel Avenue, Eco Point Office Park, Centurion (Gauteng). For this premises (at

Centurion only), ICASA requires storage/warehousing capacity of 2000 square metres until the clearing of all current assets. Thereafter an average storage capacity of up to 100 square metres would be rented, as and when required;

- 6.2. The warehouse/storage facility that will be used/rented must be located within 50 kilometres from ICASA's offices at corner Koller & Lombard Street, Hilton, Bloemfontein (Free State) with an average storage/warehousing average capacity of 20 square metres;
- 6.3. The warehouse/storage facility that will be used/rented must be located within 50 kilometres from ICASA's offices at Knowledge Park, Ground Floor, Heron Crescent, Century City, Cape Town (Western Cape), with an average storage/warehousing capacity of 20 square metres;
- 6.4. The warehouse/storage facility that will be used/rented must be located within 50 kilometres from ICASA's offices at Delta Towers, 13<sup>th</sup> Floor, Dr. Pixley Kaseme Street, Durban (KwaZulu Natal), with an average storage/warehousing capacity of 20 square metres;
- 6.5. The warehouse/storage facility that will be used/rented must be located within 50 kilometres from ICASA's offices at Fairview Office Park, 66 Ring Road, Greenacres, Port Elizabeth (Eastern Cape), with an average storage/warehousing capacity of 20 square metres;
- 6.6. The warehouse/storage facility that will be used/rented must be located within 50 kilometres from ICASA's offices at Medcen Building, 5<sup>th</sup> Floor, 14 Henshall Street, Nelspruit (Mpumalanga), with an storage/warehousing capacity of 20 square metres;
- 6.7. The warehouse/storage facility that will be used/rented must be located within 50 kilometres from ICASA's offices at Isimini Office Park, 14 Limassol Street, Bendor, Polokwane (Limpopo), with an average storage/warehousing capacity of 20 square metres;
- 6.8. The warehouse/storage facility that will be used/rented must be located within 50 kilometres from ICASA's offices at SABC Broadcast Centre, 761 Dr. James Moroka Drive, Mahikeng (North West), with an average storage/warehousing capacity of 20 square metres;
- 6.9. The warehouse/storage facility that will be used/rented must be located within 50 kilometres from ICASA's offices at Van de Wall Building, 1<sup>st</sup>

Floor, 9 Southey Street, Kimberley (Northern Cape), with an average storage/warehousing capacity of 20 square metres;

- 6.10. Vehicles that have been approved for disposal will continue to be stored at ICASA's premises and will be delivered to the service provider's auction site two (2) days prior to the auction. All other assets will be stored at the proposed warehouse/storage facility once approved for disposal.

## **7. Auctioning of assets**

- 7.1. Assets to be auctioned must be physically stored in the service provider's storage facilities. The service provider to quote for storage, on a month-to-month basis.
- 7.2. Storage costs will be paid only as and when needed by ICASA. Storage space not used will be returned to the service provider (i.e. as and when the assets in storage are reduced/emptied/increased, ICASA will only pay for storage with its assets – not empty storage space).
- 7.3. Assets are to be sold "as is" (voetstoots) and no claims will be considered by virtue of incorrect description, quantity, quality, condition, or any other grounds. No guarantee as to its condition and/or functionality will be given by ICASA.
- 7.4. ICASA will not be responsible for any damages or losses suffered during the disposal of its assets, arising from theft, damage or personal injury.
- 7.5. The service provider to provide insurance for ICASA's assets whilst being stored in its storage/warehousing facilities.
- 7.6. The service provider will be liable for any damages or losses suffered during the storage of ICASA's assets, arising from various causes/incidents, which include but not limited to theft, damages.
- 7.7. The assets to be sold may be viewed by the public, including ICASA employees during such times and dates as agreed with ICASA, at least two (2) days before the auction/sale.
- 7.8. At the commencement of the auction/sale, the service provider shall announce the conditions of the auction. No additional conditions that are contradictory to these conditions shall be made or announced.
- 7.9. The service provider or his/her representative shall inspect all assets well before the auction to ensure that allocated numbers and

descriptions are correct and acquaint themselves with the condition of the assets.

- 7.10. On auction days, the service provider or his/her representative shall be at the auction site at least two (2) hours before the commencement of the auction, to register prospective buyers.
- 7.11. Prospective buyers, including ICASA employees, shall be registered by the service provider. Registration shall occur after the payment of a registration fee (by the buyers), determined by both ICASA and the auctioneer.
- 7.12. The registration fee shall be paid back to the buyers at the end of each auction, if nothing was bought by the buyer or may be deducted from the amount payable by the buyer.
- 7.13. Buyers should take note that ownership of the assets sold and risk shall pass to the buyer as soon as payment for the purchase(s) has been received.
- 7.14. The buyer will be responsible for the safe collection, handling, removal, loading and transportation of the vehicles/assets and to the site/warehouse (where applicable) and must provide their own qualified labour and suitable certified machinery, equipment and transport for this purpose.
- 7.15. The service provider or his/her representative, at all auction sites, shall preferably be assisted by at least two (2) competent officials, at his/her own cost.
- 7.16. The service provider is responsible for obtaining payment from the buyers before the completion of the auction.
- 7.17. Assets shall be released by the service provider's representatives only after payment has been received.
- 7.18. All auction transactions shall be conducted in South African currency (rands).
- 7.19. The gross proceeds of each auction shall be paid to ICASA by the auctioneer, within 21 days of the closing of the auction, by way of electronic funds transfer (EFT) with proof of payment provided to ICASA.

- 7.20. The value of the payment shall be the gross amount realized from the auction, less commission (include VAT on the commission earned) and the advertising costs.
- 7.21. ICASA reserves the right to observe/monitor the scrapping/recycling of any remaining assets in an environmentally friendly manner.
- 7.22. ICASA reserves the right to cancel the auction at any time, by giving five (5) working days' written notice.
- 7.23. The following is a category of assets to be disposed:
- 7.23.1. Office furniture;
  - 7.23.2. Office equipment;
  - 7.23.3. Computers/laptops & accessories;
  - 7.23.4. Technical equipment;
  - 7.23.5. Vehicles;

## **8. Supporting documents**

- 8.1. ICASA's auction list (of assets approved for disposal), shall be supplemented by the service provider with the following:
- 8.1.1. Names and addresses, copy of ID's or passport(s) of buyers;
  - 8.1.2. The amount realized from each buyer;
  - 8.1.3. The gross amount realized;
- 8.2. On auction day, the first few hours (as agreed with ICASA) will be open to ICASA staff only, thereafter the auction will be open to public.
- 8.3. All work must comply with the OHSA Act no 85 of 1993. All Safety requirements and documentation must be available on the auction sites.

## **9. Auction advertisements**

- 9.1. ICASA and the service provider shall both agree on the method of disposal before any auction advertisements.
- 9.2. For sale of all assets through a public auction, advertisements will be done through the public press (no more than two mediums), together with the option to bid online.
- 9.3. The advertisement of assets to be auctioned must be done by the service provider.

- 9.4. The service provider is responsible for advertising the sale in public press/newspapers in English (on one (1) national newspaper and one (1) local newspaper, preferably in a local African language per Province), at an amount agreed with ICASA.
- 9.5. All advertisements shall be pre-approved by ICASA two (2) weeks before the auction or as agreed in writing with ICASA.
- 9.6. Only the actual costs of advertisement will be refunded on producing satisfactory documented proof to ICASA.
- 9.7. ICASA shall receive the advantage of any discounts allowed on the printing of advertisements to the service provider and the discount shall be reflected on the invoice(s).
- 9.8. All other expenditure on advertisements (if any, such as posters etc.) shall be borne by the service provider.
- 9.9. Advertisements must be placed timeously to afford interested customers sufficient time/opportunity to attend the auctions.
- 9.10. If considered necessary and permissible, the auctions may be advertised in the Government Tender Bulletin, National Treasury's e-tender portal and/or any other government medium.
- 9.11. The claim for advertising must be supported by the submission of valid invoices.
- 9.12. If assets cannot be sold at a price regarded by ICASA as reasonable, the Authority may direct that such assets be disposed of in another manner (e.g. donated, scrapped or carried over to the next auction).
- 9.13. Valuable assets, such as vehicles, should have valuation certificates facilitated by the service provider and issued by recognized valuator(s), prior to putting it up for sale.
- 9.14. Auction advertisements are not to serve as a marketing instrument for the auctioneering and assets disposal service provider.
- 9.15. The service provider must ensure that the amount quoted/buyers commission is inclusive of all other administrative costs, which includes but not limited to:
  - 9.15.1. Facilitation and execution of the auction;
  - 9.15.2. Numbering and demarcation/separation of assets;
  - 9.15.3. Cleaning of vehicles, where applicable;

- 9.15.4. De-branding of branded vehicles;
- 9.15.5. Valuation of vehicles to be disposed;
- 9.15.6. Admin costs (e.g. printer/scanner/fax/internet/security etc.);
- 9.15.7. Storage costs;
- 9.15.8. Issuing destruction certificates, where applicable/required;
- 9.16. No hidden costs will be charged to ICASA.
- 9.17. ICASA reserves the right to withdraw any vehicle/assets it wishes to retain.

## **10. Service provider guarantee**

- 10.1. The auctioneering and assets disposal service provider are required to lodge a guarantee for ten percent (10%) of the estimated proceeds for each and every auction, as a deposit, two (2) weeks prior to the auction taking place.
- 10.2. This amount will be refunded once all proceeds of sale are finally accounted for in each respective auction.

## **11. Frequency of auctions**

- 11.1. Approximately four (4) auctions/assets disposal are expected to be held per annum, per Province, however, it should be borne in mind that auction sales are not limited to four (4) per year. The number may increase or reduce, depending on assets recommended and approved for disposal.
- 11.2. Below is a summary of assets approved for disposal in the past financial years

<b>No.</b>	<b>Location</b>	<b>Year</b>	<b>Number of assets (per Assets Register)</b>	<b>Assets Categories</b>
1.	Nelspruit	2019	1	Vehicle = 1
		2018	3	Furniture = 1; Computer equipment = 2
2.	Port Elizabeth	2019	30	Computers and/or its accesories = 14 Office furniture (chairs) = 16
		2018	84	Technical equipment = 9; Furniture = 45; Office equipment = 12; Computer equipment = 18; Vehicle (canopy + trailer) = 2



		2017	13	Technical equipment = 3; Furniture = 1; Computer equipment = 8; Vehicle = 1
		2015	73	Technical equipment = 33; Furniture = 11; Office equipment = 13; Computer equipment = 15; Vehicle = 1
3.	Durban	2019	69	Technical equipment = 44; Furniture = 3; Office equipment = 5; Computer equipment = 17
		2018	12	Technical equipment = 2; Furniture = 1; Office equipment = 2; Computer equipment = 5; Vehicles = 2
		2017	95	Technical equipment = 51; Furniture = 42; Office equipment = 2;
		2014	57	Technical equipment = 4; Furniture = 4; Office equipment = 17; Computer equipment = 32;
4.	Centurion	2020	665	Computer equipment = 665
		2019	4146	Technical equipment = 15; Furniture = 3731; Office equipment = 327; Computer equipment = 73;
		2018	1129	Technical equipment = 121; Furniture = 600; Office equipment = 58; Computer equipment = 350;
		2017	484	Office equipment = 445 Vehicles = 11 Furniture = 28

5.	Western Cape	2019	82	Technical equipment = 6; Furniture = 58; Office equipment = 5; Computer equipment = 12; Vehicle = 1
		2017	97	Technical equipment = 64; Furniture = 1; Office equipment = 3; Computer equipment = 29;
		2014	53	Technical equipment = 1; Office equipment = 20; Computer equipment = 31; Vehicle trailers = 1
6.	Free State	2018	55	Technical equipment = 26; Office equipment = 19; Computer equipment = 10;
		2017	17	Computer equipment = 14; Technical equipment = 3
		2014	69	Technical equipment = 61; Computer equipment = 8;

## 12. Anticipated disposal process

Below is a brief description of the disposal process:

- Step 1: Appointed service provider collects assets from ICASA's premises;
- Step 2: Assets are stored at the service provider warehouse/storage facility, whilst finalizing the auction logistics and/or activities;
- Step 3: Service provider conducts the auctioning of assets;
- Step 4: Service provider conducts a reconciliation of all assets sold, remaining assets, compiles and submits a report to ICASA;
- Step 5: Remaining assets are collected by an NGO/service provider nominated by ICASA, for donation purposes and scrapping/re-use (through recycling, upcycling or re-purposing);
- Step 6: Any damaged assets to be collected by the NGO/service provider for scrapping, in an environmentally friendly manner. A decision on the

scrapping of damaged and/or remaining assets after auction and donation to be communicated to the relevant service provider by ICASA.

Step 7: Any high value assets that could not be auctioned could be carried over to the next auction

### 13. Requirements

13.1. The following requirements must be met by auctioneering and assets disposal service providers and supply valid, written proof where applicable.

13.2. Failure to comply with the mandatory requirement, stipulated in clause 3 above (page 1 on scope of work) will be regarded as non-compliance and will lead to disqualification.

Description	Comply	Not Comply	Comments (if any)
<b>Registration with SAIA</b> Valid proof of registration with the South African Institute of Auctioneers (SAIA) provided			
<b>Service provider guarantee</b> The auctioneer may be required to lodge a guarantee for ten percent (10%) of the estimated proceeds two (2) weeks before the auction.			
<b>Auctioneering expertise</b> Service provider must have been in the auctioneering business for five (5) years or more, and must indicate relevant services in which they specialize, providing proof/track record (references) in providing auctioneer services, as required by ethical rules of the auctioneering industry. Provide client names, contact details, value of project, duration of project			
<b>Company profile &amp; resources</b> Service provider must submit a company profile, showing services being provided, resources allocated to auctioneer services, CVs and qualifications of officials who will be managing			

the contract on ICASA's offices, as well as valid proof of insurance/letter of intent, issued by a reputable insurance service provider, to insure the assets. (e.g. Centurion, Durban, Nelspruit etc.)			
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## 14. Evaluation Criteria

DESCRIPTION			WEIGHTS
<b>Experience</b>			20
Service provider has ten (10) years or more of experience in the provision of auction, storage and assets disposal services in the corporate sector	= 5		
Service provider has seven (7) to nine (9) years of experience in the provision of auction, storage and assets disposal services in the corporate sector	= 4		
Service provider has minimum of five (5) to six (6) years of experience in the provision of auction, storage and assets disposal services in the corporate sector	= 3		
Service provider has one (1) to four (4) years of experience in the provision of auction, storage and assets disposal services in the corporate sector	= 2		
Service provider has no/irrelevant years of experience in the provision of auction, storage and assets disposal services in the corporate sector	= 1		
<b>Resources</b>			60
Service provider submitted a relevant company profile, showing <ul style="list-style-type: none"> <li>• relevant services being provided (i.e. auction, storage &amp; assets disposal);</li> <li>• sufficient resources to be allocated in all 9 Provinces such storage/warehousing capacity;</li> <li>• structure &amp; composition of the team to be allocated to the contract, including roles &amp; responsibilities, seniority levels, ;</li> <li>• CVs and relevant qualifications;</li> <li>• Valid proof of insurance or letter of intent to insure the assets.</li> </ul>	= 5		
Service provider submitted 4 of the above-listed requirements	= 4		
Service provider submitted 3 of the above-listed requirements.	= 3		
Service provider submitted 2 of the above-listed requirements.	= 2		
Service provider submitted 1 of the above-listed requirements or irrelevant information.	= 1		
<b>References</b>			20
Service provider submitted <ul style="list-style-type: none"> <li>• 5 or more references for services rendered in a corporate environment;</li> <li>• 5 or more reference letters, in company letterheads, not older than 5 years;</li> </ul>	= 5		
Service provider submitted <ul style="list-style-type: none"> <li>• 4 references for services rendered in a corporate environment;</li> <li>• 4 reference letters, in company letterheads, not older than 5 years;</li> </ul>	= 4		

Service provider submitted • 3 references for services rendered in a corporate environment; • 3 reference letters, in company letterheads, not older than 5 years;	= 3
Service provider submitted • 2 references for services rendered in a corporate environment; • 2 reference letters, in company letterheads, not older than 5 years;	= 2
Service provider submitted • 1 reference for services rendered in a corporate environment; • 1 reference letter, in company letterheads, not older than 5 years; or • Irrelevant references and reference letters provided	= 1

**Grand Total: 100**  
**Minimum cut-off point: 70**

## 15. Pricing structure

- 15.1. Service providers must provide details of your percentage rates/charge/buyers commission for all the service categories. This rate/charge/commission will be based on the value of each auction/transaction at a specific time.
- 15.2. ICASA reserves the right to negotiate these rates with the recommended service provider, prior to the conclusion of a contract.

## **CATEGORY A**

### **CURRENT ASSETS IN STORAGE: GAUTENG** **VALUES BETWEEN R0.00 – R100 000.00**

(these are assets already approved for disposal and ready to be auctioned/donated/scrapped)

**PRICING: GAUTENG (CENTURION)**

Please specify the percentage to handle the complete disposal of assets (i.e. auction, donation and/or scrapping). The offered fee is the only charge allowed and includes all costs to provide and assure the completion of the full Auctioneering and disposal services and all related requirements and logistics. It consists of buyer's commission the Auctioneer will recover directly from buyers at the offered percentage that will be charged on the sales value of the goods excluding VAT.

**ASSETS**

	<b>% Commission (incl. VAT)</b>	<b>Estimated costs i.e. maximum assets values X % commission incl. VAT</b>		
		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>Assets values between R0.00 – R100 000.00</b>	<i>e.g. 5%</i>	<i>R2 8 75.00</i>		
Technical equipment				
Office equipment				
Computer equipment				
Furniture				
Vehicles				
<b>Additional costs</b>	<b>Rate</b>	<b>Estimated costs (incl.VAT)</b>	<b>Estimated costs (incl.VAT)</b>	<b>Estimated costs (incl.VAT)</b>
Monthly storage costs				
Advertisement costs				
Assets donation & related costs				
Assets scrapping & related costs (including destruction certificates				
Please state any other related costs (below)				
<b>Total estimated costs</b>				

**CATEGORY B: GAUTENG (CENTURION)**  
**ASSETS VALUES BETWEEN R0.00 – R200 000.00**

(these will be for newly approved assets – there is none at the moment)



**PRICING: GAUTENG (CENTURION)**

Please specify the percentage to handle the complete disposal of assets (i.e. auction, donation and/or scrapping). The offered fee is the only charge allowed and includes all costs to provide and assure the completion of the full Auctioneering and disposal services and all related requirements and logistics. It consists of buyer's commission the Auctioneer will recover directly from buyers at the offered percentage that will be charged on the sales value of the goods excluding VAT.

**ASSETS**

	<b>% Commission (incl. VAT)</b>	<b>Estimated costs i.e. maximum assets values X % commission incl. VAT</b>		
		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>Assets values between R0.00 – R200 000.00</b>	<i>e.g. 5%</i>	<i>R2 8 75.00</i>		
Technical equipment				
Office equipment				
Computer equipment				
Furniture				
Vehicles				
<b>Additional costs</b>	<b>Rate</b>	<b>Estimated costs (incl.VAT)</b>	<b>Estimated costs (incl.VAT)</b>	<b>Estimated costs (incl.VAT)</b>
Monthly storage costs				
Advertisement costs				
Assets donation & related costs				
Assets scrapping & related costs (including destruction certificates				
Please state any other related costs (below)				
<b>Total estimated costs</b>				

**CATEGORY C: FREE STATE (BLOEMFONTEIN)**  
**VALUES BETWEEN R0.00 – R50 000.00**

**PRICING: FREE STATE (BLOEMFONTEIN)**

Please specify the percentage to handle the complete disposal of assets (i.e. auction, donation and/or scrapping). The offered fee is the only charge allowed and includes all costs to provide and assure the completion of the full Auctioneering and disposal services and all related requirements and logistics. It consists of buyer's commission the Auctioneer will recover directly from buyers at the offered percentage that will be charged on the sales value of the goods excluding VAT.

**ASSETS**

	% Commission (incl. VAT)	Estimated costs i.e. maximum assets values X % commission incl. VAT		
		Year 1	Year 2	Year 3
<b>Assets values between R0.00 – R50 000.00</b>	<i>e.g. 5%</i>	<i>R2 8 75.00</i>		
Technical equipment				
Office equipment				
Computer equipment				
Furniture				
Vehicles				
<b>Additional costs</b>	<b>Rate</b>	<b>Estimated costs (incl.VAT)</b>	<b>Estimated costs (incl.VAT)</b>	<b>Estimated costs (incl.VAT)</b>
Monthly storage costs				
Advertisement costs				
Assets donation & related costs				
Assets scrapping & related costs (including destruction certificates)				
Please state any other related costs (below)				
<b>Total estimated costs</b>				

**CATEGORY D: WESTERN CAPE (CAPE TOWN)**  
**VALUES BETWEEN R0.00 – R50 000.00**

**PRICING: WESTERN CAPE (CAPE TOWN)**

Please specify the percentage to handle the complete disposal of assets (i.e. auction, donation and/or scrapping). The offered fee is the only charge allowed and includes all costs to provide and assure the completion of the full Auctioneering and disposal services and all related requirements and logistics. It consists of buyer's commission the Auctioneer will recover directly from buyers at the offered percentage that will be charged on the sales value of the goods excluding VAT.

**ASSETS**

	% Commission (incl. VAT)	Estimated costs i.e. maximum assets values X % commission incl. VAT		
		Year 1	Year 2	Year 3
<b>Assets values between R0.00 – R50 000.00</b>	<i>e.g. 5%</i>	<i>R2 8 75.00</i>		
Technical equipment				
Office equipment				
Computer equipment				
Furniture				
Vehicles				
<b>Additional costs</b>	<b>Rate</b>	<b>Estimated costs (incl.VAT)</b>	<b>Estimated costs (incl.VAT)</b>	<b>Estimated costs (incl.VAT)</b>
Monthly storage costs				
Advertisement costs				
Assets donation & related costs				
Assets scrapping & related costs (including destruction certificates)				
Please state any other related costs (below)				
<b>Total estimated costs</b>				

**CATEGORY E: KWAZULU-NATAL (DURBAN)**  
**VALUES BETWEEN R0.00 – R50 000.00**

**PRICING: KWAZULU NATAL (DURBAN)**

Please specify the percentage to handle the complete disposal of assets (i.e. auction, donation and/or scrapping). The offered fee is the only charge allowed and includes all costs to provide and assure the completion of the full Auctioneering and disposal services and all related requirements and logistics. It consists of buyer's commission the Auctioneer will recover directly from buyers at the offered percentage that will be charged on the sales value of the goods excluding VAT.

**ASSETS**

	% Commission (incl. VAT)	Estimated costs i.e. maximum assets values X % commission incl. VAT		
		Year 1	Year 2	Year 3
<b>Assets values between R0.00 – R50 000.00</b>	<i>e.g. 5%</i>	<i>R2 8 75.00</i>		
Technical equipment				
Office equipment				
Computer equipment				
Furniture				
Vehicles				
<b>Additional costs</b>	<b>Rate</b>	<b>Estimated costs (incl.VAT)</b>	<b>Estimated costs (incl.VAT)</b>	<b>Estimated costs (incl.VAT)</b>
Monthly storage costs				
Advertisement costs				
Assets donation & related costs				
Assets scrapping & related costs (including destruction certificates)				
Please state any other related costs (below)				
<b>Total estimated costs</b>				

**CATEGORY F: EASTERN CAPE (PORT ELIZABETH)**  
**VALUES BETWEEN R0.00 – R50 000.00**



**PRICING: EASTERN CAPE (PORT ELIZABETH)**

Please specify the percentage to handle the complete disposal of assets (i.e. auction, donation and/or scrapping). The offered fee is the only charge allowed and includes all costs to provide and assure the completion of the full Auctioneering and disposal services and all related requirements and logistics. It consists of buyer's commission the Auctioneer will recover directly from buyers at the offered percentage that will be charged on the sales value of the goods excluding VAT.

**ASSETS**

	% Commission (incl. VAT)	Estimated costs i.e. maximum assets values X % commission incl. VAT		
		Year 1	Year 2	Year 3
<b>Assets values between R0.00 – R50 000.00</b>	<i>e.g. 5%</i>	<i>R2 8 75.00</i>		
Technical equipment				
Office equipment				
Computer equipment				
Furniture				
Vehicles				
<b>Additional costs</b>	<b>Rate</b>	<b>Estimated costs (incl.VAT)</b>	<b>Estimated costs (incl.VAT)</b>	<b>Estimated costs (incl.VAT)</b>
Monthly storage costs				
Advertisement costs				
Assets donation & related costs				
Assets scrapping & related costs (including destruction certificates)				
Please state any other related costs (below)				
<b>Total estimated costs</b>				

**CATEGORY G: MPUMALANGA (NELSPRUIT)**  
**VALUES BETWEEN R0.00 – R50 000.00**

**PRICING: MPUMALANGA (NELSPRUIT)**

Please specify the percentage to handle the complete disposal of assets (i.e. auction, donation and/or scrapping). The offered fee is the only charge allowed and includes all costs to provide and assure the completion of the full Auctioneering and disposal services and all related requirements and logistics. It consists of buyer's commission the Auctioneer will recover directly from buyers at the offered percentage that will be charged on the sales value of the goods excluding VAT.

**ASSETS**

	% Commission (incl. VAT)	Estimated costs i.e. maximum assets values X % commission incl. VAT		
		Year 1	Year 2	Year 3
<b>Assets values between R0.00 – R50 000.00</b>	<i>e.g. 5%</i>	<i>R2 8 75.00</i>		
Technical equipment				
Office equipment				
Computer equipment				
Furniture				
Vehicles				
<b>Additional costs</b>	<b>Rate</b>	<b>Estimated costs (incl.VAT)</b>	<b>Estimated costs (incl.VAT)</b>	<b>Estimated costs (incl.VAT)</b>
Monthly storage costs				
Advertisement costs				
Assets donation & related costs				
Assets scrapping & related costs (including destruction certificates				
Please state any other related costs (below)				
<b>Total estimated costs</b>				

**CATEGORY H: LIMPOPO (POLOKWANE)**  
**VALUES BETWEEN R0.00 – R50 000.00**

**PRICING: LIMPOPO (POLOKWANE)**

Please specify the percentage to handle the complete disposal of assets (i.e. auction, donation and/or scrapping). The offered fee is the only charge allowed and includes all costs to provide and assure the completion of the full Auctioneering and disposal services and all related requirements and logistics. It consists of buyer's commission the Auctioneer will recover directly from buyers at the offered percentage that will be charged on the sales value of the goods excluding VAT.

**ASSETS**

	% Commission (incl. VAT)	Estimated costs i.e. maximum assets values X % commission incl. VAT		
		Year 1	Year 2	Year 3
<b>Assets values between R0.00 – R50 000.00</b>	<i>e.g. 5%</i>	<i>R2 8 75.00</i>		
Technical equipment				
Office equipment				
Computer equipment				
Furniture				
Vehicles				
<b>Additional costs</b>	<b>Rate</b>	<b>Estimated costs (incl.VAT)</b>	<b>Estimated costs (incl.VAT)</b>	<b>Estimated costs (incl.VAT)</b>
Monthly storage costs				
Advertisement costs				
Assets donation & related costs				
Assets scrapping & related costs (including destruction certificates				
Please state any other related costs (below)				
<b>Total estimated costs</b>				

**CATEGORY I: NORTH WEST (MAHIKENG)**  
**VALUES BETWEEN R0.00 – R50 000.00**

**PRICING: NORTH WEST (MAHIKENG)**

Please specify the percentage to handle the complete disposal of assets (i.e. auction, donation and/or scrapping). The offered fee is the only charge allowed and includes all costs to provide and assure the completion of the full Auctioneering and disposal services and all related requirements and logistics. It consists of buyer's commission the Auctioneer will recover directly from buyers at the offered percentage that will be charged on the sales value of the goods excluding VAT.

**ASSETS**

	% Commission (incl. VAT)	Estimated costs i.e. maximum assets values X % commission incl. VAT		
		Year 1	Year 2	Year 3
<b>Assets values between R0.00 – R50 000.00</b>	<i>e.g. 5%</i>	<i>R2 8 75.00</i>		
Technical equipment				
Office equipment				
Computer equipment				
Furniture				
Vehicles				
<b>Additional costs</b>	<b>Rate</b>	<b>Estimated costs (incl.VAT)</b>	<b>Estimated costs (incl.VAT)</b>	<b>Estimated costs (incl.VAT)</b>
Monthly storage costs				
Advertisement costs				
Assets donation & related costs				
Assets scrapping & related costs (including destruction certificates)				
Please state any other related costs (below)				
<b>Total estimated costs</b>				

**CATEGORY J: NORTHERN CAPE (KIMBERLEY)**  
**VALUES BETWEEN R0.00 – R50 000.00**



**PRICING: NORTHERN CAPE (KIMBERLEY)**

Please specify the percentage to handle the complete disposal of assets (i.e. auction, donation and/or scrapping). The offered fee is the only charge allowed and includes all costs to provide and assure the completion of the full Auctioneering and disposal services and all related requirements and logistics. It consists of buyer's commission the Auctioneer will recover directly from buyers at the offered percentage that will be charged on the sales value of the goods excluding VAT.

**ASSETS**

	% Commission (incl. VAT)	Estimated costs i.e. maximum assets values X % commission incl. VAT		
		Year 1	Year 2	Year 3
<b>Assets values between R0.00 – R50 000.00</b>	<i>e.g. 5%</i>	<i>R2 8 75.00</i>		
Technical equipment				
Office equipment				
Computer equipment				
Furniture				
Vehicles				
<b>Additional costs</b>	<b>Rate</b>	<b>Estimated costs (incl.VAT)</b>	<b>Estimated costs (incl.VAT)</b>	<b>Estimated costs (incl.VAT)</b>
Monthly storage costs				
Advertisement costs				
Assets donation & related costs				
Assets scrapping & related costs (including destruction certificates)				
Please state any other related costs (below)				
<b>Total estimated costs</b>				

GRAND TOTAL PRICING			
CATEGORIES A – CATEGORIES J			
	Estimated costs i.e. maximum assets values X % commission incl. VAT		
	Year 1	Year 2	Year 3
Estimated costs – Gauteng (Centurion) – current assets			
Estimated costs – Gauteng (Centurion			
Estimated costs – Free State (Bloemfontein)			
Estimated costs – Western Cape (Cape Town)			
Estimated costs – KwaZulu Natal (Durban)			
Estimated costs – Eastern Cape (Port Elizabeth)			
Estimated costs – Mpumalanga (Nelspruit)			
Estimated costs – Limpopo (Polokwane)			
Estimated costs – North West (Mahikeng)			
Estimated costs – Northern Cape (Kimberley)			
<b>Grand Total Cost</b> <b>(total cost for all 9 provinces)</b>			
ESTIMATED TOTAL BID PRICE: R_____			

## EXPERIENCE

The auctioneer must provide the details of the bidder's experience in rendering auctioneering services in the past five years

Client Name	Contact Details	Project Description	Project Cost	Project Start & End Date(s)	Description of services performed

I, THE UNDERSIGNED (NAME & SURNAME) .....

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of service provider