



TERMS OF REFERENCE

**APPOINTMENT OF A SUITABLY QUALIFIED AUCTIONEERING
SERVICE PROVIDER TO AUCTION VARIOUS MOVABLE
ASSETS (UNSERVICABLE & REDUNDANT) FOR ALL PANSALB OFFICES LOCATED IN VARIOUS
PROVINCES FOR A PERIOD OF TWO (2) YEARS**

Project Identification

Name of Client	Pan South African Language Board (PanSALB)
Contracting Authority	Pan South African Language Board (PanSALB)
Accountable Officer	Tebogo Matabane CFO, PanSALB
Project Purpose	APPOINTMENT OF A SUITABLE QUALIFIED AUCTIONEERING SERVICE PROVIDER TO AUCTION VARIOUS MOVABLE ASSETS (UNSERVICABLE & REDUNDANT) FOR ALL PANSALB OFFICES LOCATED IN VARIOUS PROVINCES FOR A PERIOD OF TWO (2) YEARS

1. PURPOSE

The purpose of this Terms of Reference (TOR) is to appoint a suitable qualified auctioneering service provider with clear and demonstrated experience and expertise in the required field to auction movable assets at PanSALB various offices.

2. BACKGROUND

2.1 In terms of the Public Finance Management Act (PFMA), and its regulations, PanSALB should from time to time dispose all assets that have reached their useful lifespan. PanSALB like any other organization or entity dispose their assets for a variety of reasons, including: **The asset's value has been fully depreciated, the assets reached end of their useful life and assets are redundant.**

2.2 PanSALB is aware that to boost the morale of its employees by exchanging old assets for new ones could help the organization to improve productivity because newer assets are likely more efficient.

2.3 Disposal of PanSALB assets is estimated to last for a period of not more than 24 months and the process will be executed in phases.

3. SCOPE OF SERVICES TO BE RENDERED

3.1 The prospective bidder is expected to auction various movable assets at PanSALB offices located in Arcadia, Centurion, Kimberly, Polokwane, Nelspruit, Durban, Mafikeng, East London, Cape Town, and Bloemfontein.

3.2 The project will consist of the following elements:

3.2.1 Auction Bidding Platform

- i) Hosting of auction via an online platform.
- ii) Comply with standard auction rules.
- iii) Option for timed, virtual-live, or physical-live auction bidding
- iv) Real-time notifications.
- v) Real time bid updates.
- vi) Lots closing in staggered intervals option.

- vii) Browser function for potential buyers to view items for bidding.
- viii) Standard conditions of sale.

3.2.2 Auction Bidding Marketing Strategy

- i) To create a marketing strategy/ media campaign.
- ii) Marketing campaign via WhatsApp, Facebook and Instagram and any other social media platforms to promote the auction.
- iii) Marketing content as well as photography to be provided and designed by the service provider.
- iv) In-line or audio live streaming.

3.2.3 Financial Management

- i) Invoicing of all buyers
- ii) After sale reports and services

3.2.4 Governance Requirements

- i) The service provider must provide the Rules of Auction and have the capacity to manage aspect of an auction bidding platform to protect all parties involved.
- ii) The service provider must provide a certified copy of a membership certificate as proof of registration as an active member of an association of auction practitioners.
- iii) The Bidder must submit a certified copy of a certificate or diploma to practice as an auctioneer which is issued by an accredited institution.

NB: Non-certified copies of certificates will not be accepted.

5 PRICING SCHEDULE

APPOINTMENT OF A SUITABLE QUALIFIED AUCTIONEERING SERVICE PROVIDER TO AUCTION VARIOUS MOVABLE ASSETS (UNSERVICABLE & REDUNDANT) FOR ALL PANSALB OFFICES LOCATED IN VARIOUS PROVINCES FOR A PERIOD OF TWO (2) YEARS		
No	Item Description	Proposed Percentage
1	Proposed percentage fee for the Auction Services	

6 TIMELINES

- 6.1** Upon appointment the recommended supplier is expected, in collaboration with PanSALB, agree to the best timeframe to host the auction via an online/ virtual bidding platform.
- 6.2** PanSALB reserves the right to cancel the Purchase Order if the recommended service provider fails to deliver within an agreed period.

7 FINANCIAL PAYMENT

7.1 Payment to the service provider by PanSALB in respect of services

- i) The Service Provider will be paid the percentage proposed in the pricing schedule.
- ii) All monies payable will be from the proceeds of the auction – the percentage of turnover.
- iii) Payment will be made in accordance with the PFMA (within 30 days) upon receipt of an invoice for services rendered as per the scope of work.

7.2 Payment to PanSALB by the service provider in respect of sales

- i) The service provider undertakes, to make payment to PanSALB promptly, but not later than seven (7) days after receipt of a delivery note from PanSALB, confirming delivery to a buyer.

8 MANDATORY REQUIREMENTS

- 8.1** Bidders must ensure that the following submission requirements are included in their bids. Failure to submit any of the below submission requirements shall render the bid invalid and lead to disqualification (compliance to legislative and treasury requirements).

- 8.1.1. Updated and valid SARS pin
- 8.1.2. Duly completed and signed Standard Bidding Documents (SBD 4, and 6.1);
- 8.1.3. Valid Central Supplier Database (CSD) report;

- 8.2** Bidders must ensure that the following submission requirements are included in their bids.

- 8.2.1. Certified copy of proof of qualification to practice as an auctioneer, which is issued by an accredited institution.
- 8.2.2. SAQA confirmation of accreditation (in the case of international qualifications);
- 8.2.3. Rules of Auction and have the capacity to manage aspects of an auction bidding platform to protect all parties involved.

- 8.2.4. Reference letters to be included from at least three (3) contactable references (clients) for where similar auction projects have been completed.
- 8.2.5. Service provider to submit a detailed Company profile that comprehensively describes the following:
 - a. Marketing Campaign
 - b. Information Technology
 - c. Auction and Administration
 - d. Pre and After Sales Support
- 8.2.6. Service provider to submit written evidence to support years of experience in managing or hosting auction bidding platforms. A minimum of three years' experience

9 EVALUATION CRITERIA

PanSALB has set minimum standards that bidders must meet to be selected as a successful bidder.

9.1 Technical Evaluation Criteria

- 9.1.1. The technical evaluation of the bid will be based on an assessment of **paragraph 8.2** of the proposed resource (including relevant qualifications and relevant work experience [in number of months/years]); and specific relevant assignments completed (with dates of start and completion)].

The evaluation criteria and the maximum possible score for each criterion is shown in the table below:

TECHNICAL EVALUATION CRITERIA	SCORING	WEIGHT
A. Relevant Qualifications		
Certified copy of proof of qualification to practice as an auctioneer, which is issued by an accredited institution.	NQF Level 5 – Auctioneer Qualification = 30 points	30%
	NQF Level 4 – Auctioneer Qualification = 20 points	

B. Relevant Professional Experience		
B1: Number of projects completed		
Reference letters to be included, from at least three (3) contactable references (clients) for where similar auction projects have been completed.	Three letters = 50 points	50%
	Two Letters = 30 points	
	One Letters = 10 points	
B2: Relevant information and platforms related to auctions		
Service provider to submit a detailed Company profile that comprehensively describes the following:	Marketing Campaign = 5 points	20%
	Information Technology = 5 points	
	Auction and Administration = 5 points	
	Pre and After Sales Support = 5 points	
Total Technical Threshold		70%
Maximum Score		100%

5 BID VALIDITY

The bid will be valid for a period of 60 days from the closing date.

6 ENQUIRIES

Technically enquiries: Mr. Daniel Vuma @ +27 12 341 9638 or Email: daniel@pansalb.org

SCM enquiries: Mr. Zola Nkosi @ +27 341 9638 or Email: zola@pansalb.org.