



An Australian Government Initiative

Issuance Date: 2 September 2015

Closing Date: 28th September 2015

Closing Time: 05:00 PM South African Time

Subject: Request for Proposals No. 2015AAPF-01

Auctioneer Services for disposal of Australia-Africa Partnerships Facility assets

The Australia-Africa Partnerships Facility (AAPF), managed by Cardno Emerging Markets (Australia) Pty Ltd, is scheduled to finish on 31 December 2015. The AAPF is therefore seeking proposals from suitably qualified organisations capable of providing auctioneering services for disposing of AAPF assets as part of closure of the facility. The Auctioneer shall be responsible for auctioning (via public online and/or on-site auction) of a wide range of property including vehicles, office furniture, office equipment and IT equipment. The AAPF will select one single organisation to provide auctioneering services for disposal of selected assets. The AAPF office is based in Pretoria, South Africa, therefore, bidders must be based in the **Gauteng province**. The successful bidder may be required to attend meetings in Pretoria, South Africa, with the AAPF team.

This document therefore contains the following information:

1. Tender Particulars – **Part 1**
2. Overview – **Part 2**
3. Selection and Application – **Part 3**
4. Technical Proposal Response forms – **Part 4**
5. Financial proposal Response form – **Part 5**
6. The scope of services – **Part 6**

This Request for Proposals (RFP) in no way obligates AAPF to award a contract nor does it commit AAPF to pay any cost incurred in the preparation and submission of a proposal. Award of a Contract under this RFP is subject to internal AAPF approvals.

We request that we receive proposals by no later than **Monday, 28th September 2015 at 5PM South African time**.

Responses and all queries should be submitted directly to procurement@aa-partnerships.org

Sincerely,

Karen Taylor
AAPF Facility Manager

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Australia-Africa Partnerships Facility

An Australian Government, DFAT initiative

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South Africa



**AUSTRALIA-AFRICA PARTNERSHIPS FACILITY
(AAPF)**

**REQUEST FOR PROPOSALS
No. 2015AAPF-01**

FOR

**AUCTIONEER SERVICES FOR DISPOSAL OF
AUSTRALIA-AFRICA PARTNERSHIPS FACILITY
ASSETS**

ISSUED 2 September 2015

PART 1 – PARTICULARS

Project Name	Auctioneer Services for disposal of Australia-Africa Partnerships Facility assets
Closing time	05:00pm South African time on 28th September 2015
Mode of submission	Electronically via: procurement@aa-partnerships.org All interested bidders are encouraged to regularly check the AAPF website for addenda or amendments to this Request for Proposals at http://www.aa-partnerships.org/jobs_tenders.asp
Contact person in South Africa	Karen Taylor T: +27 (0)12 362 5950 E: procurement@aa-partnerships.org
Tender period	Ninety (90) days from the closing date for applications

PART 2 – OVERVIEW

Background

The Australian Government established the Australia-Africa Partnerships Facility (AAPF) in 2010 to support capacity building efforts of partner governments and institutions in Africa. It's a five-year project, running through to December 2015. AAPF responds to requested assistance from African governments, utilising opportunities to leverage links between Australia and Africa more generally.

The goal of the Facility is to develop partnerships between Australia and African countries that contribute to achieving African countries' development priorities. The Facility has two objectives:

- Development Benefit: Build effective partnerships that contribute to the sustainable achievement of targeted development priorities in African countries; and
- Relationship Benefit: Build and promote effective working relationships with African countries.

As the Managing Contractor for the Facility, Cardno is responsible for its overall operation, management and maintenance. Cardno manages the Facility's Ancillary Services and Facility Activities. Facility Activities are drawn from various modalities of aid including: placement of specialists and volunteers to work alongside and mentor African government officials; partnerships between Australian and African organisations; short-term professional development programs; workshops and training; grant funding for activities implemented by NGOs; and joint research.

Required auctioneering services

The Auctioneer shall be responsible for auctioning (via public and/or electronic auction) a wide range of property including vehicles, office furniture, office equipment and IT equipment. The AAPF requires the auctioneer to plan, organise, market and advertise, stage, and close out auctions. The auctioneer shall supply all labour, material equipment, marketing and advertising, to sell (via auctions) all property identified for disposal. The auctioneer shall advise the AAPF with regards to timing and scheduling of the auction(s) and presentation of each property in an effort to maximize potential sales price.

The auctioneer will consider the best interests of the AAPF in conducting the auctions/sale. The auctions will be open to the public and not restrictive in any manner. All fees and expenses due to the auctioneer will come from the sale of property associated with each auctioning process.

PART 3 – SELECTION AND APPLICATION

3.1 Participation criteria

To be eligible to submit a proposal in response to this Request for Proposal (RFP), bidders must meet the following criteria:

- Bidder must be based in the Gauteng province, South Africa
- Bidder must be a valid membership in the South African Institute of Auctioneers (SAIA)
- Bidder must have the capability and a platform for conducting online auctions and a site (location) for conducting on-site auctions.

3.2 Evaluation Method

Cardno will evaluate proposals (technical and financial) based on the Selection Criteria outlined in Clause 3.4 below.

The bidder's proposal should comprise of a technical offer as per Clause 3.3.

The bidder's proposal should comprise of a financial offer as per Clause 3.6.

3.3 Technical proposal

To submit a conforming technical proposal, companies must provide:

1. In a narrative format of no greater than **10 pages**, the bidder shall set forth its overall technical approach and plans to meet the requirements. This narrative should convince the AAPF that the bidder has the experience and understands the nature of the required work and the level of effort necessary to successfully complete the engagement. This narrative should further convince the AAPF that the bidder's detailed plans and proposed approach to complete the scope of services are realistic, attainable and appropriate and that the bidder's proposal will lead to successful completion of the engagement to provide the services requested pursuant to this RFP. The bidder should also ensure that the narrative responds to each of the Selection Criteria as listed below in Clause 3.4;
2. Company Information as per **Annex 1** below;
3. References. The bidder must provide a list of at least three (3) references outlining where and when your firm provided similar services to similar clients. This should include client names, telephone numbers, e-mail addresses, office location and a brief description of services provided as per **Annex 2** below;
4. A list indicating the names of all proposed team members to be assigned to the project, their roles and areas of expertise as per **Annex 3** below;
5. Certificate of Membership in the South African Institute of Auctioneers (SAIA) as **Annex 4**; and
6. Deed of Declaration as per **Annex 5** below.

All text shall be in Times New Roman 12 point font.

Failure to adhere to these instructions may result in the bidder's proposal being deemed non-conforming.

3.4 Selection Criteria

In reviewing all proposals, Cardno will assess technical and financial proposals based on the following selection criteria:

	Selection criteria	Weighting
1	Experience – First class professional experience providing auctioneer services	35%
	Provide details of your organisation’s skills and experience in the industry in a manner that demonstrates its capability to complete the scope of services and as it applies to the requirements set out in this RFP (in particular, working with international donor agencies, if any). Demonstrate experience in conducting auctions as part of closure of project offices and/or companies	
	Provide details of your organisation including infrastructure and systems used to provide auctioneer services to AAPF.	
	Demonstrate your ability to deliver the greatest value to the AAPF. Demonstrate a solid experience and understanding of auctioning-related processes and procedures and provide details of organisation’s processes and procedures.	
	Qualifications and experience of proposed team members.	
2	Approach and methodology	45%
	The bidder demonstrates clear understanding of the scope of services and the needs of the AAPF and has articulated those through their proposed methodology. Such methodology shall set forth its overall technical approach and plans to meet the requirements.	
	Proposed approach and methodology for coordinating and carrying out on-site and on-line public auctions including information on how the bidder will plan, organise, direct and control auctions. Bidder should also show evidence of platform for conducting on-line auctions and a site (location) for conducting on-site auctions.	
	Proposed methodology and/or process for marketing, and for transporting and storage of auction items including information on the organisation’s resources available to carry these out.	
	Proposed methodology for reporting full accounting of all activity resulting from each specific auction including the transfer of funds to AAPF.	
3	Value for Money	20%
	Commission percentage on sale of items	
	Expenses (including marketing and advertising, and transport and storage expenses) associated with each auctioning process	
	General attractiveness of bidder’s financial proposal	
	TOTAL	100%

3.5 Annexes to the Technical Proposal

The following annexes shall form part of the bidder's technical proposal:

Annex 1: Company Information

The bidder must provide company information as per the table outlined in **Annex 1** below in PART 4 of this RFP.

Annex 2: References

The bidder must provide a list of at least three (3) references where and when your firm provided similar services to similar clients. This should include client names, telephone numbers, e-mail addresses, office location and a brief description of services provided as per **Annex 2** below in PART 4 of this RFP.

Annex 3: List of team members

The bidder must provide a list indicating the names of all proposed team members to be assigned to the project, their roles and areas of expertise in the form shown in **Annex 3** below in PART 4 of this RFP.

Annex 4: SAIA Membership

The bidder must submit a copy of their current SAIA Certificate of Membership as **Annex 4** of the technical proposal.

Annex 5 – Declaration

A signed Deed of Declaration must be submitted as part of this application process. Bidders must provide details of any circumstances or relationships that constitute, or may constitute, a conflict or potential conflict of interest regarding this application, or any obligations under any formal agreement with the AAPF or DFAT. The Deed of Declaration can be found in **Annex 5** below in PART 4 of this RFP.

3.6 Financial proposal

To submit a conforming financial proposal, companies must provide:

1. A financial proposal in the format of the financial proposal set out in **PART 5** of this RFP. Any additional costs not included in this table must be added by bidders to ensure all costs are outlined. Any additional information/details must be submitted as part of the Financial Proposal, either in the 'comments' section of the table, or at the bottom of the Financial Proposal. This Financial Proposal will form the Basis of Payments for the contract for the successful bidder. All costs outlined in the Financial Proposal must be in **South African Rand (ZAR)**; and
2. Copy of audited financial accounts for the previous two (2) years. Cardno reserves the right to conduct a due diligence assessment of the prospective partner's financial viability.

3.7 Tender submission process

Tendering will close at 05:00pm South African time on **28 September 2015**.

Submissions are to be made electronically via: procurement@aa-partnerships.org. For electronic submissions, companies must provide one single PDF file that contains both the technical and financial proposals.

All interested bidders are encouraged to regularly check the AAPF website for addenda or amendments to this Request for Proposals at http://www.aa-partnerships.org/jobs_tenders.asp

Cardno will not consider proposals received after the above specified date and time. Proposals will be valid for a period of at least 90 days after the closing time. Currency of the tender is the **South African Rand (ZAR)**.

Language of the proposals must be in English.

By submitting a proposal, companies agree to all conditions of this Request for Proposals.

3.8 Details relating to applications

Cardno will treat all proposals as confidential, including any additional information that bidders provide. The following is the approximate timetable for tenders:

Activity	Date
Release of Documentation	2 September 2015
Proposals Received	28 September 2015
<i>Evaluation of tenders</i>	28 September – 01 October 2015
Interviews (if required)	N/A
Contracting of selected organization	01 – 08 October 2015
Estimated commencement date of Project	12 October 2015

Cardno reserves the right to alter any of these dates.

Direct all enquiries relating to this Request for Tenders to:

AAPF Procurement team in South Africa:

Email: procurement@aa-partnerships.org

All interested bidders are encouraged to regularly check the AAPF website for addenda or amendments to this Request for Proposals at http://www.aa-partnerships.org/jobs_tenders.asp

Cardno will share all enquiries that are relevant to all tenderers.

3.9 Cardno's rights

At any time, Cardno reserves the right to:

- a. terminate this Request for Proposals or cease to proceed with this procurement process;
- b. change the structure and timing of the procurement process;
- c. vary or extend any time or date in this Request for Proposals;
- d. require additional information or clarification from any bidder or provide additional information or clarification;
- e. negotiate with one or more bidders;
- f. call for new proposals;
- g. reject any proposal received after the closing time;
- h. reject any proposal that does not comply with the requirements set out in this Request for Proposals; and
- i. terminate negotiations with any applicants at any time for any reason.

3.10 Conflict of interest

Bidders must provide details of any circumstances or relationships that constitute, or may constitute, a conflict or potential conflict of interest regarding this application, or any obligations under any formal agreement with the AAPF or DFAT.

3.11 Insurance

All organisations must have appropriate insurance cover as a condition of submitting a response.

The successful contractor will provide adequate insurance cover for all personnel and sub-contractors including workers' compensation insurance, travel insurance, medical insurance and other appropriate insurance. The contractor will take out and maintain adequate insurance against claims by third parties. The contractor will have public liability insurance providing appropriate cover for an amount no less than \$2 million for the life of the subcontract.

The contractor shall have professional indemnity insurance.

PART 4 – TENDER RESPONSE FORMS

Annex 1 – Company Information

Name of Organisation	
Address of Organisation	
Principle office location	
Telephone	
Email	
Website	
Organisation's Key Contact Person	
Total number of staff	
Years in the auction business	

Annex 2 – References

The following information must be provided for all references. A minimum of three (3) references must be given.

Name	
Title	
Company	
Address	
Telephone	
Email	
Description of services provided	
Term of Service	
Additional Comments	

Annex 3 – List of team members

Name of team member; and position	Brief description of their role	Years of experience	Educational background relevant to this work	Specialist areas of knowledge/experience relevant to this work

Annex 5 – Declaration

Deed of Declaration

I **[insert name]**, on behalf of **[insert Company Name]** declare that:

[Company name, VAT number] offers the services in the attached proposal at the prices quoted, upon and subject to the conditions of the Request for Proposal.

Our offer remains open for acceptance by Cardno for a duration of ninety (90) days from the date of closure of tenders.

We have not prepared our application with the benefit of information obtained from a current or former employee of Cardno or DFAT in circumstances that constitute a breach of confidentiality or fidelity on the part of that person; or with the benefit of information otherwise improperly obtained.

We are able to provide the required services as per our proposal to assist in disposing of AAPF assets as part of closure of the facility scheduled for 31 December 2015, as per the Terms of Reference.

We have disclosed below (to the best of our knowledge) any matter that may materially affect our performance of the contract, including but not limited to: any security, probity or integrity issue, including current or pending investigations or enquiries by any government, law enforcement, or regulatory body; financial capacity and viability to perform the services.

Disclosure: _____

Signed:

Position:

Dated:

PART 5 – FINANCIAL PROPOSAL

Bidders should populate the table provided below. The information provided will comprise your financial proposal for your bid. All amounts specified in the tables as part of your financial proposal must be exclusive of VAT (Value Added Tax).

Commission: The AAPF agrees to compensate the Auctioneer for its professional services rendered as a percentage commission of the total sales for an auction process. The commission shall be deducted by the auctioneer from the gross total sales receipt prior to remittance to the AAPF.

Expenses: Marketing and advertising costs, transport and storage costs, and any other costs of administering an auction should also be provided below.

Table 1: Fee and costs schedule

Item	Cost item	Value (ZAR)	Comments
1	Commission as a percentage of total sales (to be provided as a percentage)		
2	Marketing and advertising costs		
3	Transport and storage costs		
4	Any other relevant costs (please specify)		

PART 6 – SCOPE OF SERVICES

Auctioneer services for disposal of AAPF assets

The Australia-Africa Partnerships Facility (AAPF), managed by Cardno Emerging Markets (Australia) Pty Ltd, is scheduled to finish on 31 December 2015. The AAPF is therefore seeking proposals from suitably qualified organisations capable of providing auctioneering services for disposing of AAPF assets as part of closure of the facility. The Auctioneer shall be responsible for auctioning (via public or electronic auction) a wide range of property including vehicles, office furniture, office equipment and IT equipment. The AAPF will select one organisation to provide auctioneering services for disposal of all its assets.

The AAPF office is based in Pretoria, South Africa, therefore, bidders must be based in the **Gauteng province**

1. Required auctioneering services

The Auctioneer shall be responsible for auctioning (via public and/or electronic auction) a wide range of property including vehicles, office furniture, office equipment and IT equipment. The AAPF requires the auctioneer to plan, organise, market and advertise, stage, and close out auctions. The auctioneer shall supply all labour, material equipment, marketing and advertising, to sell (via auction) all property identified for disposal. The auctioneer shall advise the AAPF with regards to timing and scheduling of the auction (s) and presentation of each property in an effort to maximize potential sales price.

The auctioneer will consider the best interests of the AAPF in conducting the auctions/sale. The auctions will be open to the public and not restrictive in any manner. All fees and expenses due to the auctioneer will come from the sale of property associated with each auctioning process.

Auctioneer's responsibilities shall include, but not limited to, the following:

Pre-auction

- The auctioneer will advise the AAPF with regards to timing and scheduling of the auctions in an effort to maximise potential sales price
- Organizing the property to be sold at each auction for any auctions so as to enhance the value of the items and ease of bidders to view them
- Prepare pre-sale marketing and advertising materials and conduct the marketing and advertising prior to each auction. The auctioneer will promote the auction in such a manner that ensures maximum participation and sales
- The auctioneer will be responsible for the movement and transport of auction/stored items to auctioneer's own property/storage, for the security and maintenance of items. The term maintenance is defined as maintaining the physical and operating condition of the equipment in the same condition as it was received
- Evaluation and inspection of the items to be auctioned, if required
- All items must be sold no later than 15 days after collection from AAPF office
- The Auctioneer will provide a budget of expenses (including marketing and advertising, and transport and storage expenses) associated with each auctioning processes for AAPF's approval prior to any auction. All fees and expenses due to the auctioneer will come from the sale of property associated with each auctioning process. The budget should also indicate whether the auction will be held online or on-site.

During auction

- Auctions may be held online and/or on-site as directed by the auctioneer. The auctioneer must have the capability and means of conducting both an online or on-site auction

- Documentation of the sale, method of payment and identifying information on purchases as well as compliance with any additional requirements set forth by the AAPF will be the responsibility of auctioneer
- Auctioneer should conduct auctions in such a way as to maximize the per unit revenue realized
- All items must be sold no later than 15 days after collection from AAPF office
- The auctioneer shall have full responsibility for collection of all money received from the sale including certification of payment and of required transfer taxes. Bad or dishonoured checks, or errors in computation of funds, are at the auctioneer's risk
- Auctioneer is responsible for supplying all equipment and supplies necessary to facilitate the acceptance of all types of funds

After auction

- The Auctioneer shall collect all funds resulting from the sale of property during each auctioning process
- All fees and expenses due to the auctioneer will come from the sale of property associated with each auctioning process
- All funds due to the AAPF shall be remitted no later than ten (10) business days following the completion of each auction
- The Auctioneer shall provide a full auditable accounting of all activity resulting from each specific auction when the funds are remitted to the AAPF
- The auctioneer will also be responsible for providing accounting to include records of items received, value of items sold, and payments according to instructions that will be provided by the AAPF
- The auctioneer will provide a detailed inventory of items sold. The inventory will include: item description, brand, model and serial number
- Items offered for sale that receive no bids shall be retained on auctioneer's secured storage or returned to the AAPF's Office. Items should be annotated with the notation "no bid received".

2. Indicative list of items to be auctioned**

I. Vehicles

- Minimum of 1 vehicle and no more than four vehicles

II. Office furniture and fittings

- For an office of 20 people
- Includes desks, drawers, office chairs, Bookcases, Cabinets, Coach, Boards
- Boardroom tables and chairs to accommodate 20 people
- Fridge, microwave and other kitchen appliances
- Office stationery

III. IT equipment

- Desktops and screens
- Laptops and docking stations
- Computer accessories
- Colour multifunctional printer
- Server

**This is not an exhaustive list and is intended to provide a general description of the types of item that will be auctioned. The AAPF reserves the right to select the items to be auctioned.