



**VAAL UNIVERSITY
OF TECHNOLOGY**

Inspiring thought. Shaping talent.

**Finance Department
Fixed Asset Section**

Vanderbijlpark Campus

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ANNEXURE 5

SPECIFICATION FOR THE DISPOSAL AND SALE OF OLD AND WRITTEN-OFF ASSETS- QR162026

1. BACKGROUND

The Vaal University of Technology through the Fixed Asset Section, intends to dispose of old and written-off assets, including computer equipment, furniture, and educational equipment and scrap metals.

These assets are obsolete, damaged, or have reached the end of their useful lives and have been approved for write-off in accordance with institutional policies.

2. PURPOSE

The purpose of this specification is to appoint a qualified and compliant service provider to facilitate the disposal and sale of identified assets in a transparent, efficient, and compliant manner.

3. SCOPE OF WORK

The appointed service provider will be required to:

Purchase and collect all written-off assets from designated VUT locations. Ensure environmentally responsible disposal, particularly for electronic waste (e-waste). Ensure that all computer equipment is securely handled, including proper data destruction where required

4. LOCATION OF ASSETS FOR VIEWING

Compulsory viewing of assets for All Bidders prior to submission of quote will be held on 03 August at 10h00 starting at:

- Sebokeng Campus 5 Moshoeshoe Street Emfuleni 1908
- Quest Conference Centre, Curie Boulevard Vanderbijlpark 1911
- Vaal University of Technology – Main Campus
Andries Potgieter Blvd, Vanderbijlpark, 1900,
South Africa

5. COMPANY REQUIREMENTS

Interested service providers must meet the following minimum requirements:

Must be a registered company with valid registration documents (CIPC)
Must have a valid Tax Clearance Certificate / Tax Compliance Status (TCS PIN)
Must provide proof of experience in asset disposal, auctioneering, or recycling services
Must have the capacity to handle bulk asset removal and logistics

Mandatory Compliance:

Must provide a Certificate of Disposal for all assets removed
Must provide a Certificate of Destruction for all computer equipment and electronic devices, confirming that:
Data has been permanently destroyed
Equipment has been disposed of in an environmentally compliant manner.

6. SPECIAL REQUIREMENTS FOR COMPUTER EQUIPMENT

Due to the sensitive nature of data contained in IT equipment, the service provider must:

Ensure complete and secure data destruction (e.g., degaussing, shredding, or certified wiping)
Issue formal certification confirming data destruction
Comply with applicable data protection and environmental regulations

7. EVALUATION CRITERIA

Bids will be evaluated based on:

Compliance with mandatory requirements

Relevant experience and track record

Proposed disposal method and value recovery

Ability to provide required certification

Cost-effectiveness and overall value for money

