

SWAZI PRODUCE AUCTION

FINAL REPORT

Submitted to:

**Ministry of Agriculture and Cooperatives
Mbabane, Swaziland**

and

**The United States Agency
for International development
Mbabane, Swaziland**

and

**Encabeni National Produce Market
Nokwane, Swaziland**

Submitted by:

**Short Term Consultant
Larry Yager**

January 1996

CONSULTANTCY FINAL REPORT
SWAZI PRODUCE AUCTION
Larry Yager

BACKGROUND

The management of Encabeni National Produce Market has been desirous of improving produce marketing for Swazi farmers. This was the objective of a training program conducted for them in the United States in the fall of 1994. They visited many produce operations such as terminal wholesale markets, packing houses, a variety of farmers' markets, on-farm markets, value-added produce processors and a produce carton manufacturer.

In response to this training, they have a desire to apply, with some modifications to fit Swazi needs, some of the applicable produce marketing concepts they had observed. Management felt that produce auctions and "producer-only" farmers' markets provided considerable potential. As a result, this consultant was asked to provide assistance in starting and conducting a produce auction on a trial or test basis.

SCOPE OF WORK ACTIVITIES

In preparation for starting an auction, meetings were held involving Encabeni Market management, CAPM, and USAID. This consultant developed a produce buyers questionnaire and the survey was conducted in December 1995 by two University of Swaziland senior students. Slightly more than 150 good surveys were completed from a stratified, random sample developed by Encabeni Market management, representing the various types of buyers. The results of the survey were very useful in making decisions pertaining to conducting the auction.

In preparation and planning for the trial auction, the following action list was developed in cooperation with the above entities to aid in making the numerous decisions and assigning responsibilities:

AUCTION ACTION LIST

1. SURVEY RESULTS
 - Review - buyers' desire - days, time and location
 - Set auction dates and times
2. ADVERTISING AND PUBLIC RELATIONS
 - News releases
 - Print (Times & Observer)-deliver
 - Radio - deliver
 - TV - deliver
 - Information sheet
 - Auction brochure - policy & procedures
 - Advertising copy
3. GROWERS - NOTIFICATION
 - Grower's Contract -- List products to sell on back
 - Legal aspects
 - Cooperatives
 - Extension Workers
 - personal contacts
 - Project personnel
 - personal contacts
 - Transportation of product
 - Policies and procedures
4. BUYERS
 - Notification
 - Registration form
 - Transportation
 - Policies and procedures
5. VENUE
 - Manzini Trade Center
 - Encabeni
6. FACILITIES
 - Building plans
 - Construction
 - Layout
 - Setup and arrangements
 - Furniture
 - Cut grass

Ronnie & Larry
Dumile, Ron & Larry

Larry
Ronnie & Larry
Ronnie & Larry
Ronnie & Larry
Larry
Larry & Dumile
Ronnie & Larry

Larry
Ronnie
Larry
Ronnie

Larry

Ronnie
Dumile, Ron & Larry

Ronnie
Larry
Dumile & Ronnie
Dumile, Ron & Larry

Out
Ronnie & Dumile

Larry & Ronnie
Ronnie & Thomas
Larry
Larry & Ronnie
Ronnie
Thomas

7. RECORD KEEPING

Forms	Ronnie
Tags	Ronnie
Transactions (check with auctioneer)	Ronnie
Receipt booklet	Ronnie
Accounting	Ronnie & Gladys
Clerks	Ronnie & Dumile
Training	Larry
Payment	Ronnie & Gladys

8. AUCTIONEER

Contact	Dumile & Ronnie
Review of forms	Larry
Procedures	Larry

One of the first decisions to be made was to determine which days and times to conduct the produce auction. Originally it was thought that Thursdays would be the best day and a starting time of 10:00 a.m. would be most successful. However, in reviewing the results of the Auction Buyer Survey, it was found that Monday was preferred by 92 respondents, Friday by 85 and Monday by 82. Tuesday was desired by 45, Thursday and Saturday by 47 each. Therefore, in accordance with these results, the originally selected days were Wednesday, January 24th; Monday, January 29th and Fridays, February 9th, 16th and 23rd. These are the dates that the auctioneer, Mr. Dube, was available. This would provide the opportunity to test all three of the days most preferred by the potential buyers.

The Buyers' Survey results indicated the most preferred time to start the auction was 6:00 a.m. The next best time by a distant margin was 7:00 a.m., followed by 5:00 a.m. Our originally selected time of 10:00 a.m. was desired by an insignificant number of respondents. Therefore, the decision was made to start the auction at 6:00 a.m.

A substantial budget was allocated to advertising and public relations. Since the produce auction is a new concept for marketing produce in Swaziland, a news release was developed by this consultant (see Annex). It was used by the Swazi Observer and Times of Swaziland newspapers as well as the radio station in Mbabane. An advertising poster (see Annex) was also

developed to be used in purchased advertising in the mass media as well as being posted in various markets and gathering places for farmers.

An information sheet (see Annex) was created as an aid to explaining a produce auction, its benefits to producers, buyers and consumers, and contains a brief summary of some of the policies and procedures. It will be useful in communication with the news media, government officials and the public.

The Grower's Registration for a number includes a contract (see Annex) with the Swazi Produce Auction that commissions the Auction to sell his/her products to the highest bidder for the 1996 year. The producer also certifies that he/she owns the items, has the right to sell and has a good title. Farmers also certify that produce that was sprayed has been done so according to the law and the recommendations of the manufacturer. Producers agree to abide by the terms set forth in the Policies and Procedures. They further agree to hold harmless the Auction, auctioneers and employees against any claims arising from a breach of the certifications contained in the contract. Producers will be requested to list on the back of the contract the items they plan to sell at the Auction. Mr. Mkhombe is to check with legal staff on the legality of the contract. Also, he will have the contract translated into Siswati. The growers' names, addresses and numbers are to be recorded alphabetically in a spiral book. In the back of the book they will be listed numerically.

The plan to notify sellers, farmers, and producers in addition to the news releases and advertisements, will be on a personal contact basis. Larry Yager has contacted the two fruit and vegetable cooperatives and they have committed to bring produce to the Auction. He has also contacted CAPM staff and field workers to notify farmers they work with and is making personal contacts with farmers he knows. Mr. Mkhombe has his extension workers contacting farmers as well as doing so personally. He is also making arrangements for those farmers needing transportation for their produce. A Swazi Produce Auction brochure (see Annex) containing Policies and Procedures as well as a produce Packing Guide is being circulated to growers. This is to be translated into Siswati.

These documents were developed by this consultant and the management of the Encabeni National Produce Market.

The Buyers are to be notified through news releases, paid advertisements in the mass media and posters (see Annex) placed in conspicuous places, especially the markets in Mbabane, Manzini and Mahlanya. Buyers are to complete a Buyer's Registration Form to obtain a buyer's number which must be shown at the time of bidding. A Swazi Produce Auction brochure (see Annex) containing policies and procedures will be given to each buyer. The growers' names, addresses and numbers are to be recorded in spiral book alphabetically in order. In the back of the book they will be listed numerically. Mr. Mkhombe is making arrangements to transport buyers from each of the above markets during the auction tests.

Originally, arrangements were made for the venue for the auction to be at the Manzini Trade Center. However, as a result of the Survey and the recommendation of the Encabeni agents, the decision was made to conduct the Auction at the Encabeni site outside the main complex.

A plan for an open shed type building (see Annex) was developed for the auction. It will be constructed of posts and a corrugated roof. The roof will provide protection for the produce and people from the sun and rain. The 14X25 meter building will contain four rows of pallets on which the various lots of produce will be stacked. It will also provide cover for the necessary furniture such as tables and chairs for the clerks. Sellers will unload their produce from the upper side of the building and buyers will load out from the opposite side.

Tags for the incoming produce will be filled out by the producer with his/her Grower Number, number of items in the lot, and a description of the produce, such as potatoes and will include the size and the variety. When the lot is sold to the highest bidder, the buyer number will be written on the back of this tag.

Transaction forms were made up to record each sale. It contains the Grower Number, number of items in the lot, description, Buyer Number, price and total value. This information will be recorded by a clerk that follows the

auctioneer and Auction manager during the Auction. These forms are in triplicate with ten slips or tickets to a sheet. Two of the copies should be perforated for easy separation.

The two clerks at the tables will pull the unperforated sheet off to be kept for the auction records. One sheet of the perforated slips will be separated and put in the buyer ticket rack (see Annex for plan) according to the buyer numbers. The other sheet will be separated and placed in the seller ticket rack according to grower number. These tickets or slips will go to the buyers and sellers respectively when settlement takes place.

When a buyer comes to the table to pay for his/her produce purchases, the tickets in his/her number slot are taken out of the rack and added up. The buyer is given the calculator tape with the figure of the amount of money he/she owes along with the buyer tickets. Upon payment the buyer will be given a receipt from the receipt book.

Later, each grower's tickets are added and a statement prepared for the total value of the products sold. The commission is deducted and a check written to the producer which can be picked up the following week at the Auction or mailed if requested.

Hands-on training was conducted in auction operations by this consultant for the Auction management, auctioneer, clerks and employees as shown in the Auction Training Outline (see Annex). This was done through conducting a mock auction.

SUMMARY and RECOMMENDATIONS

Assistance was provided in all aspects of planning for a produce auction including preparing policies and procedures, forms, plans, facilities, news releases, advertising and training of management, staff and employees. A produce Buyers' Survey was recently completed that was very helpful in the many decisions that were made.

Encabeni National Produce Market has been transporting produce to the market for farmers when needed and it works best for the large trucks if there

are assembly points. However, it is a good and innovative idea to provide transportation for buyers to attend the auction market and give them the opportunity to purchase Swazi produce rather than South African.

Auction dates were established so this consultant could help conduct trial auctions and evaluate them. Unfortunately, a nationwide “stay-away” strike was called by the Swaziland Federation of Trade Unions which completely immobilized the nation. As a result, two of the five auctions to be held in January were postponed and are now scheduled to occur in February. I am confident that the management of Encabeni Market, because of the planning, training, enthusiasm and desire to help the small farmers and buyers will do well in conducting the auctions and evaluating them.

If these trial auctions prove to be successful, they could well expand from once per week to the three favored days per week, namely, Monday, Wednesday and Friday. This would provide farmers with an outlet for additional volumes of produce. It would provide buyers with a more consistent and reliable source of supply and have the ability to be the sole source of produce for some of them.

If the Swazi Produce Auction at the Encabeni site proves to be a successful venture on a sustained basis, study and consideration should be given to holding the auctions in other locations near population centers such as Piggs Peak, Mbabane, Manzini, Nhlangano and Big Bend. Those locations near the border could attract South African or Mozambican buyers. However, care must be taken to not overly saturate the nation with produce auctions to the point where it dilutes the ability of other auctions to succeed.

ANNEX

SCOPE OF WORK

The consultant will work with the Encabeni Produce Market management to initiate produce auction trials. This will include the following:

1. Assist with all aspects of planning for the trial auctions. This includes preparing policies and procedures.
2. Help Encabeni management to conduct trial auctions during the consultancy.
3. Evaluate the trials and make recommendations on the advisability of future auctions, and on modifications to the auction.
4. Prepare a report to USAID on work completed during the consultancy.
5. Conduct a debriefing on work completed with USAID, Encabeni management and other relevant persons.

News release
Date: Immediately

This Summer Brings New Sunshine to Swazi Produce Trade!

On the horizon is the Swazi Produce Auction. A fast-moving wholesale produce auction will keep buyers and growers on top of the burgeoning produce trade. This new venture will benefit farmers, buyers and consumers.

In case you are wondering what a produce auction is, let us explain. It is an activity where several farmers bring their produce to a set location, on set days, at set times. Here many buyers are gathered to bid on and buy the products. Each farmer's items are then sold by lots to the highest bidder.

In strengthening the Swazi produce trade, the auction offers buyers the freshest produce available, quick buying, wide variety and fair market prices. This benefits the farmers in having an easy access to buyers, convenient selling and price incentives for quality. Consumers also will gain by having the freshest, best tasting produce available to them through their favorite markets or vendors.

Items that will routinely be sold includes all types of fresh fruits and vegetables, herbs, cut flowers, potted plants, bedding plants, shrubs and eggs. Also, top quality products not being produced locally will be offered if desired.

This exciting new marketing concept will be tested for five weeks at the Encabeni National Produce Market. The first auction will be held on Wednesday, 24th of January, and the next one on Monday, 29th of January, starting at 6:00 a.m. The following three will be on Fridays.

Farmers can bring their products to the auction the previous afternoon or prior to 5:30 a.m. the morning of the auction. To participate farmers and buyers must register for an identification number prior to the time of the auction.

Buyers desiring a ride to and from the produce auction are to be at the markets in Mbabane and Manzini at 5:00 a.m. and at Mahlanya at 5:30 a.m. on Wednesday .

For more information call Ronnie at 84089.

SWAZI PRODUCE AUCTION

Information Sheet

The Swazi Produce auction is a wholesale auction for the trade of fruits, vegetables, plants and other farm products. Whether you are a grower or buyer, WELCOME!

Auction days will be every Friday for the next four weeks, starting 26 January plus Monday, January 29 at 6:00 a.m.

PURPOSE

The Swazi Produce Auction exists for the benefit of all buyers and growers of fruits and vegetables in Swaziland. By strengthening the area's produce trade, the auction offers:

Buyers Freshed picked produce
 Quick, convenient buying
 Wide variety at fair market prices

Growers Easy access to produce buyers
 Quick, convenient selling
 Price incentives to reward quality

Consumers Freshest, best tasting produce

Items to be routinely sold include all types of local fruits, vegetables, herbs, flowers, potted plants, seedlings, shrubs, and eggs.

PROCEDURES

1. Abide by the policies of the auction.
2. Register at the auction office as a buyer or grower to get a trading number, provide some basic info, and tell us your needs.

Growers 3. Identify each box with a your name.
 Use tags provided to identify your
 produce lots.

4. Unload produce onto carts to put in the line. Fasten tag with grower number and description on the lot. You may then leave if you desire.

- Buyers:*
5. Inspect produce to be sold.
 6. Have your buyer number available when bidding on the produce.
 7. Pay for all purchases at the office.

POLICIES

The auction will start at 6:00 a.m. If you are not 100% sure of the bid price or the lot size just shout a question to the auctioneer or assistant - they'll be happy to clarify.

Your buyer or grower identification number is good for the year. The Buyer Identification Number should be shown or displayed at any time a purchase is being made at the auction.

Growers can pick up their money the next week at the auction or leave a stamped, self-addressed envelope and we will mail it.

Buyers must pay in cash in full before they load their produce. Any buyer wishing to pay by check must first provide bank references and obtain approval of auction management. This usually takes a week.

Unloading of produce is the responsibility of the grower and can begin the previous afternoon or before 6:00 a.m.

Loading up and removing produce is the responsibility of the buyer and is to be done after paying. Lots left overnight are at the buyer's risk.

Inspecting produce for grade and quality is responsibility of the buyer.

If produce quality is questioned or misrepresented, the Auction Manager will serve as arbitrator - the decision will be final. No adjustments after produce leaves premises.

No resale of produce in any amount is allowed on auction grounds.

GROWER # _____

SWAZI PRODUCE AUCTION

1996
GROWER'S CONTRACT

THIS AGREEMENT ENTERED INTO BY AND BETWEEN SWAZI
PRODUCE AUCTION, HEREINAFTER REFERRED TO AS S.P.A.
AND ---

(GROWER) _____ (GROWER #) _____

(BUSINESS NAME) _____

(ADDRESS) _____

(TOWN) _____ (REGION) _____

(PHONE) _____

I HEREBY COMMISSION S.P.A. TO SELL ITEMS LISTED (WITH MY
CONSIGNOR'S NUMBER) ON S.P.A. AUCTION TICKETS TO THE
HIGHEST BIDDER BY PUBLIC AUCTION FOR THE YEAR 1996. I
CERTIFY THAT I AM THE OWNER OF THE ITEMS, HAVE GOOD
TITLE, THE RIGHT TO SELL AND THAT ALL ARE FREE FROM ANY
AND ALL ENCUMBRANCES. I CERTIFY THAT ALL PRODUCE
THAT IS SPRAYED HAS BEEN DONE SO ACCORDING TO THE
LAW AND THE RECOMMENDATIONS OF THE MANUFACTURER.

I CERTIFY THAT I WILL ABIDE BY THE TERMS SET FORTH IN THE
POLICIES AND PROCEDURES FOR GROWERS.

I AGREE TO HOLD HARMLESS S.P.A., IT'S AUCTIONEERS, AND
EMPLOYEES AGAINST ANY CLAIMS ARISING BECAUSE OF ANY
BREACH OF THE ABOVE CERTIFICATION OR FAILURE TO
CONVEY SUCH GOODS AND MERCHANTABLE TITLE.

(GROWER'S SIGNATURE) _____

(DATE) _____

BUYER # _____

1996
BUYER REGISTRATION

(BUYER) _____ (BUYER #) _____

(BUSINESS NAME) _____

(ADDRESS) _____

(TOWN) _____ (REGION) _____

(PHONE) _____

I AGREE TO ABIDE BY THE POLICIES AND PROCEDURES OF THE
SWAZI PRODUCE AUCTION.

(BUYER'S SIGNATURE) _____

(DATE) _____

BUYER # _____

1996
BUYER REGISTRATION

(BUYER) _____ (BUYER #) _____

(BUSINESS NAME) _____

(ADDRESS) _____

(TOWN) _____ (REGION) _____

(PHONE) _____

I AGREE TO ABIDE BY THE POLICIES AND PROCEDURES OF THE
SWAZI PRODUCE AUCTION.

(BUYER'S SIGNATURE) _____

(DATE) _____



SWAZI

PRODUCE AUCTION

Wholesale Fruits and Vegetables

1996

**INFORMATION
FOR SELLERS AND BUYERS**

SWAZI PRODUCE AUCTION

Policies for Produce Sellers

1. Sellers must register at the Swazi Produce Auction for a Seller's Identification Number. It must be renewed each year for prompt payment.
2. Registration consists of seller's name, address, and phone number.
3. Seller's I.D. Number is to be used on all lots of produce for sale at the auction.
4. Seller is responsible for unloading, stacking and labeling his or her produce.
5. Seller is responsible for the proper grading and packaging of his or her produce to the standards set by the Swazi Produce Auction.
6. Swazi Produce Auction reserves the right to refuse to sell any produce of inferior or very poor quality. These terms are defined by the management of Swazi Produce Auction.
7. If produce quality is questioned or misrepresented, the Auction Manager will serve as arbitrator and the decision will be final. There will be no adjustment after produce leaves the auction premises.
8. Where a clear misrepresentation of quality or quantity of produce has been made by the seller, Swazi Produce Auction reserves the right to withhold payment until proper resolution has been made by the seller.
9. Checks will be issued in payment for produce sold at the Swazi Produce Auction the week following the sale. Payment can be received by the seller at the office of the Swazi Produce Auction at that time or the check will be mailed upon the seller's request.
10. The seller shall not split lots of the same grading. The auction will give buyers an option of splitting the lot when buying. Large lots should be placed side by side.
11. Seller shall pack produce in good quality containers.
12. Always put single boxes for sale on tables in the designated area.
13. Bulk items may be sold loose, on bakkies or trucks or in bins. Only sweet corn, green maize, cantaloupes, cabbage, melons, pumpkins and large squash are to be sold in bulk. Corn or maize and cabbages will be sold in units of 10.
14. By registering for a Seller's Identification Number, seller agrees to the terms set forth above.

SWAZI PRODUCE AUCTION

Policies for Produce Buyers

1. The buyer must register at the Swazi Produce Auction for a Buyer Identification Number. It must be renewed each year.
2. Registration information will include the buyer's company name, address, phone number and name of person (s) responsible for purchase and payment of produce.
3. The Buyer's Identification Number should be displayed at any time a purchase is being made at the auction.
4. A buyer shall be responsible to inspect each lot of interest prior to bidding and make his or her own decision on quality and grade.
5. In a situation where a the quality of produce presented for sale is misrepresented by the seller (such as top dressing), the auction manager will serve as arbitrator in negotiating a settlement between the buyer and seller.
6. Buyers shall park their bakkies or trucks in the designated parking area and the buyer's I.D. number displayed on a panel on the bakkie.
7. The buyer is responsible for loading the produce onto his or her vehicle after the purchase is made. No adjustments can be made after the produce leaves the auction area.
8. As soon as the auctioneer strikes a lot down to a bidder, it is legally the property of the buyer. The buyer is thereafter responsible for it. The Produce Auction cannot be responsible for produce left at the auction.
9. At no time may a buyer buy privately on the auction property, because it is the legal right of the auctioneer and manager to sell it by giving each buyer an equal chance to bid. The auction takes a serious view of such private sales and reserves the right to penalize both buyer and seller.
10. The auction has the right to split large lots as it sees fit. Buyers are not to do this.
11. The buyer shall pay in full for all produce purchased at the auction on the day of the auction with cash. Any buyer wishing to pay by check must first provide bank references and obtain approval of auction management.
12. By registering for a Buyer's I.D. Number, the buyer agrees with the above terms.

PACKING GUIDE

BEETROOTS: Pack in 8 kg. net bags. Grade for size and quality.

BROCCOLI: Pack 10, 12, 14, or 16 in a box or loose in lots of 10.
grade by size and quality.

BUTTERNUT SQUASH: Pack in 10 kg. onion bags. Grade by size.

MUSK MELON: Pack in a box or sell loose in lots of five. Grade for
size.

CAULIFLOWER: Pack in box or crate or loose in lots of 10. Grade
to uniform size.

CELERY: Pack in a box and grade to size.

CHERRY TOMATOES: Pack in trays, level full. Pick at pink stage.

CUCUMBERS: Pack in net bags or tomato boxes. Select straight
straight cucumbers 15 to 20 cm long. No crooks or
off-grades.

EGGPLANTS: Pack in tomato boxes. Grade for size and shape,
black color preferred.

GREEN BEANS: Pack in tomato boxes. Prevent over-maturity.

HERBS: Pack in bunches, 12 or 24 per box.

PEAS: Pack in tomato boxes. Grade for proper maturity.

GREEN MEALIES: Pack in onion bags, 10 in a bag.

LETTUCE: Pack in banana boxes with 12,18 or 24 heads per box.

ONIONS: Dry, pack in 10 kg. net bags. Grade to uniform size.

PEPPERS: Pack in tomato boxes. Sort greens, reds and half-reds.
Grade by size.

POTATOES: Pack in 10 kg. paper bags. Grade by size.

PUMPKINS: Grade for size and sell in bulk by the piece.

RADISHES: Tie 8 to 12 per bunch, put 20 bunches in tomato boxes.
Grade by size.

RASPBERRIES, BLACKBERRIES AND BLUEBERRIES: Pack
in trays.

SUMMER SQUASH: Pack to quality color, and size. Pack in
tomato boxes.

SPINACH: Tie in bunches and pack in boxes.

SPRING ONIONS: Tie in bunches and pack in tomato boxes.

STRAWBERRIES: Pack in strawberry containers. Pick at early
ripe, solid stage. Ship only clean fruit.

SUGAR PEAS: Pack in tomato boxes. Pick at early maturity.

SWEET CORN: Pack in onion bags or crates. Pick at early maturity.

SWEET POTATOES: Pack in 10 or 25 kg. net bags.

TOMATOES: Pack in 6.5 kg. tomato boxes or 20 kg. lugs. grade by
size and quality.

WATERMELONS: Sell by the piece. Sort by size.

AVOCADO PEARS: Pack in 10 kg. net Pack bags or tomato boxes.
Grade to size.

BANANAS: Pack in 20 kg. banana boxes, singles or clusters. grade
by size.

GRAPEFRUIT: Pack in 10 kg. net bags. Grade to size.

LEMON: Pack in 10 kg. net bags. Grade to size.

LIME: Pack in 10 kg. net bags. Grade to size.

LITCHI: Pack in 2 kg. boxes. Grade to size.

MANGO: Pack in mango boxes. Grade to size.

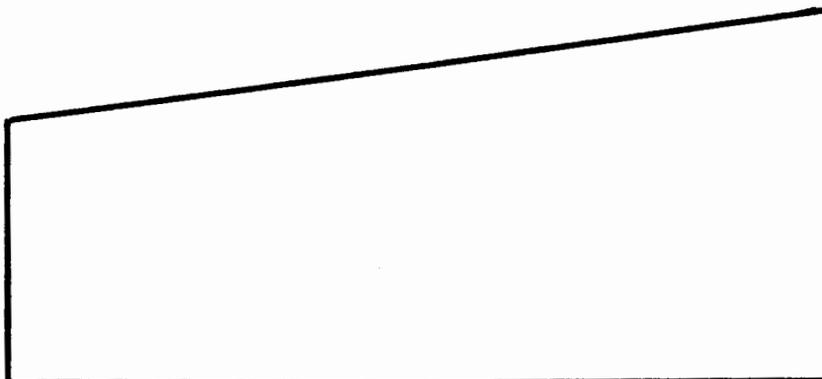
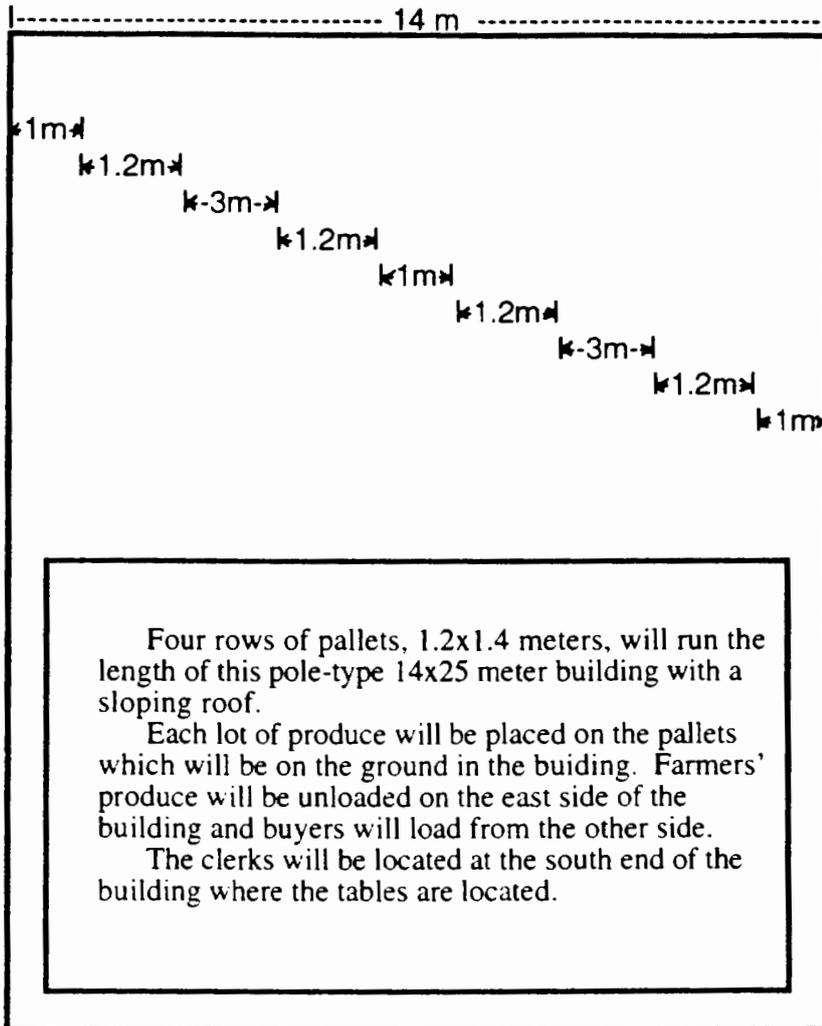
ORANGES: Pack in 10 kg. net bags. Grade to size.

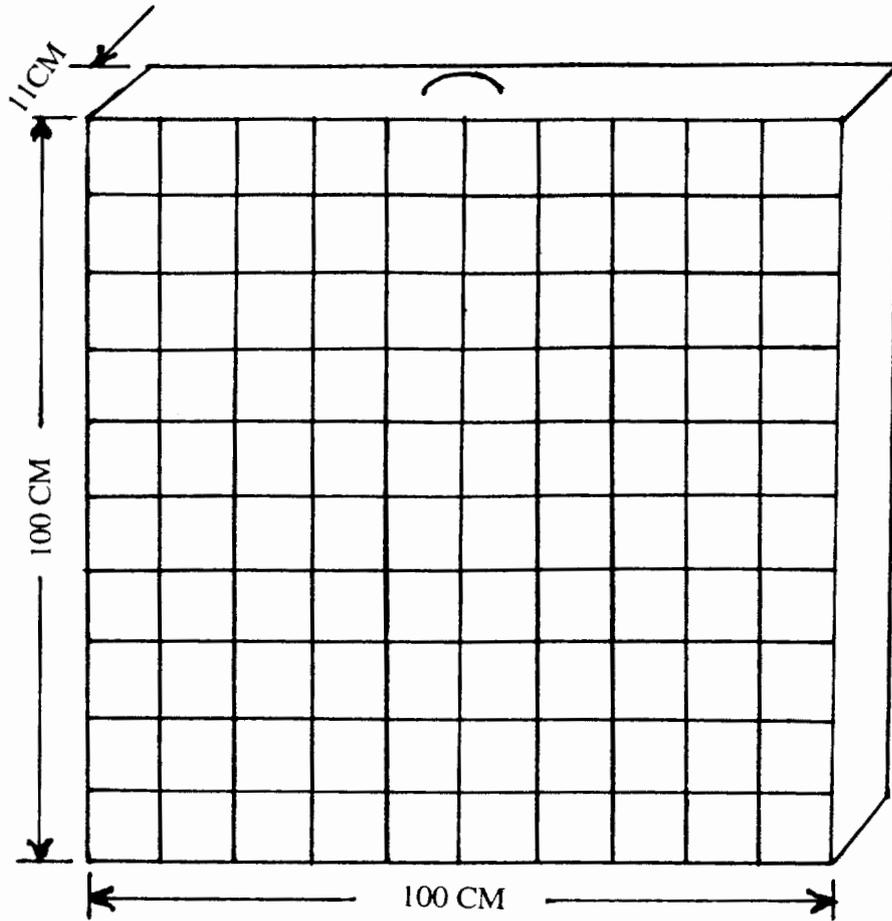
PAW PAW (PAPAYA): Pack in 10 kg. net bags or boxes. Grade to
size.

PEACHES: Pack in tomato boxes. Grade to size.

PINEAPPLE: Sell loose in lots of 10. Grade to size.

AUCTION BUILDING PLAN





**TICKET RACK
for
Buyers and Sellers**

AUCTION TRAINING OUTLINE

FACILITIES

- Building outline
- Grass mowed
- Lay out pallets
 - Rows and spacings
- Bar above pallets for tags
- Tables, chairs and hand calculators for clerks
- Cash box to receive Buyer payments
- Sales ticket racks for Buyers and Sellers (use a flat table temporarily)

FORMS

- Growers Contracts and numbering system
 - Growers to have four-digit numbers
- Buyer registration forms
 - Buyers will have three-digit numbers
- Tags for produce lots
- Transaction forms for auctioneer and clerks
 - A given number from A-T (10 per sheet in triplicate -2 sheets)
- Receipt Book for Buyer payments
- Statement Book in duplicate for Seller payments
- One-column spiral lined pad to record buyer and seller names, addresses and numbers

PRODUCE

- Put on pallets for mock auction

Butternuts	Cabbage	Onions
Melons	Potatoes	
- Tag produce with Grower number, description and count
- Lead auctioneer, manager and clerk through the process
- Mark back of tag with Buyer number
- Buyer can remove after produce has been paid for

PERSONNEL

- Manager, auctioneer and three clerks
- Conduct training as a group and also as individuals.

SELLERS

- To be instructed to fill out tags when bringing products to the auction
- Will be paid for their products the following week

BUYERS

- To be instructed by the manager and auctioneer on the bidding process and lot sizes
- Must pay for products before removing from auction facilities

SWAZI FRESH PRODUCE AUCTION

**THE PUBLIC IS INVITED TO THE FIRST
FRESH PRODUCE AUCTION
TO BE HELD AT ENCABENI FRESH
PRODUCE MARKET**

ON THE FOLLOWING DATES

26 & 29 JANUARY, 1996

STARTING AT 6:00 AM

**FREE TRANSPORT WILL BE
AVAILABLE FOR AUCTION BUYERS
AND WILL BE DEPARTING FROM
THE FOLLOWING PLACES**

MBABANE	- TEBA	5:00 AM
MANZINI	- MARKET	5:00 AM
MAHLANYA	- MARKET	5:30 AM

**DO NOT MISS THIS CHANCE OF
BUYING FRESH PRODUCE AT ITS BEST**

FOR INFORMATION CALL RONNIE MKHOMBE AT 84089

SWAZI PRODUCE AUCTION

Grower # _____ Items _____

Description: **000-A**

Buyer # _____ Price _____ Value _____

SWAZI PRODUCE AUCTION

Grower # _____ Items _____

Description: **000-B**

Buyer # _____ Price _____ Value _____

SWAZI PRODUCE AUCTION

Grower # _____ Items _____

Description: **000-C**

Buyer # _____ Price _____ Value _____

SWAZI PRODUCE AUCTION

Grower # _____ Items _____

Description: **000-D**

Buyer # _____ Price _____ Value _____

SWAZI PRODUCE AUCTION

Grower # _____ Items _____

Description: **000-E**

Buyer # _____ Price _____ Value _____

SWAZI PRODUCE AUCTION

Grower # _____ Items _____

Description: **000-F**

Buyer # _____ Price _____ Value _____

SWAZI PRODUCE AUCTION

Grower # _____ Items _____

Description: **000-G**

Buyer # _____ Price _____ Value _____

SWAZI PRODUCE AUCTION

Grower # _____ Items _____

Description: **000-H**

Buyer # _____ Price _____ Value _____

SWAZI PRODUCE AUCTION

Grower # _____ Items _____

Description: **000-I**

Buyer # _____ Price _____ Value _____

SWAZI PRODUCE AUCTION

Grower # _____ Items _____

Description: **000-J**

Buyer # _____ Price _____ Value _____
