



*Accelerating Malawi's Economic Growth*

## **The Roads Authority**

### **Request for Quotation (RFQ)**

<b>Subject of Procurement</b>	<b>Provision of Auctioneering Services</b>
<b>Procurement Reference Number</b>	<b>RA/DISPOSAL/ADM/AS/2023-24/01</b>
<b>Procurement Method</b>	<b>Request for Quotation</b>
<b>Date of Issue</b>	<b>12<sup>th</sup> February, 2024</b>
<b>Closing Date</b>	<b>5<sup>th</sup> March, 2024</b>

**Our Ref.: RA/DISPOSAL/ADM/AS/2023-24/01**

12<sup>th</sup> February, 2024

To: **All Eligible Auctioneering Services Providers**

Dear Sir,

## **REQUEST FOR QUOTATIONS**

**Procurement Reference No.: RA/DISPOSAL/ADM/AS/2023-24/01**

**Subject of Procurement: Provision of Auctioneering Services**

The Procuring Entity named above invites you to submit your quotation for carrying out the whole of the services as described herein. Any resulting order shall be subject to the Government of Malawi General Conditions of Contract for Local Purchase Orders (available on request) except where modified by this Request for Quotations.

### **SECTION A: QUOTATION REQUIREMENTS**

#### **1) Description of Services and Location**

Provision of property auctioneering services for the Roads Authority

- 2) Services will commence within 7 days from date of Purchase Order**
- 3) Services to be completed within 35 days from date of Purchase Order**
- 4) Quotations must be valid for 90 days from the date for receipt given below.**
- 5) Interested bidders must attend a pre-bid meeting to be preceded by item inspection on 26<sup>th</sup> February, 2024 at 10: 00 Hours. The venue for the meeting is Stuttafords International Removals Malawi, Area 28 Kanengo - Roberts, Plot No. 98/99.**
- 6) Bidders must provide documentary evidence of registration with the Auctioneers Board under the Land Economy, Surveyors, Valuers, Estate Agents and Auctioneers Act – Chapter 53:08**
- 7) CVs of key staff to carry out the services;**
- 8) Company Experience in similar assignments with at least three public institutions;**
- 9) Quotations and supporting documents as specified in Section B must be marked with the Procurement Reference Number given above and should state acceptance of the stated terms and conditions.**
- 10) Quotations must be received, in sealed envelopes no later than: 10:00am on Tuesday, 5<sup>th</sup> March, 2024**

11) Quotations must be returned to:

The IPDC Chairman  
Roads Authority Headquarters  
Functional Building  
Off Paul Kagame Road  
Private Bag B346  
**Lilongwe**

- 12) The attached Schedule of Rates and Prices at Section C together with any Terms of Reference or other documentation mentioned in Section C and appended, detail the services to be performed. You are requested to quote by completing Sections B and C. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services including all taxes and duties. The total cost of performing the services shall be included in the items stated and the cost of any incidental services or materials shall be deemed to be included in the prices quoted.
- 13) Quotations that are responsive, qualified and technically compliant will be ranked according to price. Award of contract will be made to the lowest priced quotation by the issue of a Local Purchase Order.

Yours Faithfull



**Eng. Florence Ndenguma**  
**Acting Chief Executive Officer**

FD/kn/oc

*Your quotation is to be returned on this Form by completing and returning Sections B and C including any other information and certification as stated within this RFQ.*

**SECTION B: QUOTATION SUBMISSION SHEET**

- 1) Currency of Quotation: Malawi Kwacha**
- 2) Services will commence within ..... days from date of Purchase Order.**
- 3) Services to be completed by ..... days from date of Purchase Order**
- 4) Validity period of this quotation is ..... days from the date for receipt of Quotations.**
- 5) We enclose the following documents:**
  - (i) Section C of the Request for Quotations completed and signed;
  - (ii) A copy of our Trading Licence/ Company registration documents;
  - (iii) A brief methodology for performing the services;
  - (iv) CVs of key staff to carry out the services;
  - (v) **Copy of registration certificate with the Auctioneers Board**
  - (vi) Company Experience in similar assignments with at least three public institutions;
  - (vii) A copy of a valid Tax Clearance Certificate
  - (viii) Evidence of membership of the Auctioneers Board
- 6) We confirm that our quotation is subject to the terms and conditions stated in your Request for Quotations referenced above, and that any resulting contract will be subject to the Government of Malawi General Conditions of Contract for Local Purchase Orders.**
- 7) We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.**

**Authorised By:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

(DD/MM/YY)

Authorized for and on behalf of:

Company: \_\_\_\_\_

Registered Address: .....  
.....  
.....



If any additional documentation is attached to your quotation, a signature and authorisation at Section B and Section C is still required as confirmation that the terms and conditions of this RFQ prevail over any attachments. If the Quotation is not authorised in Section B and Section C, the quotation may be rejected.

**SECTION C: SCHEDULE OF RATES AND PRICES (TO BE PRICED BY BIDDER)**

Item No.	Description of Services	Commission in %
Withholding tax		
Total		

The payment to the auctioneer shall be subjected to withholding tax

The following attachments are appended to clarify the Description of Services:

*terms of reference*

**Authorised By:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

*(DD/MM/YY)*

Authorised for and on behalf of:

Company: \_\_\_\_\_

## **TERMS OF REFERENCE**

**RA/DISPOSAL/ADM/AS/2023-24/01**

### **ASSET AUCTIONEERING SERVICES**

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#### **1.0 INTRODUCTION**

The Roads Authority (RA) wishes to engage the services of a qualified Auctioneering Services Firm to undertake a disposal of its fixed assets comprising, mainly, household items at disposal value.

#### **2.0 OBJECTIVE**

The main objective of the assignment is to dispose through auction a list of assets which mainly comprises of household items which have been collected from the project sites.

The specific objectives of the auctioneering exercise include the following:

- a) To work with RA in classifying the items into lots for easy identification by the bidders;
- b) In collaboration with RA, to advertise the list of the items to be auctioned in at least two print media houses of a wider circulation.
- c) In collaboration with RA, to arrange and prepare for a successful auctioning exercise by ensuring strict adherence to security and all logistical protocols pertaining to the exercise.
- d) To undertake the auctioneering of the listed property in accordance with auctioneering standards and the disposal guidelines by the Malawi Public Procurement and Disposal of Assets Act of 2017.
- e) To account for the proceeds from the Auction and remit the same to RA.

#### **3.0 METHODOLOGY**

Roads Authority intends to carry out the asset disposal through auction.

A list of the assets for purposes of this assignment is appended to the Terms of Reference.

#### **4.0 SCOPE OF WORK**

The scope of work of the assignment shall mainly include, but not limited to the following:

##### **4.1 Review of the List**

The Auctioneer is expected to review the list of the household items earmarked for disposal.

##### **4.2 Inspection**

The Auctioneer is expected to inspect the assets with an aim of:

- a) Confirming the items on the list and the location for the lots;
- b) Determining the starting price for each of the listed items to form a basis of the valuation of the whole list.

#### **4.3 Auctioneering**

Conducting the auctioneering of listed items in accordance with the auctioneering standards and in line with the provisions of PPDA Act of 2017.

### **5.0 DELIVERABLES**

The expected deliverables of the assignment include the following:

#### **5.1 Asset Auctioning Report**

This shall be the main deliverable of the assignment and shall give an account of the exercise by, among other things, highlighting the following:

To submit a report on the auctioning exercise highlighting, among others, proceeds realised, attendance, challenges encountered and how RA can improve in future similar exercises.

- a) A list of items that was to be disposed through the auction;
- b) A list of items successfully auctioned and, for each, the price for the successful bidder;
- c) Total proceeds made;
- d) A list of unsuccessful items;
- e) Any challenges encountered and
- f) Recommendations on how RA can improve in future endeavors of similar nature.

A draft asset auctioneering report shall initially be submitted and discussed with the client before a final report is submitted.

The reports and other relevant documents to the services shall become the property of RA.

### **6.0 TIME SCHEDULE AND REPORTING REQUIREMENTS**

#### **6.1 Assignment Duration**

The assignment is expected to be undertaken within a maximum number of five (5) weeks from the date of issuing of the LPO.

#### **6.2 Reporting**

The Auctioneer shall be responsible to the Chief Executive Officer for the successful implementation of the assignment.

The Procurement Manager shall supervise and coordinate with the Auctioneer on the day-to-day activities of the assignment.

#### **7.0 QUALIFICATIONS**

The assignment is expected to be undertaken by a firm registered with the Auctioneers Board or any other relevant board, with at least three (3) years of operating experience.

The Auctioneer shall provide a team of experts who shall be adequately qualified and experienced in their respective fields that shall be led by a team leader with the following qualifications.

- a. **Team Leader [1]** – shall have at least a Bachelor's Degree and professional experience in one of the following fields: Accounting, Business Administration or any related field. The Team Leader shall have at least **five [5]** years of relevant professional experience and be registered with a relevant professional body.



## List of Roads Authority Property to be Auctioned

S/N	Item Description	Condition	Location
1	Various house hold items	Good	Stuttafords International Removals, Area 28 Kanengo - Roberts, Plot No. 98/99