

Project/Activity Name	Building Disposal & Disposition Services: Buildings and Building-Related Assets – Zambia
Agresso Work order:	ZM001
Country:	Zambia

REQUEST FOR PROPOSAL**RFP No. [ZM001]****RFP Title: Building Disposal & Disposition Services (Buildings and Building-Related Assets) – Zambia****Issued By: Heifer International (HPI)**

RFP Release Date:	17th August 2026
Performance Period:	One (1) Year (with option to extend) / or as stated in the award
Proposal Submission Deadline:	31st August 2026
Question/ Inquiry Submission Deadline:	24th August 2026
Electronic submission to the attention of:	HPI-ARO Procurement Team: procurement-rng@heifer.org
Electronic submission:	procurement-rng@heifer.org
Contact information for inquiries about this RFP:	procurement-rng@heifer.org

Terms of Reference

General Information

The independent valuation of the land and buildings has been completed. Accordingly, this RFP seeks the services of a reputable and established property and real estate management company with proven experience in the disposal and sale of commercial, institutional or comparable properties. The selected service provider will manage the disposal process, including property marketing, buyer identification, site viewings, bid management, transaction documentation and settlement. The approved valuation shall be used as the reference for the disposal process, and the service provider shall not undertake a separate valuation.

Background

As part of asset lifecycle management, office relocation and portfolio optimization, the Organization requires a controlled, compliant, transparent and professionally managed process for the disposal and sale of building assets on an **“AS-IS, WHERE-IS”** basis. HPI therefore seeks to engage a reputable property and real estate management company with a strong track record in property marketing, buyer identification, property sales and transaction management. The appointed firm will be expected to leverage its market knowledge, professional networks and established buyer base to support a competitive process, maximize value recovery and maintain a complete and auditable transaction record.

Purpose and Objective

Main Purpose:

Engage a reputable and suitably qualified property and real estate management company to provide end-to-end building disposal and sale services in Zambia on an **“AS-IS, WHERE-IS”** basis, ensuring professional execution, legal and regulatory compliance, transparency and value recovery.

Specific Objectives:

- Implement a transparent and competitive property sale process using established property marketing channels, professional networks and qualified buyer outreach, including appropriate advertising and promotion.
- Facilitate site access and viewings (in coordination with HPI), manage bidder communications, and support Q&A in line with the RFP process.
- Market the property, identify and engage qualified prospective buyers, and collect, register and manage offers in a transparent and well-documented manner, including bid tabulation and recommendations free from conflicts of interest.
- Support negotiation (if requested), buyer due diligence coordination, and preparation of sale documentation/transfer paperwork as applicable under Zambian law.
- Ensure clear documentation and audit trail for the full sale process, including bidder lists, communications log, bid evaluation records, and final settlement statements.

Scope of Work

Mobilization and Planning:

- Conduct a kick-off meeting and confirm sites, scope boundaries, access requirements, and sale timeline.
- Submit a detailed sale plan including marketing strategy, bidder management approach, and communication/escalation plan.

- Provide a compliance plan covering legal transfer requirements, conflict-of-interest controls, and data handling for bidder information.

Site Assessment and Disposition Planning:

- Conduct a professional non-valuative property assessment to support marketing, including condition notes, access constraints, utilities status, photographs, key property features and information required by prospective buyers.
- Prepare an “AS-IS, WHERE-IS” sale pack (photos, basic descriptions, viewing schedule, bid instructions) for HPI approval prior to release to bidders.

Decommissioning, Salvage and Demolition (as applicable):

- Not applicable under this RFP. Demolition, decommissioning, salvage, and waste disposal activities are excluded from scope.

Waste Handling, Recycling and Final Disposal:

- Not applicable under this RFP. Waste handling, recycling, and final disposal are excluded from scope.

Reporting and Close-out:

- Provide a bidder register and communications log.
- Provide bid tabulations/evaluation support documentation (as applicable).
- Provide a final settlement statement showing sale price, any agreed service fees/commissions, taxes/charges (if applicable), and net remittance to HPI.
- Submit a close-out pack including buyer details, signed sale/transfer documentation (as applicable), handover records, and proof of payment.

Deliverables and Reporting

The successful service provider will be responsible for delivering the output below. Dates will be confirmed during inception and aligned to the approved work plan.

No.	Deliverable / Task	Responsible Party	Due Date
1	Inception Report (work plan, logistics plan, methodology, risk assessment and applicable HSE arrangements)	Service Provider	TBD
2	Site Assessment & Disposition Plan(s), including marketing information and applicable disposition requirements, for HPI approval	Service Provider	TBD
3	Inventory & Reconciliation Report (recovered	Service Provider	TBD

	fixtures/materials and disposition outcomes, where applicable)		
4	Sale Process Documentation Pack (bidder register, communications log, bid tabulation/evaluation records and approvals)	Service Provider	TBD
5	Financial Settlement & Value Recovery Statement(s), including sale proceeds, agreed fees/commissions, applicable taxes/charges and net remittance to HPI	Service Provider	TBD
6	Final Close-Out Report and Handover Pack	Service Provider	TBD

Relationship and Responsibilities

The Organization will assign a Contract Manager to oversee the assignment, approve work plans, and validate deliverables. The selected service provider will coordinate closely with the Organization's focal points for access, handover, approvals, and reporting. Unless otherwise agreed in writing, all operational arrangements (labor, equipment, transport, storage, security controls, permits, and subcontractor management) are the provider's responsibility.

Required Qualification/Expertise

HPI is specifically seeking proposals from reputable property and real estate management companies with an established market presence and proven experience in property disposal and sale. Individual brokers, informal agents, or firms without demonstrable corporate experience in comparable property transactions will not be considered.

- Bidders must be reputable, established property and/or real estate management companies legally registered and authorized to operate in Zambia, with demonstrable professional standing and proven capability in property sales and disposals.
- Minimum five (5) years' demonstrable experience as a property and/or real estate management company, including successful disposal or sale of commercial, institutional, office or comparable properties. Bidders shall provide evidence of relevant assignments completed for reputable organizations, preferably including transactions of similar scale and complexity.
- Demonstrated HSE management systems and competent supervision for site works (including PPE, toolbox talks, incident management).
- Demonstrated capacity to manage end-to-end property disposal transactions, including marketing, buyer identification and screening, viewings, offer management, negotiations, transaction documentation, recordkeeping and settlement.

- Demonstrated understanding of Zambian legal/administrative requirements for property sale/transfer and ability to coordinate with relevant authorities as needed.
- Appropriate insurance coverage (general liability, workers' compensation, and other relevant cover).
- Reference letters or other documentary evidence demonstrating the successful completion of comparable building asset disposal assignments within the past three (3) years.

Proposal Submission Requirements

Offerors must submit the following as separate files:

1. **Technical Proposal:** company profile, relevant experience, proposed methodology, HSE plan, waste management plan, work plan/timeline, and at least three (3) references.
2. **Financial Proposal:** itemized pricing, any unit rates, assumptions/exclusions, and proposed payment schedule.

Submission Instructions:

- Submit the Technical Proposal and Financial Proposal as two separate PDF files (and include editable spreadsheets for pricing where applicable).
- Email submissions to: **procurement-rng@heifer.org**
- Email subject line: "RFP – Building Disposal & Disposition Services (Buildings and Building-Related Assets) – Zambia – [Vendor Name]".
- Proposals must be received no later than the deadline stated on the cover page.
- Submissions should be in English, typed single-spaced using Times New Roman font size 12. All pages must be numbered and include the RFP title and the bidder's name at the bottom of each page.

Selection Criteria

Proposals will be assessed against the following weighted criteria:

Evaluation Criteria	Percentage
Relevant Property / Real Estate Management Experience and Past Performance	30%
Property Marketing, Disposal Methodology and Buyer Outreach Strategy	30%
Qualifications, Professional Capacity and Compliance/HSE Controls	20%
Financial Proposal, Fees and Cost-Effectiveness	20%
Total	100%

Validity of Proposals

Proposals submitted shall remain open for acceptance for 60 days from the proposal submission deadline.

Limitations

This RFP does not represent a commitment to award a contract, to pay any costs incurred in the preparation of a response, or to procure any services. The Organization reserves the right to accept or reject any proposal in its entirety and at its sole discretion.

Intellectual Property

Any work product, deliverables, reports, and materials developed in connection with the services under this RFP shall be the exclusive property of the Organization, subject to any prior-owned intellectual property rights of the Contractor as agreed in the contract.

Applicable Regulations

- Offerors must comply with all applicable Zambian legislation, permits, and regulatory requirements relevant to the services proposed, including (where applicable):
- Any applicable Zambian laws and regulations governing sale/transfer of property and related documentation.
- Environmental Management Act, 2011 and regulations administered by ZEMA (as applicable to site access/condition and any environmental considerations).
- Occupational Health and Safety Act, 2010 (as applicable to site visits and any on-site activities conducted by the service provider).
- Any applicable local authority by-laws and licensing/administrative requirements relevant to property transfer in the relevant district/municipality.