

Project/Activity Name	Vehicles/Motorcycles Disposal & Sales Services – Zambia
Agresso Work order:	ZM002
Country:	Zambia

REQUEST FOR PROPOSAL**RFP No. [ZM002]****RFP Title: Vehicles/Motorcycles Disposal & Sales Services – 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

Heifer International (HPI) invites proposals from reputable and established vehicle dealerships, motor vehicle sales companies, fleet management companies, and suitably qualified automotive sales organizations with proven experience in vehicle and motorcycle disposal in Zambia. The selected provider will manage the disposal and sale process **on an “AS-IS, WHERE-IS” basis**. Valuation will be undertaken independently; the provider shall use the approved valuation as a reference and shall not provide a separate valuation of the same assets.

Background

The Organization routinely replaces or decommissions assets as part of lifecycle management, upgrades, and relocations. The Organization requires a secure, compliant, and transparent process for disposing of surplus or end-of-life assets, including lawful transfer of ownership, protection of confidential information, and environmentally responsible recycling/disposal with complete documentation.

Purpose and Objective

Main Purpose:

Provide professional end-to-end vehicle and motorcycle disposal and sales services in Zambia, ensuring transparent marketing, competitive buyer engagement, lawful transfer of ownership, secure document control, regulatory compliance, and value recovery.

Specific Objectives:

- Establish a controlled process from vehicle handover through final sale and transfer, including inventory reconciliation and document control.
- Maximize value recovery through professional vehicle marketing, buyer outreach and competitive sales, with transparent reporting of offers, fees and proceeds.
- Ensure secure custody and management of vehicle keys, logbooks, registration certificates and related documentation.
- Facilitate lawful transfer of ownership and/or deregistration of vehicles and motorcycles in line with applicable RTSA requirements.
- Where vehicles are designated for scrapping, ensure appropriate depollution and compliant disposal/recycling of removed materials.
- Provide complete reporting suitable for audit purposes.

Scope of Work

Mobilization and Planning:

- Kick-off meeting to confirm Lots, sites, volumes, and schedule.
- Detailed work plan, logistics plan, and communication/escalation plan.
- Asset inventory templates and labeling/identification approach (asset tags, serials, VINs).
- Chain-of-custody controls including secure transport and secure storage where required.

Vehicles and Motorcycles (Fleet Disposal):

- Conduct a professional non-valuative inspection and condition assessment to support marketing and sales; the independent valuation will remain the basis for pricing decisions.

- Develop and implement a professional vehicle marketing and sales strategy using established dealership channels, automotive networks, qualified buyers, advertising platforms, auction mechanisms or negotiated sales, as approved by HPI.
- Secure custody of keys, logbooks/registration certificates and vehicle documents; maintain document control.
- Facilitate RTSA change-of-ownership processes and/or deregistration for scrapped assets; provide proof of completed transfer/deregistration.
- Depollution for scrapped vehicles (fluids, batteries) and compliant disposal/recycling of removed materials.

Reporting and Financial Settlement:

- Disposition outcomes by stream (reused/resold/donated/recycled/destroyed/disposed) including weights where applicable.
- Financial reconciliation for sales/value recovery including gross proceeds, fees/commissions, and net remittance.
- Exception log for losses, discrepancies, or incidents and corrective actions.

Deliverables and Reporting

The successful service provider will be responsible for delivering the outputs 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, chain-of-custody tools and templates)	Service Provider	TBD
2	Asset Inventory & Reconciliation Report (baseline inventory and pickup/receipt reconciliation)	Service Provider	TBD
3	Disposition Report(s) including certificates final disposition, vehicle transfer/deregistration)	Service Provider	TBD
4	Financial Settlement & Value Recovery Statement(s)	Service Provider	TBD
5	Summary ESG/Compliance Metrics Report (weights, diversion, downstream overview, and exceptions log)	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

Bidders must demonstrate legal eligibility to operate in Zambia and proven capability to deliver the services described in this RFP. Minimum requirements include:

- Legally registered to operate in Zambia with valid tax compliance status.
- Minimum five (5) years' proven experience in vehicle sales, dealership operations, fleet disposal, automotive asset sales or comparable vehicle disposal assignments in Zambia.
- Demonstrated experience managing vehicle collections, logistics, inspections, storage and inventory reconciliation, preferably across multiple locations.
- Demonstrated capacity to manage vehicle sales and disposal, including secure yard/storage where required, buyer management, documentation control, and RTSA transfer/deregistration processes.
- Environmental compliance capacity including downstream traceability and controls to prevent leakage or illegal dumping.
- Appropriate insurance coverage (general liability; and cyber liability where ITAD is applicable).

Proposal Submission Requirements

Offerors must submit the following as separate files:

1. Technical Proposal: company profile and automotive/dealership credentials; evidence of relevant vehicle sales and disposal assignments; proposed marketing and sales methodology; buyer outreach strategy; vehicle handling and document-control procedures; RTSA process; work plan/timeline; and at least three (3) relevant client references.

2. Financial Proposal: detailed pricing and pricing model (fees/unit rates/commissions/revenue share), assumptions/exclusions, and settlement/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 – Vehicle Disposal & Sales Services – 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 Vehicle Sales / Dealership Experience and Past Performance	30%
Vehicle Marketing, Sales and Buyer Outreach Strategy	30%
Qualifications, Automotive Capability, Compliance and Document 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):

- Data Protection Act, 2021 for handling of data-bearing assets and personal data.
- Road Transport and Safety Agency (RTSA) requirements for vehicle/motorcycle change of ownership and deregistration.
- Environmental Management Act, 2011 and regulations administered by ZEMA.
- Solid Waste Regulation and Management Act, 2018 (where applicable).
- Occupational Health and Safety Act, 2010.
- Basel Convention controls for transboundary movements of e-waste (where cross-border shipments are proposed).
- Any applicable local authority by-laws and licensing requirements for waste handling, transport, and disposal.