

Project/Activity Name	Asset Valuation Services
Asset categories	Buildings, Vehicles/Motorcycles, IT, Office/Facilities etc.
Agresso Work order:	ZM0001
Country:	Zambia

REQUEST FOR PROPOSAL

RFP No. [ZM0001]

RFP Title:

Asset Valuation Services (Buildings, Vehicles/Motorcycles, IT & Office/Facilities) – Zambia

Issued By: Heifer International (HPI)

RFP Release Date:	20 th March 2026
Performance Period:	60 (Sixty) days (with option to extend) / or as stated in the award
Proposal Submission Deadline:	20 th April 2026
Question/ Inquiry Submission Deadline:	30 th March 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 qualified, independent valuers to provide asset valuation services in Zambia. The valuation will cover buildings and building-related assets, vehicles and motorcycles, office IT/electronics, and office/facilities assets (furniture, fixtures and fittings). To safeguard independence and avoid conflicts of interest, the valuer must not be involved in the disposal or sale of the same assets that they value under this procurement.

Background

The Organization periodically disposes of surplus or end-of-life assets and requires independent valuations to inform reserve prices, internal approvals, accounting decisions, and audit requirements. Valuations must be objective, well-documented, and aligned to recognized valuation standards and local market conditions in Zambia.

Purpose and Objective

Main Purpose:

Provide independent, defensible, and market-relevant valuations for the Organization's assets in Zambia to support decision-making, governance, and audit requirements.

Specific Objectives:

- Produce valuations that are independent, transparent, and aligned to recognized valuation standards and professional ethics.
- Provide asset-level valuation schedules with clear assumptions, methodologies, and supporting market evidence.
- Support categorization of assets by condition, usability, and recommended disposal channel (for Organization use, without participating in disposal).
- Deliver reports suitable for management review and external audit.

Scope of Work

Mobilization and Planning:

- Kick-off meeting to confirm asset categories, sites, access, and timeline.
- Confirm valuation basis (e.g., market value, where applicable) and reporting format required by the Organization.
- Agree inspection schedule and information requirements (asset registers, logbooks, title deeds, technical specifications).

Inspection and Data Collection:

- Physical inspection of assets where practical; document condition and relevant identifiers (asset tags, serial numbers, VINs, registration details).
- Photographic evidence for sampled/inspected assets as appropriate.
- Gather market comparables and supporting evidence in Zambia (and regionally where relevant).

Valuation Methodology (by asset type):



- Buildings/Property: valuation by a suitably registered/qualified property valuer; consider comparable sales, income and/or cost approaches as appropriate.
- Vehicles/Motorcycles: market comparables and condition adjustments; document assumptions for mileage, condition, and required repairs.
- IT/Electronics and Office/Facilities: market resale values considering age, specifications, condition, and local demand; consider replacement cost where appropriate.

Reporting and Handover:

- Provide two comprehensive valuation reports and an asset-level valuation schedule in editable format. The two valuation reports shall comprise of:
 1. The valuation report for the land and buildings.
 2. The valuation report for the vehicles, furniture and equipment.
- Provide recommended reserve price ranges (if requested) and summary notes on marketability/risks.
- Respond to clarification questions from the Organization during the evaluation and approval process.

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, sites/assets covered, information requirements, inspection schedule)	Valuer	TBD
2	Draft Valuation Report and Asset-Level Valuation Schedule (editable)	Valuer	TBD
3	Final Valuation Report (signed) including methodology, assumptions, and market evidence summary	Valuer	TBD
4	Asset-Level Valuation Schedule and Photo Log (where applicable)	Valuer	TBD
5	Presentation/briefing to management and Q&A support (if requested)	Valuer	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 and able to provide professional valuation services.
- Demonstrated independence from asset disposal/sale services for the assets under valuation.
- For property/buildings: engagement of a suitably registered/qualified property valuer; evidence of registration/affiliation as applicable.



- At least 5 years’ experience conducting valuations for mixed asset classes (property, fleet, and moveable assets).
- Demonstrated methodology aligned to recognized standards (e.g., International Valuation Standards (IVS) or equivalent) and strong documentation practices.
- Capacity to deliver asset-level schedules and defensible market evidence; ability to meet agreed timelines.
- Professional indemnity insurance appropriate to valuation assignments.

Proposal Submission Requirements

Offerors must submit the following as separate files:

1. Technical Proposal: firm profile, proof of qualifications/registration, independence statement, proposed methodology by asset type, work plan/timeline, and at least three (3) references.
2. Financial Proposal: itemized pricing, assumptions, site visit costs, and 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 – Asset Valuation Services (Buildings, Vehicles/Motorcycles, IT & Office/Facilities) – 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
Technical Approach, Methodology and Controls	35%
Organizational Experience and Past Performance	25%
Qualifications of Proposed Team and HSE/Compliance Capacity	20%
Budget Realism 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/regulations governing professional valuation practice and business registration.
- Occupational Health and Safety Act, 2010 (for site inspections).
- Data Protection Act, 2021 (if handling asset registers containing personal data).