

Project/Activity Name	Surplus Asset Disposal & Auction Services: IT Equipment, Electronic Appliances, Office Equipment, Furniture, Fixtures, Fittings, and Other Surplus Assets – Zambia
Agresso Work order:	ZM003
Country:	Zambia

REQUEST FOR PROPOSAL**RFP No. [ZM003]****RFP Title:**

Surplus Asset Disposal & Auction Services: IT Equipment, Electronic Appliances, Office Equipment, Furniture, Fixtures, Fittings, and Other Surplus 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:	24August 2026
Question/ Inquiry Submission Deadline:	31st 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 experienced auction houses and professional asset disposal service providers with proven capability in the sale and disposition of surplus organizational assets in Zambia. The scope covers IT equipment and electronics, office equipment, furniture, fixtures, fittings, and other surplus assets. The selected service provider will manage the disposal process **on an “AS-IS, WHERE-IS” basis**. Any asset valuation will be undertaken independently; the selected provider shall use the approved valuation, where applicable, 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 auction, sale and disposal services for IT equipment and electronics, office equipment, furniture, fixtures, fittings, and other surplus assets in Zambia, ensuring transparent marketing, competitive buyer engagement, secure asset handling, compliant disposal, environmental responsibility, and value recovery.

Specific Objectives:

- Establish a controlled process from asset handover through final sale or disposition, including inventory reconciliation and chain-of-custody documentation.
- Maximize value recovery through professional auction, resale and buyer outreach, with transparent reporting of offers, fees, commissions and net proceeds.
- Ensure secure handling of data-bearing assets and provide certificates of sanitization/destruction aligned to recognized standards (e.g., NIST SP 800-88 or equivalent).
- Support appropriate transfer, handover, recycling or final disposition of concerned assets in accordance with applicable requirements.
- Ensure environmental compliance for e-waste, scrap, and general waste streams, including downstream traceability and documentation.
- Provide complete reporting suitable for audit purposes.

Scope of Work

Asset Categories Covered: IT equipment and electronics; computers, monitors, printers and peripherals; office equipment; office furniture; fixtures and fittings; electrical and other office-related equipment; and other surplus, obsolete, redundant or end-of-life organizational assets identified by HPI.

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).

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- Chain-of-custody controls including secure transport and secure storage where required.
- Develop and implement an auction and sales strategy using established auction channels, online and/or physical auctions, advertising platforms, buyer databases and other appropriate market channels approved by HPI.
- Maintain secure custody, inventory control and documentation for all assets from collection through final disposition.
- Facilitate appropriate transfer, handover and transaction documentation for sold assets and provide evidence of completed transactions.
- Coordinate responsible recycling, disposal or downstream processing of non-recoverable assets and maintain evidence of final disposition.

Office IT & Electronics (ITAD):

- Secure collection, packing, and sealed transport for data-bearing assets.
- Data sanitization or destruction using recognized standards (e.g., NIST SP 800-88 or equivalent) and issue certificates tied to serials/asset tags.
- Responsible recycling for non-reusable items with documented downstream vendors and final disposition.
- Secure storage and processing controls (restricted access, CCTV or equivalent) and staff confidentiality commitments.

Office /Facilities (Non-IT):

- Disposition via resale, donation (if approved), recycling, or compliant disposal for non-recoverable items.
- Segregation of waste streams and documentation of downstream handling.

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 (ITAD sanitization/destruction, recycling/final disposition.	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 as an auction house, auctioneer or professional asset disposal service provider, with demonstrated experience in the sale and disposition of surplus, used or end-of-life assets.
- Demonstrated experience managing asset collections, logistics, inventory reconciliation and multi-site disposal assignments.
- Demonstrated capacity to manage auction and disposal processes, including secure asset handling, storage where required, buyer registration, bid management, settlement and handover.
- For ITAD: proven capability to sanitize or destroy data-bearing devices using recognized standards; ability to provide asset-level certificates; secure handling controls.
- Environmental compliance capacity including downstream traceability and controls to prevent leakage or illegal dumping.
- Appropriate insurance coverage (general liability; and cyber liability where applicable).

Proposal Submission Requirements

Offerors must submit the following as separate files:

1. Technical Proposal: company profile and auction credentials; evidence of relevant related asset disposal assignments; proposed auction and marketing methodology; buyer outreach strategy; asset handling and chain-of-custody procedures; ITAD/data destruction approach where applicable; environmental compliance arrangements; 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 – Surplus Asset Disposal & Auction Services: IT Equipment, Electronic Appliances, Office Equipment, Furniture, Fixtures, Fittings, and Other Surplus 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 Auction / Asset Disposal Experience and Past Performance	30%
Marketing, Auction Methodology and Buyer Outreach Strategy	30%
Asset Handling, ITAD, Compliance and Environmental Management Capability	20%
Financial Proposal, Fees/Commission Structure 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.
- 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.