

REQUEST FOR QUOTATION

RFQ Reference: IOM/DAR/2025/160

Date: 13 May 2025

Subject of RFQ): Request for quotation for provision of auction services for IOM Assets

International Organization for Migration kindly requests your quotation for the provision of works and/or services described in the RFQ submission form below.

When preparing your quotation, please be guided by the RFQ information below. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

RFQ INFORMATION

Deadline for the submission of quotation	06-June-2025 If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/ .
Method of submission	Quotation must be submitted as follows: <input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other <small>Click or tap here to enter text.</small>
Cost of preparation of quotation	IOM shall not be responsible for any costs associated with a vendor's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Contractual Terms	Any Purchase Order that will be issued as a result of this RFQ shall be subject to the IOM standard terms for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement or IOM standard contract templates.
Contact Person for correspondence, notifications and clarifications	Focal Person: Fortunaus Monela E-mail address: fmonela@iom.int Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.
Documents to be submitted	Bidders shall submit and sign the-bid submission form below: 1. For Hand delivery, please submit your offer to the below address <ul style="list-style-type: none"> • IOM-Dar es salaam-Tanzania, Plot 17 Ruhinde Rd, Kinondoni P.O. Box 9270 2. For email submission, please submit your offer to the emails below: <ul style="list-style-type: none"> • ctogara@iom.int • tzprocurement@iom.int
Quotation validity period	The quotation shall remain valid for 60 days from the deadline for the submission.

Price	Quotations shall be for the goods, works and/or services stated in the Specification/TOR/SOW
Partial quotations	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial bids and ensure that the requirements are properly listed in lots to allow partial bids
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Right not to accept any quotation	IOM is not bound to accept any quotations, nor award a contract or purchase order
Expected date for contract/PO award.	13-June-2025

Thank you and we look forward to receiving your quotation.

Issued by:

Name: Christopher Togara

Title: Procurement and Logistic Officer

Date: 14-May-2025

REQUIREMENT AND QUOTATION SUBMISSION FORM

RFQ Reference: RFQ for provision of Auction service	Date: 06 May 2025
RFQ ref no: IOM/DAR/2025/160	

Requirements (Specs/TOR/SOW)

1. GENERAL REQUIREMENTS

- The auctioneering services provider (the Auctioneer) shall be legally authorized to perform public auctions in the country and provide original written proof of this. A registration certificate of the company and/or an official auctioneering license must be provided for the country in subject. Failure to provide the abovementioned documentation may lead to dismissal of the quotation for that specific country.
- IOM also requires open public auctions to be conducted with maximized participation from the public which shall be ensured by the Auctioneer’s activity through different means of advertisement appropriate to the market condition in the Country.
- The Auctioneer shall act as IOM’s intermediary in all auction transactions and perform all activities involved in preparing and conducting the auction, collecting the participation fee and the payment, as well as providing a full report of all transactions resulting from the auction

2. PRE-AUCTION SERVICES

- If requested, the Auctioneer shall arrange the transport of IOM assets from their present location to the auction site.
- The Auctioneer shall perform all activities related to advertisement including designing and developing all necessary advertising and publishing material pertaining to the auction with a moderate, transparent, informative style. The advertisement notices must include the auction venue, auction date/times, terms of participation and lot/items viewing period. The advertisement shall begin at the latest two (2) weeks before the auction and by at least two (2) notices before the day of the auction with at least 2 days advertising period. The Terms of Participation shall be clearly stipulated or referred to in all advertisement material, the Terms of Participation document is provided by IOM. The advertisement, when possible, shall be done by using the auctioneer’s already established channels: local, regional and/or international newspapers, local TV/radio, Web, e-mail and SMS
- If required, The Auctioneer shall provide and manage the auction yard. For security reasons and safekeeping of goods, lighting, outside tent or container, should be provided if needed. The Auctioneer shall facilitate the arrangement of public and/or private security forces, prior, during and after the auction
- The Auctioneer shall be responsible for arranging small works and repairs that will increase the value of the vehicles and the other items.

- The Auctioneer shall remove all logos before the start of the viewing periods. The Auctioneer shall clean and wash all vehicles items prior to the auction.
- The Auctioneer shall provide IOM with written professional valuation of all assets to be sold. The final reserved price will be set by IOM
- If required by local regulations, the Auctioneer shall arrange for a tax authority valuation of duty/taxes and/or physical presence of tax officers prior to the auction and notify IOM, in writing of the results for each vehicle
- The Auctioneer shall provide at least two (2) staff with adequate customer service expertise to effectively assist the participants to the auction while the viewing period is ongoing.
- The Auctioneer will be responsible for printing and making copies of all necessary documents during the registration and submission period, such as the terms of participation, bidder lists, release forms, etc
- To register at the auction, the bidders are required to sign the Terms of Participation and pay the participation deposit. The Auctioneer is responsible for the registration of the participants and the collection of the deposits from the participants. The registration of the participants shall be properly recorded, and all copies of the signed Terms of Participation shall be kept by the Auctioneer and preserved for minimum 5 years.
- The amount of the participation deposits shall be agreed upon with IOM prior to the beginning of the advertisement period and shall be clearly stipulated in the advertisements and the Terms of Participation
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3. AUCTION DAY SERVICES

- On the day of the auction, the Auctioneer shall provide the necessary equipment to facilitate the conduction of the auction such as: outside tent for participants, chairs, water for participants, sound system etc.
- In cooperation with IOM, the Auctioneer shall manage/contract security staff to ensure the safety of the participants and that crowd control measures are applied accordingly to the event context and number of participants.
- The Auctioneer shall read out publicly the Terms of Participation prior to the start of the auction
- The Auctioneer shall ensure that all participants have read/understood and signed the Terms of Participation
- The Auctioneer shall ensure that all participants have been registered and have paid the participation deposit established for the auction
- The Auctioneer shall provide IOM with the complete list of registered bidders
- The Auctioneer shall conduct the public/live auction in a professional manner by providing each auction participant with an equal opportunity to place their bids in order to ensure transparency and integrity of the auction process as per the instruction of the auction supervisor from IOM.
- In case it is necessary, the Auctioneer shall provide an interpreter during the auction

- The Auctioneer shall publicly announce and record each winning bid (i.e. lot number, winning amount, bidder's name and number) for each asset sold at the auction
- The Auctioneer shall ensure the collection of the full sales amount for each asset sold at the auction within three (3) working days (unless defined by law) following the date of the auction. This amount shall also be inclusive of the registration deposit, already collected from the auction participant.
- Failure to pay 100% of the selling amount within the deadline described, will result in the participation fee being forfeited and the sale of the asset will be cancelled. In this case, the participation fee will be kept by IOM

4. POST-AUCTION SERVICES

- The commission due to the Auctioneer shall be based on the successfully collected sales proceeds amount excluding forfeited deposits from buyers.
- At the end of the auction day, the Auctioneer shall sign jointly with IOM the "Awarded Bid Report" that includes the details of the preliminary outcome of the auction.
- The Auctioneer shall confirm, with the official IOM representative at the auction: the amount of the highest bid for each lot, the bidder's name and number, the total amount of expenses, the total amount of forfeited deposits and the total net revenue from the auction to be deposited on IOM account.
- The Auctioneer shall ensure prompt refund of the deposits to all unsuccessful bidders, and in any case no later than three (3) working days after the conclusion of the auction for which the deposit was made.
- The Auctioneers shall provide IOM with an updated collection report during the period between the conduction of the auction and the remittance of IOM's money.
- Within nine (9) working days after the auction date, the Auctioneer shall provide IOM with the Auction Report containing all aspects of the auction (i.e., amounts received from each buyer, Auctioneer's commission, and original invoices of auction-related costs, as pre-approved by IOM). This report shall also contain written confirmation of the Auctioneer's payment due to IOM or other participating agencies' designated accounts (after offsetting of Auctioneer's commission and pre-approved auction related fees).
- The Auctioneer shall transfer to IOM or based on IOM instructions to the other participating agency, the net revenue of the auction within ten (10) working days after the auction date. The Auctioneer should provide IOM with a copy of the related bank slip. Any fees or commissions charged by the issuing bank shall be covered by the Auctioneer.
- The Auctioneer shall verify that all duty and other applicable taxes including VAT have been paid prior to releasing property to the buyer.
- The Auctioneer is accountable for any legal issue related to the sale of goods and shall intercede with bidders and local authorities in order to eliminate IOM participation as much as possible.
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5. EXPECTED SCOPE

IOM has the below list of items that will be auctioned in phases

- PHASE I – This consists of ready approved assets to be auctioned i.e 2pc – Landcruiser V8 and 1pc - Toyota Corolla 1.8GL

Description	Location	Year	Mileage (Km)	Remarks
Toyota Corolla 1.8GL	Dar es Salaam	2011	91,367	Grounded _ need body work
Toyota Land Cruiser, V8	Kasulu	2016	191,782	Grounded _ okay
Toyota Land Cruiser, V8	Kasulu	2016	164,912	Grounded _ okay

- PHASE II – This consists of assets whose auction is pending for approval i.e the list to be shared range from light vehicles, buses, IT items, furniture, generators etc. we are visioning to use same rates from selected bidder when the approval is secured.

6. RECOMMENDATION TO THE REPRESENTATION OF THE OFFER:

- Quotation price should be quoted in TZS.
- Quotation price should have a minimum of 60days validity.
- Quotation to be accompanied with supportive documents below:
 - Company profile. (Please describe past history and current management/staff
 - Registration Certificate
 - Any licenses or approvals for the provision of auctioneering services
 - any applicable ISO certifications
 - Three or more letters of reference, with contact information including from state/public institutions, UN organizations, Embassies/consulates etc
 - Personnel qualifications_A - Compatibility of staff structure and resource allocation to the project requirements.
 - Personnel qualifications_B - Expertise of the suggested project team: qualifications and experience.
 - Personnel qualifications_C- Project manager: experience managing similar projects.
- Quotation to indicate components of all the offer, this includes:

DESCRIPTION OF THE SERVICE	% COMMISION FEE	COMMENTS
Provision of auction service as per Requirement (TOR/SOW)		Charge rate for the requested TOR should be flat rate to all kinds of assets as per IOM request

7. IOM RESPONSIBILITIES AND VENDOR RESPONSIBILITIES

IOM will provide support and facilitation of the sales process with the following:

- Access to all assets identified for disposal.
- Assistance with official requests for approvals from local government.

Item Description	Detail
	Contact Person 1: Click or tap here to enter text. Contact Person 2: Click or tap here to enter text.
Disability inclusive business*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Women-owned/controlled*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text. Other relevant information: Click or tap here to enter text.

BIDDER'S DECLARATION OF CONFORMITY²

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I hereby represent and warrant that neither the vendor, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor complies with all applicable laws, ordinances, rules and regulations.

² This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the vendor any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that neither the vendor nor any persons having powers of representation, decision-making or control over the vendor or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the “UN Sanctions List”) or are the subject of any sanctions or other temporary suspension. The vendor will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that, the vendor will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor undertakes to comply with the Code of Conduct, available at https://www.ungm.org/Public/CodeOfConduct .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the vendor to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I certify that I am duly authorized to sign this Declaration and on behalf of the vendor I agree to abide by the terms of this Declaration for the duration of any contract entered into between the vendor and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the vendor, with immediate effect and without liability, in the event of any misrepresentation made by the vendor in this Declaration.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.