

Request for Proposal: Surplus Asset Disposal & Auction Services – IT Equipment, Electronic Appliances, Office Equipment, Furniture, Fixtures, Fittings, and Other Surplus Assets – Zambia

Organization: Heifer International (HPI)

RFP No.: ZM003

Location: Zambia

Performance Period: One (1) year, with option to extend

Proposal Submission Deadline: 24 August 2026

Question/Inquiry Submission Deadline: 31 August 2026

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.

Purpose and Objective

Provide professional end-to-end auction, sale and disposal services ensuring transparent marketing, competitive buyer engagement, secure asset handling, compliant disposal, environmental responsibility, and value recovery, including secure handling of data-bearing assets with certificates of sanitization/destruction aligned to recognized standards (e.g., NIST SP 800-88).

Scope of Work

- Mobilization: kick-off meeting, work plan, inventory templates, chain-of-custody controls
- Auction and sales strategy across established channels (online and/or physical auctions, buyer databases)
- Office IT & Electronics (ITAD): secure collection, data sanitization/destruction, certificates tied to serials/asset tags, responsible recycling
- Office/Facilities (Non-IT): resale, donation (if approved), recycling, or compliant disposal

- Reporting and financial settlement: disposition outcomes, gross proceeds, fees/commissions, net remittance

Required Qualification/Expertise

- Legally registered to operate in Zambia with valid tax compliance status
- Minimum five (5) years' proven experience as an auction house or asset disposal provider
- Demonstrated experience managing asset collections, logistics, and multi-site disposal assignments
- For ITAD: proven capability to sanitize/destroy data-bearing devices and provide asset-level certificates
- Environmental compliance capacity and appropriate insurance coverage

Selection Criteria

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%.

Submission

Submit the Technical Proposal and Financial Proposal as two separate PDF files to procurement-rng@heifer.org, 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 valid for 60 days from the submission deadline.