



## **REQUEST FOR PROPOSALS FOR THE PROVISION OF PUBLIC AUCTIONING SERVICES FOR CHURCH WORLD SERVICE**

**RFP Reference Number: CWS-RWA/RFP/001/2025**

**Issuance date: April 25, 2025**

**Closing date: May 4, 2025**

### **Introduction**

Church World Service Inc (CWS) is a faith-based organization transforming communities around the globe through just and sustainable responses to hunger, poverty, displacement, and disaster. CWS operates as Church World Service through a Cooperative Agreement with the Department of State/Bureau of Population, Refugees and Migration. Church World Service Inc is administered by the Church World Service Immigration Refugee Program (CWS/IRP) and is based in Nairobi, Kenya with sub-offices in Pretoria, South Africa, Kasulu, Tanzania, Kampala, Uganda and Kigali, Rwanda.

Church World Service, Rwanda intends to dispose its assets through a public auction. These assets include two (2) generators and three (3) vehicles. We are therefore inviting proposals from registered and reputable auctioneers to organize and represent CWS at a public auction in ensuring a transparent and efficient process.

### **Scope of Work**

The selected auctioneer will be responsible for the following:

- 1) Visit and inspect all assets to determine auction readiness
- 2) Preparing the auction catalogue/list
- 3) Carry out a comprehensive review and valuation of the generators and one vehicle.
- 4) Publicise and market the auction to potential buyers through a most popular advertising platform(s) in Rwanda
- 5) Coordinate and conduct the public auction on site at CWS office in Kigali
- 6) Managing Buyer registration and bid documentation (Register bidders, manage bidding and handle auction day logistics)
- 7) Collecting payments on behalf of CWS or facilitate the payment process as per the agreed terms.
- 8) Providing a comprehensive post-auction report including bidder list, proceeds, unsold items (if any) and recommendations.
- 9) The auction date will be fixed in collaboration with Successful auctioneer and CWS but not later than May 20th, 2025.

### **Minimum Requirements for the Auctioneer**

- 1) Be registered and licensed company to conduct public auctions in Rwanda
- 2) Have at least 5 years of experience in conducting public auctioning services
- 3) Demonstrate prior experience with similar assets (vehicles, machinery, or equipment) (provide at least three (3) good completion certificates from recognized non-government organizations, UN agencies or Government Institutions.
- 4) Have the expertise and organizational resources to provide quality services
- 5) Submit a VAT and Valid Tax clearance certificate
- 6) Be free from any conflict of interest in relation to this engagement

**Proposal Requirements:**

- 1) Company profile
- 2) Valid auctioneer license and certifications (RDB, VAT and Valid Tax Clearance Certificates)
- 3) Technical proposal (understanding of the assignment (Approach), methodology, work plan with clear timeline)
- 4) Financial proposal: The sales commission - expressed as a percentage of the selling price (VAT inclusive) and any other fees charged for handling the auction
- 5) Past performance records indicated by good completions certificates.
- 6) CVs of Key personnel to be involved in conducting auction
- 7) Signed and stamped Vendor Information form (Annex 1)
- 8) Signed and stamped Church World Service Terms and Conditions (Annex 2)
- 9) Signed and stamped CWS Non-Disclosure Agreement (NDA)(Annex 3)

**Evaluation criteria**

- 1) Technical approach and methodology/ 30%
- 2) Qualifications of Key personnel/20%
- 3) Relevant Experience (Reference and past performance)/20%
- 4) Financial proposal/ 30%

**Submissions of Proposals:**

Proposals must be submitted through email: [Rwandaquotations@cwsafrica.org](mailto:Rwandaquotations@cwsafrica.org) with the subject: **Provision of Auction Services** not later than 17:00PM on 4<sup>th</sup> May 2025.

Late or incomplete submissions will not be considered.

Church World Service reserves the right to reject any or all responses to this RFP and to waive any irregularities, technicalities, or omissions therein. Church World Service also reserves the right to reject any proposal it deems not in its best interests.

All questions or requests for additional information should be directed to Procurement Manager, Church World Service through email: [Rwandaprocurement@cwsafrica.org](mailto:Rwandaprocurement@cwsafrica.org) not later than 29th April,2025.

**Attachments:**

1. Annex 1: Vendor Information Form
2. Annex 2: Church World Service Terms and Conditions
3. Annex 3: Non-Disclosure Agreement (NDA)

Done at Kigali on April 25th,2025

**Jeffrey A.Cornish,**

**CWS Rwanda Country Representative**