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**TERMS OF REFERENCE**

AUCTIONEER SERVICES/ CONSULTANT FOR THE SALE OF UNUSED MOTOR CAR, VARIOUS MOTORBIKES, LAPTOP, FURNITURE etc.

Plan International strives to advance children’s rights and equality for girls all over the world. As an independent development and humanitarian organization, Plan works alongside children, young people, its supporters and partners to tackle the root causes of the challenges facing girls and all vulnerable children. The organisations supports children’s rights from birth until they reach adulthood and enable children to prepare for and respond to crises and adversity. Plan drives changes in practice and policy at local, national and global levels using our reach, experience and knowledge. For over 80 years, Plan has been building powerful partnerships for children, and it is active in over 75 countries.

Plan International Bangladesh started its operation in Bangladesh in 1994. Currently as per the new country strategy V (2020-30), Plan International Bangladesh is implementing projects under three thematic areas i.e. LEAD, SOYEE, and SRHR where disaster risk management (DRM) and climate change adaptation (CCA) are cross-cutting themes. In recent years, as part of its country strategy, Plan International Bangladesh has emphasized more to establish an inclusive and effective community-based child protection mechanism at the local and national level.

**Rationale:**

Plan International Bangladesh has bulk numbers of unused various items i.e. old vehicle, motorbikes, laptops, chair, air conditioner etc. And these units have been recommended to be disposed given their condition, no longer cost effective in maintaining these assets, space being occupied at the storage, and following policy procedures on the disposal of assets.

As such, Plan International Bangladesh is looking for a reputable auctioneering firm or disposal agents or consultant who can set the platform for a full process of the disposal and lead to a successful sale of these assets and inventories.

**GENERAL REQUIREMENTS**

1. The auctioneer should provide certain services, such us marketing, advertising, inventory, arrangement, bid calling, settlement or providing clear title issued by authorized agency after the sale
2. The auctioneer must have the legal authority and capacity to perform public auctions which shall then be required to provide proof such as but not limited to

Latest Business Permit

Latest Trade License

Good Standing Certificates from relevant agencies

Relevant Auction certifications from networks and associations

List of clients and Auctions conducted with similar in nature

Company profile and relevant licenses

Should hold a surety bond/insurance

1. Auctions should be done in public to gain maximum participation and interest by the public
2. The auctioneer/Consultant will act as Plan International’s intermediary in all undertakings and perform all activities involved in preparing the auction, conducting the auction and collection of sales from the successful bidders, processing of transfer of ownership and providing a full report of all transactions resulting from the auction.
3. Submit Proposed outlining the cost to be incurred from planning to closure, Plan of action and step by step processes to undertake this project
4. Plan International has zero tolerance to Fraud, Bribery and Corruption, Auctioneer should therefore exercise, in its full capacity, fair and open competition, transparency and integrity of the whole process

**PRE-AUCTION STAGE**

1. The Auctioneer has the option to transport the “assets” from their present location to the auction site. All costs must be pre‐approved by Plan International Bangladesh and shall be reimbursed to the Auctioneer from the auction proceeds. Or leave it on an “as-is/ where is” basis. For which in any case, auctioneer shall be responsible in keeping the assets safe and secure.

Plan International Bangladesh Locations and addresses:

Plan International Bangladesh Country Office, House 14, Road 35, Gulshan-2, Dhaka- Bangladesh.

Plan International Bangladesh, Rangpur Divisional Office, House 272, Road 01,G, L. Roy Road, Purba Kamal Kachna, Rangpur, Bangladesh

Plan International Bangladesh, Barisal Division Office, Usha-Tara Kunjo

C&B Road (1no C&B Pool), South Alekanda, Barisal. Bangladesh.

Plan International Bangladesh, Cox’s Bazar Project Office, Khurushkul Lane Road, Ismail Tower (2nd building, 6th floor), Taraboniarchora, Cox's Bazar-4700, Bangladesh

1. The Auctioneer will design and develop all necessary advertising and publishing material pertaining to the auction
2. The advertising period should be done at least one (1) month from the proposed auction date. The ads should indicate the auction venue, date/time, guidelines for participation and viewing schedules and time. The advertisement shall be done in print newspapers, national, local, local TV/radio, online/ social media platforms, etc.
3. During the auction date, auctioneer shall make sure the venue/place of auction is safe and secure in line with the COVID19 safety protocol, provide signage’s for bidders/buyers reference and guidance
4. The Auctioneer shall provide Plan International Bangladesh with the market valuation price of all vehicles/motorcycles/ Laptop etc to be sold and recommend for approval by Plan International Bangladesh the auction bid price.
5. The Auctioneer should provide/assign staff who will assist during the viewing period
6. The Auctioneer will remove all Plan International logos and any other equipment which is not part of the standard vehicle specifications before the start of the viewing period.
7. The Auctioneer should have all vehicles/motorcycles presentable (car washed and cleaned up) prior to auction and arrange for small repair works that will increase the value of the vehicles/motorcycles. Any significant repair/work that would entail additional costs to be performed shall have prior approval of Plan International Bangladesh.

**AUCTION STAGE**

1. Ensure safety of the bidders/buyers in the auction venue especially following the minimum safety protocols on COVID-19 (face mask, face shield, physical distancing and alcohol for sanitation)
2. Auctioneer to read the bidding guidelines prior to the start of the auction
3. Ensure participants/buyers understood the bidding guidelines including the terms and conditions of the auction and the buyers/bidder’s responsibility.
4. To conduct the public auction by providing each bidder/buyer with an equal opportunity to place their bids in order to ensure transparency and integrity of the process.
5. Provide Plan International Bangladesh the results of the bidding, recommend the winning bid and secure approval for the awarding of sale to winning bidders
6. To provide results of auction to the public for each asset sold at the auction and specifically contact the winning bid and arrange for the completion of the next steps of the bidding
7. The Auctioneer will ensure the collection of the full sales amount for each asset sold at the auction within one (1) working day following the date of the auction. This amount should also be inclusive of any deposits made, already collected from the auction participant.

**POST-AUCTION STAGE**

1. Provide full report/documentation of the process including the list of all those who participated the auction and summary of results of the bids received and obtain sign off from Plan International Bangladesh concurring/approving the report
2. The payment due for the auctioneer will be based on the successfully‐collected sales proceeds amount excluding forfeited deposits from buyers
3. Auctioneer to process the refund of the unsuccessful bidders
4. Auctioneer will verify if bidders/buyers have successfully complied and paid all the necessary fees prior to the release of the unit
5. Submit to Plan International Bangladesh proof of change of ownership for the vehicles/motorcycles sold
6. Auctioneer is accountable for any legal issues related to the sale of the items and will intercede with bidders in all undertakings and or matters arising thereto.

**Plan International Bangladesh responsibilities**

1. Provide access to all assets identified for disposal
2. Provide access to all documents pertaining to the items for disposal (if any)
3. Assist on any request for approvals with local authorities and concerned agencies (i.e. NGO Affairs Bureau)
4. Pay the corresponding fees as will be set-out in the Service Contract

**Indicators:**

100% items sold at auction

100% sales price above the set price

100% collection of winning bids

100% ownership transferred to the new owner

>3-5% of expenses from the gross revenue of the auction

**Tentative dates:**

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| --- | --- |
| **Activities** | **Timeline** |
| Call/posting of Ads for Auction firm | 09 September 2021 |
| Submission of pre-qualification requirements and initial proposal  *Note: submission can be done thru email to the designated email address* | 28 September 2021 |
| Pre-qualification of submitted documents | 03 October 2021 |
| Inform pre-qualified firms | 07 October 2021 |
| Virtual meeting with pre-qualified firms thru Teams | 12 October 2021 |
| Submission of bidding proposal | 17 October 2021 |
| Awarding of Contract | 21 October 2021 |
| Implementation of the Pre-auction stage - c/o selected Auction Firm | 09 November 2021 |
| Implementation of the Auction stage- c/o selected Auction firm | 14 November 2021 |
| Implementation of the Post Auction stage- c/o Auction firm | 30 November 2021 |

**Global Policy on Safeguarding Children and Young People:**

The firm/individual shall comply with the Global Policy on Safeguarding Children and Young People Policy of Plan International. Any violation /deviation in complying with Plan International Global Policy on Safeguarding Children and Young People will not only result-in termination of the enlistment but also Plan International will initiate appropriate action in order to make good the damages/losses caused due to noncompliance of Safeguarding Children and Young People Policy.

**Anti-Fraud, Anti-Bribery, and Corruption:**

The firm/individual shall comply with the Anti-Fraud, Anti-Bribery, and Corruption of Plan International Bangladesh. Any violation /deviation in complying with Plan International’s Anti-Fraud, Anti-Bribery, and Corruption policy will result-in termination of the contracts.

**Mode of payment:**

Payment will be done in one installment after completion the full deliverables.

**Submission of proposal**

The technical and financial proposals should be submitted electronically to the email address: [Planbd.consultant.hiring@plan-international.org](mailto:Planbd.consultant.hiring@plan-international.org) with “**AUCTIONEER SERVICES/ CONSULTANT FOR THE SALE OF UNUSED MOTOR CAR, VARIOUS MOTORBIKES, LAPTOP, FURNITURE etc.”** as subject line **or before 28 September 2021 at 3:00pm.** Proposal submitted to any other email account or in hard copy will not be considered.

**Disclaimer:**

Plan International Bangladesh reserves the right to accept or reject any or all proposals without assigning any reason what so ever.