



REQUEST FOR APPLICATION FROM AUCTIONEER

BACKGROUND TO ACORN PROGRAMME

The British Department for International Development (DFID) now known as Foreign, Commonwealth and Development Office (FCDO) has been supporting Nigeria's anti-corruption effort by ensuring stronger incentives not to loot government resources and changing public attitudes that will increasingly disapprove of corrupt activities.

It has been achieving this Anti-Corruption in Nigeria (ACORN) programme through the provision of support over three years (2017-2020) to Nigerian authorities and civil society to tackle corruption by reducing public tolerance and ensuring those who are corrupt are caught and punished. The programme has two components:

1. Sanctions: supporting Nigerian authorities (including anti-corruption agencies) to put in place effective legislation and public policies to combat corruption, and to ensure looters are effectively investigated, prosecuted and convicted and;
2. Society and Social Norms: supporting Nigerian civil society to maintain public support for anti-corruption and progressively change social norms that currently facilitate (or even encourage).

In the course of implementation, FCDO engaged some partners to implement activities under the programme. These are: the Africa Network for Environment and Economic Justice (ANEEJ) implementing the Monitoring Transparency and Accountability in the use of Returned Assets (MANTRA) project, Youth Alive Foundation, implementing the Y-PAC project, Action Aid Nigeria implementing the Scrap-C project, Socio-Economic Rights and Accountability Project implementing Nigeria Social Norms Anti-Corruption project, as well as Adam Smith International, implementing ACORN-Institutional Strengthening Facility (ACORN-ISF). In the course of implementing these projects, the partners acquired some assets either from closed DFID projects or bought as new assets. The organisations have maintained a register of these assets over time.

However, following programme reprioritisation, FCDO in August, 2020 announced the termination of contracts of ACORN partners, impliedly, the programme will no longer end by target year of 2021 but will end by December 31, 2020. Programmatic activities are expected to end by 31 October, 2020 while audits and auctioning of assets are expected to be completed by 31 December, 2020. Whereas some partners indicated interest in retaining some assets, assets not given to partners will be auctioned.

As part of the close out activities, ANEEJ implementing MANTRA is saddled with the responsibility of procuring an auctioneer that will auction all assets that are left of the ACORN programme.

The Objectives of Consultancy

To carry out auctioning of assets left of the ACORN programme of FCDO in line with Covid-19 protocols.

Task:

1. In cooperation with FCDO and ACORN partners, carry out listing of all assets, location, state and develop an auctioning plan.
2. Auction all assets billed for auctioning within two weeks from the date of signing of contract with ANEEJ and in full compliance with Government's Covid-19 protocols.

General Requirements

- The auctioneer should be legally authorized to perform public auctions in Nigeria and provide original written proof of this.
- ANEEJ requires the Auctioneer to prevent any collusion or other anti-competitive practices (such as fraud or corruption) that could result in the lowering of bids and to ensure transparency and integrity of the auction process.
- ANEEJ requires Virtual auction to be conducted with maximum participation by the public.
- The Auctioneer will act as ANEEJ's intermediary in all auction transactions and perform all activities involved in preparing the auction, conducting the auction and collection of monies committed by the successful bidders, as well as providing a full report of all transactions resulting from the auction.

Timeline

The auctioneer has a total of 16 working days to deliver on the assignment, broken down as follows;

- 1 day - Develop a plan for the auction
- 4 days - Visit all locations to verify the assets and capture into plan as maybe required
- 10 days - Make viewing assessable to interested parties either virtually or physical inspection on site.
- 1 day - Conclude collection of all successful bid and produce acceptable report of auctioning exercise.

Expertise required for Auctioneer:

The applicant must have inclusive of points earlier highlighted above the following;

- A Minimum of B.Sc. in a business/ management related course
- A Minimum of three years working experience in relevant field preferable auctioneering
- Membership with auctioneering professional body will be an added advantage
- Detail-oriented, demonstrate ability to multi-task and meet client deadlines
- Three (3) reference from previous auctioneering engagement.
- Vendors are required to give the best quote for the various available options/plans on how they intend to carry out the service above.
- Detailed information regarding each options/plan should be provided.
- Successful vendor should be responsive and willing to offer prompt support during contract period (if required).

Fees

The auctioneer shall be entitled to a fee, which is negotiable. All cost of the auctioning exercise shall be borne by the auctioneer as this will be factored into the fees that will be paid in three instalments. Thirty per cent after approval as the preferred auctioneer, 40 per cent at the end of the auctioning exercise and full remittance to FCDO account of proceeds of the auction and the remaining thirty per cent after submitting an acceptable report of the auctioning exercise to ANEEJ. The auctioneer is expected to draw a tentative plan of action with related cost which will form part of the bid document. The assets to be auctioned are located in four states (Lagos; Edo – Benin-City; Abuja and Akwa Ibom – Uyo). All offer should be in Nigerian Naira, valid for the contract period. The quotation must be enclosed in plain sealed envelope with the description of proposal indicated boldly on the envelope. Signed and stamped offers by authorized representative of vendor.

Contract Duration

ANEEJ intend to engage the successful bidder for a period of 16 days. Premium, other costs and rate indicated in bid must be valid and unchanged throughout the contract period.

Submission of expression of interest

Individuals / Companies are invited to express interest by submitting:

- CVs
- company profile with details of works undertaken and the technical staff,
- evidence of registration with Corporate Affairs Commission (CAC)
- valid tax clearance certificate for 2020 (TCC)
- Licence relating to service being offered.
- Verifiable physical address
- engagement plan and cost

Completed offers including all the requirements and details specified, sealed in a plain envelope and clearly marked with the full Description should be send to the address below and be dropped into the tender Box situated at the reception on or before 5th January, 2020, 4:00pm. All vendors should ensure that they sign the bid register after dropping their bids. Soft copies should be sent to procurement@aneej.org latest by 5th January, 2020.

ANEEJ will contact only successful candidate.

ANEEJ reserves the right to revise the RFQ, cancel this call for bid or to award the contract to the most qualified bidder based on price or proposed plan and references.

Delivery Address:**The Procurement Committee**

Africa Network for Environment and Economic Justice
39 Oyaide Avenue off Benoni Street G.R.A Benin City, Edo State