

Terms of Reference for Hiring an Auctioneer

Introduction

SONARWA Life Assurance Company Limited (SONARWA LIFE) is a public limited liability company, duly registered under the laws of Rwanda and licensed by the National Bank of Rwanda to transact in Life insurance and pension management. The company intends to sell two (2) used vehicles and seeks the services of a professional auctioneer to conduct the sale through a public auction. SONARWA Life's principal place of business is located at RSSB Pension Plaza Tower 2, No 23 KN3 Ave, P.O. Box 1774, Kigali, Rwanda.

Scope of Work

The selected auctioneer will be responsible for:

1. Inspecting and mastering the details of the vehicles to be sold.
2. Advertising the auction effectively to attract potential buyers.
3. Conducting the auction and selling the vehicles to the highest bidders to ensure maximum value for money.
4. Submitting a comprehensive report to the management of SONARWA Life detailing the entire auction process.

Timeline

This assignment must be completed no later than August 15, 2024.

Administrative Requirements

Interested auctioneers must provide the following documents:

1. A valid Trade License (specific to auctioneering).
2. A valid Tax Clearance Certificate.
3. RSSB Clearance, if applicable.
4. A brief description of the company (company profile) including its shareholding structure.
5. Proof of registration as a company with a minimum of three years of experience in similar work.
6. A cover letter expressing interest in providing the specified services.

Technical Requirements

1. Qualifications and Selection Criteria

The selection of the auctioneer will be based on the following considerations:

- Company's capabilities and experience.
- References from previous clients.
- Proposed fees and compensation structure.

Required Information:

- Documentation of proven experience.
- A quotation for the proposed remuneration.
- Any additional items or considerations that SONARWA Life should take into account during the selection process.
- A clear description of the work plan, including how the assignment will be executed.
- A timeline for carrying out the assignment.

The overall score will be calculated by adding the technical and financial scores, with weights of 30% and 70% respectively.

2. Evaluation Criteria for Technical Proposals

- **Experience of the Consulting Company (Max 20 Marks):** The company should have successfully conducted at least ten (10) auctions of a similar nature for different organizations.
- **Quality of Proposed Work Plan (Max 10 Marks):** Demonstrating a clear understanding of the terms of reference and the suitability of the work plan, highlighting the benefits for SONARWA Life.

Duration and Reporting Requirements

The auction must be completed by August 15, 2024. The auctioneer will report key information periodically (at least biweekly) to the designated staff of SONARWA Life.

Submission of Bids

Bids comprising both technical and financial offers must be submitted online to the following email address: procurementlife@sonarwa.co.rw no later than July 18, 2024, at 4:00 PM, clearly indicating "Offer for Conducting the Sale of Two (2) Used Vehicles for SONARWA Life".

SONARWA Life reserves the right to reject any or all bids that do not meet its expectations.

Enquiries

For any inquiries related to this tender, please send an email to: disposal@sonarwa.co.rw by July 17, 2024, at 4:00 PM.

Bid Opening

The opening of bids will take place on Friday, July 19, 2024, at 3:00 PM in the boardroom of SONARWA Life at the Head Office, in the presence of all bidders.

Done at Kigali on 11/07/2024



Dianah Mukundwa
Chief Executive Officer

