



**THE PRESIDENCY  
NIGER DELTA DEVELOPEMNT COMMISSION  
(NDDC)**



January 13th, 2012

**EXPRESSION OF INTEREST FOR THE ENGAGEMENT OF REGISTERED AUCTIONEERS  
FOR THE DISPOSAL OF BROKEN DOWN/OBSOLETE OFFICE EQUIPMENTS AND  
VEHICLES**

**BACKGROUND**

In line with Sections 55(5a), (6d) and Section 56, Part X, of the Public Procurement Act 2007 on the Disposal of Public Property and the Commission priorities to reduce its liabilities and provision of an efficient and conducive working environment, Management has decided to carry out the disposal of non-tangible unserviceable assets of the Commission.

Registered Auctioneers are hereby invited to submit their Professional Proposals for the Commission's consideration.

**OBJECTIVES**

The main objective of this assignment is to engage the services of an appropriate Auctioneering firm that is experienced, competent and versatile in Public Asset Disposal in Governmental Agencies to carry out independent valuation of all broken down/obsolete office equipments and vehicles and dispose via standard practice as provided for in the guidelines of the Public Procurement Act 2007.

**Scope of Services**

The Consultant will be responsible but not limited to the following:

- (A).Collate and value all broken down/obsolete office equipments and vehicles.
- (B).Ensure the application of fair, competitive, transparent standards and practices for the proposed disposal of Public Assets (PPA 2007).
- (C).Develop disposal framework approach and other strategic planning approaches as regard this assignment.
- (D).Carry out disposal and provide proper detailed database records of receivership and total revenue generated as regard this assignment.

**Duration of the Assignment**

The duration of the assignment will span through the period of the engagement and completion of task as stipulated in the work plan of the Committee on Removal, Boarding and Auctioning of Broken down/Obsolete Office Equipment and Vehicles.

### **PROFESSIONAL REQUIREMENT**

Each interested and qualified auctioneering consultant or consultants as part of its Proposal shall supply the following documents/information with relevant verifiable evidence:

- Evidence of Incorporation with the Corporate Affairs Commission
- Tax Clearance Certificate (TC) for the past three (3) years
- Company Profile, showing the profiles of the professional/experts of the company, CVs of the management and staff strength
- Other information to facilitate the evaluations of the consultant's capability and track record as regard this assignment.
- Company's contact person and addresses including email and website address, if available.
- Evidence of registration/certification as a certified auctioneer.

### **EVALUATION CRITERIA**

All proposals shall be evaluated based on the following -

- A statement of qualifications of the Consultant to provide the service.
- A statement of understanding of the procuring entity's needs.
- The Methodology for providing the service.
- The time frame for providing/completion of service.
- All submissions would be evaluated on the basis of documents submitted and evaluation would be based on a series of factors including Consultant's competence, experience and track record.

### **SUBMISSION AND OPENING OF PROPOSALS**

- Proposals shall be submitted in sealed envelopes with covering letters to the undersigned.
- All Bids shall be submitted latest by 12.00 noon on January 23rd, 2012 and will be opened in the presence of bid representatives, who choose to attend at the office of the undersigned at 2p.m on January 30th, 2012.

### **OTHER RELEVANT INFORMATION**

- The selection of Auctioneers will follow the rules laid down in the Public Procurement Act 2007.
- Auctioneers can seek clarification or request for additional information by contacting the undersigned as from the January, 13<sup>th</sup>- 23<sup>rd</sup>, 2012 between the hours of 8 am to 4p.m.
- Auctioneers are advised not to try to influence the selection process as this would lead to immediate disqualification of the Auctioneer and the Auctioneer may also be barred from seeking other engagements from the Commission.
- All cost incurred by any Auctioneer in the preparation of these submissions are to be borne entirely by the Auctioneering firm.
- NDDC reserves the right to reject any or all submissions and to terminate the entire selection process at any time without any liability to the Commission.
- Only successful Auctioneers will be given further consideration.
- This advertisement shall not be construed as a commitment on the part of NDDC to appoint any Auctioneer, nor shall it entitled any consultant submitting document to claim any indemnity from NDDC.
- Completed bid documents, written in English Language should be submitted in sealed envelopes, marked **“ENGAGEMENT OF AUCTIONEERING CONSULTANT”** on the top left corner and addressed to:

The Chairman,  
NDDC Committee on Removal, Boarding and Auctioning of  
Broken Down/Obsolete Office Equipments and Vehicles.  
Niger Delta Development Commission  
167, Aba Road, port Harcourt  
Rivers State

**Aniete Usen.**

*Director, CID. (Chairman of Committee for Management).*