

AUCTIONEERING SERVICES
Auctioneer services in Türkiye

ANNEX A:
Terms of Reference

1. Background, Statement of Purpose & Objectives

UNHCR is seeking a disposal solution for used vehicles and other assets in Türkiye through auctioning and intends to establish a new Frame Agreement for the provision of Auctioneering Services.

The vehicles owned by UNHCR are imported tax-free, and the auctioneer will be responsible for supporting the customs clearance process.

Additionally, UNHCR provides disposal services to other UN sister agencies, which may lead to an increased volume of vehicles to be disposed of through auctions.

2. General Requirements

The live and/or online auctions shall be open for participation and advertised through various channels to ensure maximum exposure. UNHCR will set a reserve price for each item, and the lot will be awarded to the highest bidder, provided the reserve price is met.

The auctioneer shall act as UNHCR's intermediary in all auction transactions and will be responsible for preparing, organizing, and conducting the auction. This includes collecting payments and providing a comprehensive report of all transactions resulting from the auction.

If other UN agencies participate in the auction, the revenue will be divided accordingly. The auctioneer will transfer the relevant portions of the revenue for the vehicles to UNHCR's and the participating UN agency's respective bank accounts as instructed by UNHCR.

As all UNHCR vehicles are imported tax-free, the buyer must clear customs before collecting the vehicle. The auctioneer is required to support these activities by ensuring that all duties and applicable taxes, including VAT, are paid before the property is released to the buyer.

3. UNHCR Responsibilities

UNHCR will provide support and facilitation of the sales process with the following:
Access to all assets identified for disposal.

- Assistance with official requests for approvals from local government.
- Access to working space and utilities as needed and/or available.
- Delegation of authority in case the Auctioneer is requested to process official documentation on behalf of UNHCR.
- UNHCR provides the Auctioneer with instructions for final payment distribution of net revenue to UNHCR and participating agencies (with bank details)

4. Key Performance Indicators

UNHCR expects to monitor the performance of the selected supplier(s) in line with the indicators below:

- Percentage of assets successfully sold at auction.
Formula: $(\text{Number of Assets Sold} / \text{Total Number of Assets Auctioned}) * 100$
Target: High percentage (=100%) indicating effective auction process.
- Average number of bidders competing per lot
Formula: $(\text{Number of registered bidder} / \text{Total number of lots})$
Target: Higher participation (>5) suggests better outreach and interest.