



Memorandum

To : All MUSCCO Staff

From : The Head of Finance, Human Resource and Administration

Through : The Chief Executive Officer (CEO)

CC : The Head of Co-oprative Development and Projects

Date : 20th September, 2024

Subject: **Disposal of Assets – Recommended Actions**

COMMENTS

MUSCCO members of staff are encouraged to participate in this year's first phase of disposal of identified Assets by "**Expression of Interest Method**" which is open from Friday 20th September 2024 to 27th September 2024. All assets are available for viewing by arrangement with Andole Mang'anya or any duly delegated staff. The full list of these assets has been uploaded on MUSCCO Portal:

These listed assets have been considered to be urgent, critical and paramount as the Union has accumulated a lot of unused assets that needs to:

- a) reduce downtime and maintenance costs for fleet and office equipment,
- b) reduce parts costs and inventory
- c) increase productivity
- d) reduce fuel and tire costs, and cost per km
- e) increase admin efficiency and regulatory compliance

Members of staff may wish to note that the following conditions and selection criteria may be applied/used for evaluating the "EOIs:

- f) Sale will be on "as is" basis

-
- g) Bidders may bid for a single item or multiple items
 - h) Bid prices must be submitted separately for each Item
 - i) Sale will only open to serving MUSCCO members of staff
 - j) Bids below the reserve price are automatically disqualified
 - k) Highest bidders are considered winners. In case of achieving the same price; winner shall be determined by draw system.
 - l) Payment terms:
 - m) 100% within 7 days of offer for sale. The balance is to be paid in full within 7 days. the successful bidder would be expected to formerly accept the offer and effect payment.

If the bidder has chosen to pay through a MUSCCO loan under the home house equipment loans, he/she would be expected to fill a home loan application form and submit to management within the 7 days from the date of the offer letter. Only qualifying staff members would be considered for loan approvals. In this case the payments would be effected in accordance to conditions governing house equipment loans as stipulated in the loans policy.
 - n) Failure to pay within the stipulated period nullifies the offer. In such an event the item is to be offered to the next bidder who will also be offered the same terms.
 - o) Payment terms: strictly cash or deduction from salary for members of staff up to a limit of 3 months (s) for such loans
 - p) Payment to be done only upon receiving official offer letter from management.
 - q) The successful bidder will be required to lift all the items from the disposal site within five days after the payment of the balance amount. On failure to do so this office shall have the right to forfeit the entire amount of the bidder and dispose of the items through the alternate bidder. The successful bidder, on their own cost, will also be required to make their own arrangement of transport, labour etc. for lifting the disposed items.
 - r) Administration invites sealed bids from interested bidders which should be dropped in a tender box available at Head Office
 - s) The Tender Box will only be opened in the presence of all interested bidders and IPC members. Specify the date of opening

Disclaimer:

**By bidding, it means you are satisfied with the condition of the asset.
No returns after payment will be accepted.**

A handwritten signature in black ink, appearing to read 'Kingsley Mulewa', is positioned within a rectangular box. The signature is fluid and cursive, with a large initial 'K'.

Kingsley Mulewa

☐ Urgent ☐ For Review ☐ Comment ☐ Please Reply ☐ Please Circulate