

GOVERNMENT PUBLIC AUCTION CHECKLIST



FIJI
PROCUREMENT OFFICE

All vehicles and equipment's on auction should ensure that the followings are satisfied. The Site Officers are to ensure ticks are placed on the respective columns once necessary checks are done. Once forms are completed it should be submitted back to FPO.

Agency:.....

Officer's Name:.....

Designation:.....

PRE AUCTION CHECKLIST

1. All vehicles and equipment's are clean and in sellable condition. *(No materials that is not intended for disposal should be kept inside the vehicle)*
2. All vehicles and equipment's are to be displayed on the auction site.
3. All vehicles and Equipment's are to be arranged according to the auction listing.
4. All vehicle keys are to be handed over to the site officer.
5. Allocated space for bidder's registration and briefing.
6. Car Park area is available.
7. Public Convenience area is available
8. LTA checks are done for any vehicle fines. *(please provide proof of confirmation example: Email)*

Tick box
provided

YES NO

YES	NO

Finally it is important that items are kept in a suitable (cool, dry, protected and secure) location and not used following inspection. The location should be such that it will ensure that items ready for sale maintain their condition, reducing the likelihood of complaints from bidders.