

Bid with Purpose

1-7 Jul 2023

Auction Procedures and Guidelines

for Asia Pacific Regional Silent Auction

June 2023



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Purpose of the Auction

This silent auction aims to support the delivery of the Regional Action Plan, with the profits from the sale shared between the seller (*minimum 50%*) and the Asia Pacific Region or the seller can choose to contribute all to the Asia Pacific Region. The Regional Action Plan includes capacity building, relationships with member organisations, and membership growth strategies. The success of these initiatives will ultimately lead to a more vibrant and sustainable AP Region, allowing us to continue making significant progress towards achieving the goals and ensuring a bright future for our current and future members.

Term Definition

-  We will use the term "**auctioneer**" or "**seller**" to refer to an individual, organisation, or entity that offers items or services for sale in the auction.
-  We will use the term "**bidder**" or "**buyer**" to refer to an individual, organisation, or entity that participates in an auction by offering bids to purchase items or properties being auctioned.
-  We will use the term "**winner**" or "**winning bidder**" to refer to an individual, organisation, or entity that places the highest bid and is awarded the item or property being auctioned.



Auction Duration



The auction starts on **July 1, 2023** (00:00 UTC) and concludes on **July 7, 2023** (23:59 UTC).

We will announce the official auction results within one week after the auction ends.

The payment processes must be done by **15th of July 2023** (23:59 UTC) if you are the winning bidder.

Auction Platform



- The auction will be held at "<https://www.waggsaprauction.org/>".
- If you are an **auctioneer** (seller), you need to register through "**Sellers login**" on the website then we will go through the information and give you access to start uploading the products.
- You must register to be a **bidder** on the website through "**Buyers login**". Once you have registered successfully, you can start bidding on goods once the auction begins.
- Please note that if you plan to be both an auctioneer and a bidder, you will need to *register for **two accounts separately***.
(*same email can be used.*)






Auction Currency \$

- The display currency of the auction is the US dollar (USD, \$).
 - The auctioneer (seller) and the bidder (buyer) can come to an agreement on paying in local currency at the exchange rate of that specific time when the winning bidder transfers the payment to the auctioneer.
- It is important for bidders to keep this in mind when placing their bids and calculating their budgets.








Procedures and Guidelines



-  The auctioneer must upload *two* different, decent-quality photos of the product they are auctioning; each of them must be less than 2MB.
-  The product photos should be sharp and well-focused, allowing potential bidders to clearly see the item's details. Avoid blurry or distorted images.
-  Ensure that the item is well-lit, preferably with natural lighting or a balanced artificial light source. Avoid harsh shadows or overexposure that can obscure important details.








Procedures and Guidelines

-  The colours in the photos should be as true to life as possible. Avoid excessive editing or filters that may misrepresent the item's actual appearance.
-  Provide photos from different angles to give bidders a comprehensive view of the item. Capture shots from the front, back, sides, and any notable features or markings.
-  Include close-up photos of significant details, such as intricate designs, signatures, or any imperfections. This helps bidders assess the item's condition accurately.
-  Photograph all parts, components, or accessories that are included with the item. Ensure that nothing essential is missing from the photos.
-  If applicable, include a photo with a reference object or a measurement scale to help bidders estimate the item's size accurately.
-  The auctioneer is responsible for providing accurate descriptions and details of the items.
-  The auctioneer can put the details of the additional services they can offer in the product description if there are any.






Procedures and Guidelines

-  The auctioneer must include the reserve price (the minimum amount) of the product when uploading.
-  The bidder can contact the Auction Team for further details using the contact details provided on the website or ask question in the WhatsApp drop-in channel. (Link on the last page)
-  Once the auction ends, the winning bidder must directly contact the auctioneer for the checkout process.
-  The *auctioneer* is responsible for delivering the item(s) to the winning bidder. However, *the winning bidder* is responsible for the costs of shipment.
-  The **winning bidder** may choose to **pick it up** from the auctioneer or have it **delivered** by *paying the cost of shipping*.

If possible: The auctioneer may approach her MO for assistance in figuring out whether any delegates from her MO attending the 38th World Conference are willing to take the objects from their country with them so that the winning bidder can claim the goods there.



Procedures and Guidelines

-  The bidder is the sole person responsible for evaluating the item(s) before they bid.
-  The bidder must check the amount of bid they are submitting is correct. The bidder is completely responsible for an error.
-  If there is any issue, the planning team of the Asia Pacific Regional Auction has the final say.

General Data Protection Regulation



WAGGGS will use the personal information that you provide in accordance with applicable data protection laws to arrange your participation in the event.

By registering to the auction website, you are giving us the permission to record and use information provided to us in the registration site.

WAGGGS is registered as a data controller with the UK Information Commissioner's Office under registration number Z092177.

For further information about how we use personal information see our Privacy Policy – available at www.waggs.org/en/privacy-cookies/.



Contact Us

If you have further enquiries or encounter any problems, please reach out to your **Auction Coordinator**, or contact us through **email** or the **WhatsApp drop-in channel**.

Email: ap.region@wagggs.org

WhatsApp drop-in channel link:

<https://chat.whatsapp.com/FWQn2OqUFYa7aYoHvxlyIJ>

WhatsApp drop-in channel QR code:





ASIA PACIFIC REGION
WORLD ASSOCIATION
OF GIRL GUIDES
AND GIRL SCOUTS

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