



REQUEST FOR QUOTATIONS

**PROJECT NAME: SUPPORT FOR THE CAPACITY DEVELOPMENT
PROJECT OF THE AUC AND AU ORGANS UNDER THE SUPPORT FOR
CAPACITY DEVELOPMENT OF THE AUC AND OTHER AU ORGAN PROJECT
WORLD BANK GROUP**

Project ID: P126848/P166316

ASSIGNMENT TITLE: PRINTING OF MAGAZINES

Procurement Number: ET-AUC-175152-NC-RFQ

Date: - **October 26, 2021**

Dear Sir:-

The AUC invites you to submit your quotation for printing services of magazines for the AU. Any resulting order shall be subject to the General Conditions of Contract for Purchase Orders (attached) except where modified by this Request for Quotations (RFQ).

SECTION A: REQUEST FOR QUOTATION

For Production of office equipment for DIC Directorate

- 1) Currency of Quotation: - ETB, USD/Euro
 - 2) Services are to commence by: **Immediately after Purchasing order.**
 - 3) Services are to be completed by: **shall be fixed at the time of contract negotiation.**
 - 4) Quotations must be valid for **two weeks** from the return by Date given below.
 - 5) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number given above and indicate your acceptance of the stated terms and conditions.
 - 6) Quotations must be received, no later than: ***November 10, 2021 on or before 3:00PM Addis Ababa time.***
 - Bidders Shall have the option of submitting their bids electronically
 - Electronic proposals shall be permitted Maximum size of the attachment should not be above 10MB.
 - The bidders shall submit their technical and financial bids electronically as per the following details.
 - The PDF copy of the technical and financial proposals in separate Zipped files shall be submitted by EM (Electronic e-mail). The Zipped files of the technical and Financial Proposal should be separately encrypted, or password protected. The Email shall not be encrypted but only the Technical and Financial Proposals shall be encrypted or password protected. The procedure is: The bidders will receive the confirmation email from the Borrower once the Proposal is received by e-mail.
- (i) **Password or encryption key** should be broken into both the technical and financial proposal zipped files and send by EM to: tender@africa-union.org
- a) **Time of sending of password or encryption key for the technical and financial proposals:** The passwords or “encryption key” for technical proposals will be sent at least four hours before bid submission deadline.

The subject of the email address should indicate the full title of the assignment and procurement reference number.

a) The separate Zipped files of the technical and financial proposals should be sent to the following email addresses: tender@africa-union.org

bidders should ensure documents are not corrupt or affected by any computer virus that may possibly deny an access to the files. The Client shall not be responsible for such corrupt files which may deny access during the proposal opening process

7) Quotations must be returned to:

Attention: Head Procurement, Travel and Stores Division

Street Address: African Union Commission, Roosevelt Street

Floor/ Room number: 3rd Floor, Building C

City: Addis Ababa

ZIP/Postal Code: P.O Box 3243

Country: Ethiopia

8) The attached Schedule of Rates and Prices at Section C and Technical Data at Section D detail the services to be performed.

9) You are requested to quote by completing Sections B, C and D. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services. The whole cost of performing the services shall be included in the items stated and the cost of any incidental services or materials shall be deemed to be included in the prices quoted.

10) Quotations that are responsive, qualified and technically compliant will be ranked according to price. Award of Contract will be made to the best quality and lowest priced quotation by the issue of a Purchase Order.

11) Payments will be made in accordance with any resulting order within thirty (30) days of receipt of an invoice supported by a certificate of satisfactory completion signed by **user department**

SECTION B: QUOTATION DETAILS

- 1) Currency of Quotation ETB, USD or Euro
- 2) Services will commence within 7 days/weeks from date of Purchase Order.
- 3) Services to be completed by shall be fixed at the time of contract negotiation
- 4) Validity period of this quotation is 60 days from the Return by Date.
- 5) We enclose the following document(s) as required by the Purchaser:
- 6) We confirm that our quotation is subject to the African Union General Conditions of Contract for Purchase Orders and is based on the terms and conditions stated in your Request for Quotation referenced above.
- 7) We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

QUALIFICATIONS & ELIGIBILITY

To apply for the Service contract, the responding companies are expected to provide the following in their proposals:

- a. Valid Business Registration Documents
- b. Valid License
- c. Tax Certificates (Tax Clearance, VAT certificate, Tax payer's registration)
- d. Minimum of 5 years' continuous business experience in the area of printing service
- e. Sample work done.

SECTION C: SCHEDULE OF RATES AND PRICES (TO BE PRICED BY BIDDER)

No	Description	Unit cost	Total cost
1	Magazine:- A4 ,Pages:32 (Cover included), Paper:-Silk 120g, Cover:- Silk 120g		

PAYMENT SCHEDULE

Payments will be made in accordance with any resulting order within thirty (30) days of receipt of an invoice supported by a certificate of satisfactory completion signed by user department

SECTION D: TECHNICAL DATA

<i>No</i>	<i>Magazine</i>	<i>Specification</i>	<i>Required delivery date</i>
<i>1</i>	<i>Magazine</i>	<i>Format :- A4</i>	<i>Two Weeks after the Contract agreement</i>
		<i>Pages:32 (Cover included)</i>	
		<i>Paper:-Silk 120g</i>	
		<i>Cover:- Silk 120g</i>	

We confirm that we comply with the technical requirements as detailed above.

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

Authorised for and on behalf of:

Company: _____