LETTER OF INVITATION

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa’s rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a New Partnership worldwide. Its Headquarters is located in Addis Ababa, Ethiopia.

The African Union Commission has allocated funds towards the cost of and intends to apply a portion of this funding to eligible payments under this Contract, reference numbers:
AUC/MIS/G/011 & AUC/MIS/G/013.

The African Union now invites proposals from eligible suppliers to provide a UNIFIED COMMUNICATION SYSTEM.

More details on the Services are provided in the Terms of Reference.

Bidders are required to provide, but not limited to the following:

- Registration documents/Valid trading license (mandatory)
- Submission of a technical and financial proposal in the format provided in the bid document. (Technical and financial offers must be in two separate sealed envelopes)
- Where bidders are bidding as a joint venture, a joint venture agreement or Memorandum of understanding is required. It should be clearly indicated who the lead bidder is.
- Bid validity 90 days from date of bid closing.

The deadline for submission of proposals is 25th October 2019 at 1500hrs local time. Technical proposals shall be opened on Friday 25th October 2019 at 1500hrs in the presence of bidders or bidders’ Representatives who choose to attend, at the African Union Premises, Building III.
This is a TWO ENVELOPE BIDDING PROCESS. The technical and financial proposals should be in two separate envelopes which must be sealed. Envelopes MUST be clearly marked with the Title and procurement number. Late bids will be rejected and returned unopened to bidders.

The address for submission of bids is:

**Address for Bid submission:**

The Head Procurement, Travel and Stores Division  
African Union Commission, Roosevelt Street,  
Building C, 3rd Floor, P.O. Box 3243, Addis Ababa, Ethiopia Tel:+251 115517700.

Email: tender@africa-union.org

**Clarification Requests:** Clarification requests should be addressed to: tender@africaunion.org, Tel+251115517700.

A firm will be selected under Quality and Cost based Selection (QCBS) and procedures described in this RFP.

The RFP includes the following documents:

- **Section 1 - Letter of Invitation**
- **Section 2 - Information to Consultants**
- **Section 3 – Data Sheet**
- **Section 4 - Technical Proposal - Standard Forms**
- **Section 5 - Financial Proposal – Standard Forms**
- **Section 6 - Terms of Reference, Deliverables and Time Frame**

The bid is open to all eligible firms from AU/UN affiliated countries.