African Union

Standard Bidding Documents

Procurement of Services

Provision of Fumigation and Pest control Services

Procurement Number: AUC/AFMD/OT/1350

Date of Issue: 13th April 2016

April 2016
Section I. Invitation for Bids

Provision of Pest Control Services

Procurement Number: AUC/AFMD/OT/1350

The African Union Commission has allocated funds for the procurement of services and now invites sealed bids from eligible bidders for the Provision of Pest Control Services as per attached Terms of Reference. A firm shall be selected under Least Cost Selection criteria. Bids that are responsive, qualified, technically compliant will be ranked according to price.

Interested bidders may obtain further information and download the bidding document at http://www.au.int/en/bids

Bids must be delivered to the address below on or before Friday 13th May 2016 at 1430 hours. All bids must be accompanied by:

- Valid tax certificate;
- Valid business registration documents – Must be licensed in pest control.
- Proof of references (minimum 3) attesting to the Company’s knowledge and experience in providing pest control services.
- Financial information-Bank statement
- ONE (1) Original and ONE Copy of the Technical and financial proposal
- Other relevant information indicated in the TOR (Refer to TORs attached for details)

Bid Validity: Bids should be valid for at 60 Calendar days from the closing date.

Bid Opening: Bids will be opened immediately after the bid closing hours, in the presence of bidders or bidders’ representatives who choose to attend, at the address below. Late bids will be rejected and returned unopened to bidders.

Site visit: Can be arranged on request

Bid Opening: Bids will be opened immediately after the bid closing hours, in the presence of bidders or bidders’ representatives who choose to attend, at the African Union Commission Premises, Building C, 3rd Floor, Administration and Human Resource Management Meeting Room. Late bids will be rejected and returned unopened to bidders.

Bid submission:

The Chairperson of the Tender Board  
African Union Commission, Roosevelt Street,  
Building C, 3rd Floor, P.O. Box 3243, Addis Ababa, Ethiopia  
Tel+251115517700; Email; tender@africa-union.org  
Clarification Requests: Clarification requests should be addressed to tender@africa-union.org.

April 2016
**SECTION II: Bid Submission Sheet**

{Complete this form with all the requested details and submit it as the first page of your bid. Ensure that your bid is authorised in the signature block below. If any documentation is attached, a signature and authorisation on this form will confirm that the terms and conditions of this bidding document prevail over any attachments. If your bid is not authorised, it may be rejected.}

<table>
<thead>
<tr>
<th>Bid Addressed to (Employer):</th>
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<tbody>
<tr>
<td>Date of Bid:</td>
<td></td>
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<tr>
<td>Procurement Number:</td>
<td></td>
</tr>
<tr>
<td>Subject of Procurement:</td>
<td></td>
</tr>
</tbody>
</table>

We offer to provide the Works detailed in the Terms of Reference/Statement of Requirements, in accordance with the terms and conditions stated in the contract.

We confirm that we are eligible to participate in this procurement process.

The validity period of our bid is: ______________ days/weeks/months from the time and date of the submission deadline.

We confirm that the rates quoted in the Bills of Quantities are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

We understand that you are not bound to accept the lowest or any bid you may receive.

Services will commence within ______________ days/weeks/months from date of Contract.

Services will be completed within ______________ days/weeks/months from date of Contract.

Dated this ______________ day of ______________ 20____.

[signature]  
[in the capacity of]

Duly authorised to sign Bid for and on behalf of _________________________________

April 2016
Section III: Terms of Reference/Statement of Requirements

Background

The African Union is established as a Continental Organisation 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. The Commission serves as Secretariat to the Union and has its Headquarters located in Addis Ababa.

The African Union Commission wishes to engage professional services for Provision of Fumigation and Pest Control Services. The nature of pests includes but is not limited to cockroaches, sugar ants, rats and mice, termites, snakes, monitor lizards, bees and bats, fleas and ticks and Wood borers.

Scope of Services

<table>
<thead>
<tr>
<th>AUC Main Compound</th>
<th>Built up area</th>
<th>Plot Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU Conference/Offices Complex</td>
<td>60,000m²</td>
<td>110,000m²</td>
</tr>
<tr>
<td>New Complex Centre building</td>
<td>2000m²</td>
<td>75,000m²</td>
</tr>
<tr>
<td>New Peace and Security building</td>
<td>13,000m²</td>
<td>&quot;</td>
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<tr>
<td>Building A</td>
<td>800m²</td>
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<tr>
<td>Building B</td>
<td>1000m²</td>
<td></td>
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<tr>
<td>Building B1</td>
<td>950m²</td>
<td></td>
</tr>
<tr>
<td>Building C</td>
<td>5000m²</td>
<td></td>
</tr>
<tr>
<td>Medical Centre</td>
<td>450m²</td>
<td></td>
</tr>
<tr>
<td>Congo Hall</td>
<td>750m²</td>
<td></td>
</tr>
<tr>
<td>Rotunda Building</td>
<td>300m²</td>
<td></td>
</tr>
<tr>
<td>Gym Building</td>
<td>400m²</td>
<td></td>
</tr>
<tr>
<td>Security gate stations</td>
<td>150m²</td>
<td></td>
</tr>
<tr>
<td>Generator and pump houses</td>
<td>175m²</td>
<td></td>
</tr>
<tr>
<td>Stores/Warehouse</td>
<td>1375</td>
<td></td>
</tr>
<tr>
<td>Temporary Peace and security building</td>
<td>529.5</td>
<td></td>
</tr>
<tr>
<td>Residences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Africa House</td>
<td>1500m²</td>
<td>6500m²</td>
</tr>
<tr>
<td>Deputy Chairperson’s residence</td>
<td>1084m²</td>
<td>2500m²</td>
</tr>
</tbody>
</table>

Work plan/Frequency: Proposed time frame for fumigation is every three months (quarterly)
Description of services:

1. Fumigation of the stipulated locations, including but not limited to offices, stores, garbage room, drainage manholes, etc, against rodents, bats and insects (roaches, termites, bees, etc). The Contractor shall use effective fumigants.

2. Fumigation around the whole compound, all sewer lines and manholes and along the hedge or fence to ensure rats, snakes, scorpions or other common pests are kept away.

3. The Contractor shall destroy any white ant’s nest found within the perimeter of the buildings and compound, and take out and destroy queen ants, impregnate holes and tunnels with approved insecticides and back-fill with hard materials well rammed and consolidated.

4. Set strategy and constantly monitor different sites of the Commission for prior findings of sources of termites, insects, rodents, etc with a focus on proactive preventive control than entertaining outbreaks of pests

5. Clear and present in advance possible breeding of insects

6. Use pesticide products of appropriate approved standards; environmentally friendly and safe to human beings,

7. Use globally approved and tested chemicals by the concerned local authority.

8. Submit Produce periodical reports on services rendered as per the given work schedule and locations which shall be a requirement for payment.

LOG BOOK

The Contractor shall be responsible for maintaining a complete and accurate Pest Management Log Book at each facility that is served under the contract. The Log Book shall be updated at each visit by the Contractor and counter signed by a representative of the AUC.

Expected date of commencement of contract: The contract for provision of fumigation and pest control services is expected to commence in July 2016.

Safety and Health

All work shall comply with all applicable national regulations and health requirements, and the AUC Health and Safety Policy. The Contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work.

Technical Bid

The technical bid will address the following areas;

a) Specific Experience of the Contractor/firm: Interested licensed Contractors must provide proof of specific experience in the provision of fumigation and pest control services.

April 2016
b) **Description of pest management techniques which will demonstrate the Contractor understands of the assignment.**

c) **Key Personnel Capabilities (Experience and competency profile):** All work shall be performed by qualified and/or experienced staff. Provide CVs.

d) **Pest Management Plan/schedule** which includes proposal on how to control the various pests listed and details of the pest control products to be used.

e) **Pest control/Fumigation materials specifications:** All products proposed must be approved and registered with the relevant Government Authorities.

f) **Health and safety measures taken by the company**

**Contract Award:** The frame Work Contract/s will be awarded for an initial period of one year with an option to extend based on satisfactory performance. The contract shall be a **Non Exclusivity** contract meaning the AUC can exercise the right to invite other Suppliers for a specific procurement process.

**Site Visits:** During the tendering process, the Commission may wish to conduct site visits to the contractors’ reference sites identified in order to moderate the score given. African Union Commission will advise Tenderers of such requests during the tender process.

**Award Criteria**

The **Technical evaluation criteria** criterion is made up of the following sub-criteria:

<table>
<thead>
<tr>
<th>No</th>
<th>Areas</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Specific Experience of the company in similar works (Minimum 3 projects)</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>Understanding of assignment-description of pest management techniques.</td>
<td>20</td>
</tr>
<tr>
<td>3</td>
<td>Manpower capabilities: specific experience and qualifications of key staff</td>
<td>20</td>
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<tr>
<td>4</td>
<td>Health and safety measures undertaken by the company</td>
<td>10</td>
</tr>
<tr>
<td>5</td>
<td>Pest control/fumigation management plan</td>
<td>15</td>
</tr>
<tr>
<td>6</td>
<td>Pest control/fumigation materials specifications</td>
<td>15</td>
</tr>
</tbody>
</table>

Pass mark is 70 points

**Financial Proposal**

The bid should be accompanied by a detailed Pricing proposal in a separate sealed envelope. The activities mentioned above shall be used as a base therefore where applicable Contractors can give detailed or specific price breakdown per site.

<table>
<thead>
<tr>
<th>No</th>
<th>Areas</th>
<th>cost per quarter (ETB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AUC Compound (breakdown per site)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Africa house</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Deputy Chairperson’s residence</td>
<td></td>
</tr>
</tbody>
</table>

*April 2016*
## Section IV: Pricing Proposal

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Work</th>
<th>Unit of Measure</th>
<th>Unit Price in Specified Currency</th>
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<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
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<td>2</td>
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<td>3</td>
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</table>
SECTION IV: FORM OF CONTRACT

AFRICAN UNION

FRAMEWORK AGREEMENT FOR THE PROVISION OF PEST CONTROL AND FUMIGATION SERVICES {delete as appropriate}

FRAMEWORK AGREEMENT FOR: .................................................................

AFRICAN UNION FRAMEWORK AGREEMENT NUMBER: ......................................

This Framework agreement (the Agreement) dated .................. is made between:

1. The African Union Commission (hereinafter referred to as the African Union)

and

2. ...............................................................................................................................

(hereinafter referred to as the Contractor)

Whereas:

The African Union may require the Contractor to undertake the activities, under the terms of the Agreement, as defined in the Statement of Requirements hereto (Appendix 1) and as defined in the subsequent individual Calldown Contracts which shall be placed pursuant to the Agreement.

1. Terms of Agreement

This Agreement and any Calldown Contracts shall be subject to the General Conditions of Contract for Framework Agreements for Goods (attached) (hereinafter referred to as the General Conditions).

No variation in the terms or scope of this Agreement, or any Calldown Contracts agreed under this Agreement, shall be valid or binding unless previously expressly agreed in writing by the Contract Officer and the Contractor in the form of letters entitled "Amendment to Framework Agreement" or "Amendment to Calldown Contract" respectively.

The African Union takes no responsibility for any goods supplied outside of those expressly contained in this Agreement and more particularly defined in the Calldown Contracts made under this Agreement.

April 2016
2. **Duration of Agreement**
The Agreement shall commence on ……………. and expire on …………… unless terminated earlier in accordance with the provisions of Clause 13 of the General Conditions or extended by an “Amendment to Framework Agreement”.

3. **Place and Timeframe for Commencement**
Except where expressly altered by a Calldown Contract, the place and timeframe of commencement of activities under this Agreement shall be as defined in Appendix 1.

4. **Defects Liability**
The Defects Liability period applicable to activities undertaken under this Agreement will be ………………………………….

5. **General Administration**
The African Union will appoint a Contract officer who will be responsible for maintaining, negotiating and issuing any amendments to this Agreement.

6. **Notices**
Any notice given by one party to the other pursuant to this Agreement shall be sent to the other party in writing by personal delivery or e-mail.

A notice shall be effective when delivered or on the notice’s effective date, whichever is later.

7. **Acknowledgement**
The Consultants shall confirm acceptance of the terms of this Agreement by signing and returning to the Contract Officer the duplicate copy enclosed herewith within a period of 30 days.

For and on behalf of the
African Union
Name: 
Position: 
Signature: 
Date: 

For and on behalf of
The Consultants
Name: 
Position: 
Signature: 
Date:
APPENDIX 1

STATEMENT OF REQUIREMENTS

FOR FRAMEWORK AGREEMENT NUMBER: ....................................

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Type of work (detailed descriptions as per attached)</th>
<th>Currency</th>
<th>Unit of measure</th>
<th>Price per Unit</th>
<th>Site</th>
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</thead>
<tbody>
<tr>
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Signed as agreed:

For and on behalf of the African Union

Name: Position: Signature: Date:

For and on behalf of The Consultants

Name: Position: Signature: Date:

April 2016
CALLDOWN CONTRACT

Framework Agreement with:

Framework Agreement for:

Framework Agreement Number:

Calldown Contract Number:

Dear Sirs

We refer to the above mentioned Agreement dated ……………………………..and confirm that you are now required to undertake the activities defined in Annex A hereto, under the terms and conditions of the above mentioned Agreement which shall apply to this Calldown Contract as if expressly incorporated herein.

Amount of Calldown Contract
In accordance with the prices contained in the Framework Agreement the total amount of this Calldown Contract is …………………………………………………….

Delivery period
In accordance with the Framework Agreement you are required to commence the activities by ……………….

Acknowledgement
You are required to confirm acceptance of this Calldown Contract by signing and returning to the Contract Officer the duplicate copy enclosed herewith within a period of 5 days.

For and on behalf of the
The African Union
Name:
Position:
Signature:
Date:

For and on behalf of
The Contractor
Name:
Position:
Signature:
Date:

April 2016
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Type of work (detailed descriptions as per attached)</th>
<th>Currency</th>
<th>Unit of measure</th>
<th>Price per Unit</th>
<th>TOTAL PRICE</th>
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TOTAL AMOUNT OF THIS CALLDOWN CONTRACT

April 2016