



INVITATION FOR EXPRESSION OF INTEREST

FOR THE PROVISION OF ACCOMMODATION AND CONFERENCE SERVICES IN ETHIOPIA

Background

The African Union is established as a Continental Organization 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 organizes meeting and workshops of varied levels in Ethiopia and intends to have a corporate agreement with Three Stars and above hotels in different Cities for the provision of accommodation and conference for AUC Delegates and its Staff members on a 'as required' basis.

The Commission now invites Expression of Interest from Three Stars and above hotels with the capabilities of providing Accommodation and Conference Service Package under framework contract with fixed price. Interested companies should submit the following documents along with signed letter of Expression of Interest.

- i. Detailed company profile;
- ii. Copies of registration certificates and business licenses;
- iii. FORM I- a form available on our website (to be completed by Hotels expressing interest).

A framework contract would be signed with successful service provider for an initial period of **one year (twelve months)** and renewable yearly after satisfactory service deliverable.

For Communication and Enquiry please contact **Email:** tender@africa-union.org;

Submission of Expression of Interest

One original and three copies of EOIs (in either English or French Language) must be received in sealed envelope or through e-mail: tender@africa-union.org not later than **Friday July 15, 2016 at 1500hours local time**. If submitted by envelope, the envelope must be clearly labelled.

The address for submission is: **The Chairperson of Tender Board; African Union Commission; Roosevelt Street, Building C, 3rd Floor, P. O. Box 3243, Addis Ababa, Ethiopia Tel: +251 11-551-7700.**

All EOIs received would be evaluated based on the company's experience in similar assignment; valid registration certificates. Bidding Document, including detail specifications would be sent to short listed firms that met our technical requirements for the final stage of the selection process.