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## REQUEST FOR EXPRESSIONS OF INTEREST (EOI) FOR EVENT MANAGEENT SERVICES

### Procurement No: AU/PROT/RFP/1363

1. The African Union would like to engage a reputable company on a two year framework contract to act as an Event Manager for AU's meeting and conferences. The services will cover the following: (i) provision of, ushers (ii) decoration and flower arrangement; (iii) provision of conference equipment such as stages, booths, audio visual recording equipment, microphones, headphones, billboards, presentation tools. The services may be required for meetings held in or outside of Addis Ababa.
2. The African Union now invites experienced and eligible Event Management / Organizing firms to submit EOIs in **sealed envelopes** and marked with the **EOI Reference** at the address given below.
3. The EOI must include the following information:
  - i. General Profile and background of the firm
  - ii. Trade Licences
  - iii. Contact details (Physical address, Phone number, fax number, email address)
  - iv. Demonstration of experience in successful provision of similar services in the last five years.
  - v. At Least 3 contactable references.
4. Interested firms are required to submit one (1) original and three (3) copies of the Expression of Interest clearly marked as original and copies. EOIs must be submitted in sealed envelopes and **CLEARLY** marked "AU/PROT/RFP/1363: Expression of Interest for Provision of Event Management Services".
5. Interested firms may obtain further information from the Head of Procurement, the African Union Commission, Roosevelt Street, Building C, 3<sup>rd</sup> Floor, P. O. Box 3243, Addis Ababa, Ethiopia, Tel: +251 11 551 7700, Ext.4341; Fax:+251 11 551 0442 **during working hours** or by email from [Tender@africa-union.org](mailto:Tender@africa-union.org).
6. The Address for submission of EOIs is: **The Chairperson, AUC Tender Board, African Union Commission, Roosevelt Street, Building C, 3<sup>rd</sup> Floor, TENDER BOX or P. O. Box 3243, Addis Ababa, Ethiopia,**
7. The deadline for submission of Expressions of Interest is **1500 hours** local time on **Friday 2 December 2016**. Late Bids will not be accepted.