



**REGISTRATION OF COMPANIES FOR THE
SUPPLY OF GOODS, SERVICES AND PROVISION OF WORKS TO
THE AFRICAN UNION**

1. Background

The African Union (AU), 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, capital city of Ethiopia and fifteen regional offices across Africa.

The African Union Commission, the secretariat of the AU has allocated funds in addition to contributions from development partners' towards procurement for works, goods and services for both the headquarters and its regional offices

In seeking to achieve the above, the AUC wishes to update its supplier's database for different categories of works, goods and services. The categories are:

- a) Stationeries and office consumables
- b) Computers, IT Equipment & Accessories
- c) Promotional/Gift Items
- d) Design and Printing Works
- e) Furniture and Fittings
- f) Office Equipment and Consumables
- g) Electrical Materials
- h) Medical Supplies & Laboratory Materials
- i) Maintenance of Vehicle Services
- j) Packing, Forwarding and Clearing
- k) Advertising Services
- l) Car Rental Services
- m) Networking Services
- n) Uniforms
- o) Construction and related works
- p) Audio-visual Equipment and Services
- q) Ushering and event organizing services
- r) Catering Service Providers
- s) Accommodation and Conference Package Services

2. Eligibility

The invitation is open to all Suppliers/Contractors from all UN and AU member states.

Applicants must not be under a declaration of suspension for corrupt, fraudulent, collusive, coercive

or obstructive practices in the current & in the past from AU, UN, World Bank & Other Public Institutions.

The African Union Commission now calls for registration from eligible companies that wish to provide any of the above services. Interest companies are required to download the registration form from <http://au.int/en/bids>. The registration form can also be obtained from African Union Commission; 3rd Floor, Building C.

3. Communication and Enquiry

The address for enquiry or communications to the Client is: **Procurement Unit, African Union Commission, Building C, Room 229, Addis Ababa, Ethiopia**; e-mail: vendor.registration@africa-union.org; Tel: +251 11 551 7700 Fax: +251 11 551 0442

4. Submission of Registration Form

Registration Form with attached Company profile and other documents indicated in the form must be submitted.

**The Chairperson, Tender board,
African Union Commission,
Roosevelt Street, P.O. Box 3243,
Addis Ababa, Ethiopia
Fax +251-15-51 04 30/5 -52 58 40**

All applications receipt would be evaluated base on the company's general qualifications and relevant experience.

The companies that best meets our requirements would be registered in the database and would be contacted from time to time whenever business opportunity ari

