



AFRICAN UNION

STANDARD BIDDING DOCUMENTS

REQUEST FOR PROPOSALS

BY THE

AFRICAN UNION COMMISSION

FOR

**RENOVATION, FURNISHING AND EQUIPING
OFFICE OF AFRICA CDC**

Procurement No: 09/ACDC/17

CONTENTS

CONTENTS.....	2
SECTION 1. LETTER OF INVITATION	1
SECTION 2. INFORMATION TO BIDDERS	1
1. Introduction.....	Error! Bookmark not defined.
2. Clarification and Amendment of RFP Documents	9
3. Preparation of Proposal.....	9
4. Submission, Receipt, and Opening of Proposals	12
5. Proposal Evaluation	13
6. Negotiations	14
7. Award of Contract.....	15
8. Confidentiality	15
APPENDIX	ERROR! BOOKMARK NOT DEFINED.
SECTION 3 - DATA SHEET.....	16
SECTION 4. TECHNICAL PROPOSAL - STANDARD FORMS.....	19
SECTION 5. TERMS OF REFERENCE	29

AFRICAN UNION



UNION AFRICAINE

الاتحاد الأفريقي

UNIÃO AFRICANA

Addis Ababa, ETHIOPIA P. O. Box 3243 Tel: +251 (0)11-551 7700 Fax: +251 (0)11-551 0430

Website : www.africa-union.org

INVITATION FOR BIDS

Procurement Number: 09/ACDC/17

The African Union Commission has reserved fund to cover cost of **Renovation, Furnishing and equipping office of Africa CDC.**

The African Union Commission now invites sealed bids from eligible bidders for the renovation of The Africa CDC office, Supply delivery and installation office furniture, Communication equipment and IT equipment whose Bill of quantity and specifications are detailed in the bid document.

This project is a Turnkey project and a successful bidder shall be responsible for all the deliverables under the resultant contract.

Bidders are required to furnish the following:

- Valid registration documents
- Written Power of attorney
- Dealership certificates or Manufacturer's authorisation form for IT and Communication Equipment
- Duly signed bid form in the format attached to the bid document
- Curriculum Vitea of (CVs) of Project manager and technical Staffs
- Proof of having performed similar works in the previous 3 years
- Specify Warranty period for goods
- 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. The lead bidder should be clearly indicated.

The deadline for submission of bids is 14th July 2017 at 1500hrs local time.

Sealed bids will be opened on 14th July 2017 at 1500hrs local time in the presence of bidders or bidders' representatives who choose to attend, at the address below.

This is a TWO ENVELOPE BIDDING PROCESS. The technical and financial offers 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.

More details on the services are provided in the attached Terms of Reference.

A firm will be selected under *Quality and Cost Based Selection Method* and procedures described in this RFP.

Clarifications should be addressed to: e-mail: Tender@africa-union.org

The telephone number is (+251) 11 5517700, Ext 4308, 4305

Fax number: **+251-11-5517844**

The address for submission of bids is:

**The Chairperson, Tender Board
The African Union Commission;
P. O. Box 3243;
Roosevelt Street
3rd Floor, Building C
Addis Ababa, Ethiopia**

The RFP includes the following documents:

- Section 1 - Letter of Invitation
- Section 2 - Information to Bidders
- 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

SUPPLIERS CHECKLIST PRIOR TO SUBMISSION OF BID DOCUMENT

No	Description	tick
1	Duly filled and signed bid form (Section VIII of the bid document)	
2	Duly filled Financial offer	
3	Written Power of attorney	
4	Curriculum Vitea of (CVs)of key staffs	
5	Bid validity (60 days)	
6	Read and understood technical specifications, OR, and BOQ See Section 6 of the bid document	
7	One original, three copies of the bid document	
8	Read and understood the bid data (section 3)	
9	Attached copies of relevant Registration documents	
	i) Certificate of incorporation	
	ii) Valid trading license	
	iii) VAT Registration certificate	
	iv) Dealership Certificates or Manufacturer's authorization form	
10	Other documents if applicable	

Section 2 Information to Bidders

- 1.1 The Client named in the Data Sheet will select a firm from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.

- 1.2 The bidders are invited to submit a Technical Proposal and a financial proposal, as specified in the Data Sheet for services required for the assignment named in the Data Sheet. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected firm.
- 1.3 The assignment shall be implemented in accordance with any phasing indicated in the Data Sheet. When the assignment includes several phases, the performance of bidder under each phase must be to the Client's satisfaction before work begins on the next phase.
- 1.4 The Bidders must familiarise themselves with local (African) conditions and take them into account in preparing their proposals. To obtain first-hand information on the assignment and on the local conditions, Bidders are encouraged to visit the Client before submitting a proposal and to attend a pre-proposal conference if one is specified in the Data Sheet. Attending any specified pre-proposal conference is optional. Bidders representative should contact the officials named in the Data Sheet to arrange for their visit or to obtain additional information on any pre-proposal conference. Bidders should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 1.5 The Client will provide the inputs specified in the Data Sheet, assist the firm in obtaining requirements needed to carry out the services, and make available relevant project data and reports.
- 1.6 Note that: (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.
- 1.7 African Union policy requires Bidders to provide professional, objective, and impartial advice, and at all times hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Bidders shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interests of the Client.
 - 1.7.1 Without limitation on the generality of this rule, Bidders shall not be hired under the circumstances set forth below:
 - (a) Conflict between contracting activities and procurement of goods, works or services: A firm that has been engaged to provide goods, works, or services for a project, and each of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or

implementation of a project, and each of its affiliates, shall be disqualified from subsequently providing goods, works or services resulting from or directly related to the firm's contracting services for such preparation or implementation (other than a continuation of the firms earlier consulting services for the same project).

- (b) Conflict among contracting assignments: Neither Bidders (including their personnel and sub-Bidders) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the Bidders.
- (c) Relationship with AUC staff: Bidders (including their personnel and sub-Bidders) that have a business or family relationship with a member of AUC staff (or of the Client staff, or of a beneficiary of the assignment) who are directly or indirectly involved in any part of: (i) the preparation of the TOR of the contract, (ii) the selection process for such contract, or (iii) supervision of such contract may not be awarded a contract.

1.7.2 As indicated in paragraph 1.7.1 (a) above, Bidders may be hired for downstream work, when continuity is essential, in which case this possibility shall be indicated in the Data Sheet and the factors used for the selection of the consultant should take the likelihood of continuation into account. It will be the exclusive decision of the Client whether or not to have the downstream assignment carried out, and if it is carried out, which consultant will be hired for the purpose.

1.7.3 In the event of 1.7.2. and in order to ensure fairness and transparency in the selection process, it is required that Bidders or their affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, all information that would in that respect give a consultant a competitive advantage shall be made available to all the short-listed Bidders together with the request for proposals.

Section 2. Information to Consultants

1.8 The African Union requires that Officers of the AU, as well as Bidders/ Suppliers/ Contractors/ observe the highest standard of ethics during the procurement and execution of such contracts.¹ In pursuance of this policy the AU:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) “corrupt practice”² is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - (ii) “fraudulent practice”³ is any act or omission including a misrepresentation that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - (iii) “collusive practice”⁴ is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - (iv) “coercive practice”⁵ is impairing or harming or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - (v) “obstructive practice” is deliberately destroying, falsifying, altering or concealing of evidence material to any investigation or making false statements to investigators in order to materially impede any investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation;
- (b) will reject a recommendation for award of contract if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question;
- (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded an African Union financed contract if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing, an African Union financed contract.

1.9 Bidders shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive, coercive or obstructive practices issued by the AUC in accordance with the above sub-paragraph 1.8.

1.10

1.11 Bidders shall be aware of the provisions on fraud and corruption stated in the Standard Contract under the clauses indicated in the Data Sheet.

2. Clarification and Amendment of RFP Documents

2.1 Bidders may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing by mail, facsimile, or electronic mail to the Client's address indicated in the Data Sheet. The Client will respond by facsimile, courier or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited Bidders who intend to submit proposals.

2.2 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, facsimile, or electronic mail to all invited Bidders and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

3. Preparation of Proposal

3.1 Bidders are requested to submit a proposal (paragraph 1.2) written in the language(s) specified in the Data Sheet.

Technical Proposal

3.2 In preparing the Technical Proposal, Bidders are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

3.3 While preparing the Technical Proposal, Bidders must give particular attention to the following:

- (i) If a Bidder considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by

¹ In this context, any action taken by a bidder, supplier, contractor, sub-contractor or consultant to influence the procurement process or contract execution for undue advantage is improper.

² "another party" refers to an officer of the AU acting in relation to the procurement process or contract execution. In this context, "officer of the AU" includes staff and employees of other organisations taking or reviewing procurement decisions.

³ a "party" refers to any officer of the AU; the terms "benefit" and "obligation" relate to the procurement process or contract execution; and the "act or omission" is intended to influence the procurement process or contract execution.

⁴ "parties" refers to any participants in the procurement process (including officers of the AU) attempting to establish bid prices at artificial, non competitive levels.

⁵ a "party" refers to any participant in the procurement process or contract execution.

Section 2. Information to Consultants

associating with individual consultant(s) and/or other Bidders or entities in a joint venture or sub-consultancy, as appropriate. Bidders may associate with the other Bidders invited for this assignment only with approval of the Client as indicated in the Data Sheet.

- (ii) For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the firm. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
- (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
- (iv) Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under conditions similar to those prevailing in the Country specified for Performance of the Services.
- (v) Alternative professional staff shall not be proposed, and only one Curriculum Vitae (CV) may be submitted for each position.
- (vi) Reports to be issued by the Bidders as part of this assignment must be in the language(s) specified in the Data Sheet.

3.4 The Technical Proposal shall provide the following information using the Standard Forms attached in Section 4:

- (i) A brief description of the firm's organisation and an outline of recent experience on assignments (Section 4B) of a similar nature. For each assignment, the outline should indicate, inter-alia, the profiles of the staff proposed, duration of the assignment, contract amount, and the firm's involvement.
- (ii) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client (Section 4C).
- (iii) A description of the methodology and work plan for performing the assignment (Section 4D).
- (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 4E).
- (v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal

Section 2. Information to Consultants

(Section 4F). Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.

- (vi) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar-chart diagrams showing the time proposed for each professional staff team member (Sections 4E and 4G).
- (vii) A detailed description of the proposed methodology, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment.
- (viii) Any additional information requested in the Data Sheet.

3.5 The Technical Proposal shall not include any financial information.

Financial Proposal

3.6 In preparing the Financial Proposal, Bidders are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow the Standard Forms in Section 5. These list all costs associated with the assignment, including (a) remuneration for staff, (foreign and local, in the field and at headquarters); and (b) reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilisation and demobilisation), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. Where appropriate, these costs should be broken down by activity, and, if appropriate, into foreign and local expenditures.

3.7 The Financial Proposal shall include all the costs the consultant incurs to provide the services (including travel expenses, translation, printing and the taxes the consultant pays for its business requirements by the law of the domicile country of the consultant), but shall exclude all local taxes levied within African Union Member States on the invoice issued by the consultant (such as local sales tax, services tax or withholding tax).

3.8 Bidders may express the price of their services in any freely convertible currency. The Bidders may not use more than three foreign currencies. The Client may require Bidders to state the portion of their price representing local costs in the Currency of the Country specified for performance of the Services if so indicated in the Data Sheet.

3.9 Commissions and gratuities, if any, paid or to be paid by Bidders and related to the assignment will be listed in the Financial Proposal submission form (Section 5A).

- 3.10 The Data Sheet indicates how long the proposals must remain valid after the submission date. During this period, the consultant is expected to keep available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the Bidders who do not agree have the right not to extend the validity of their proposals.
- 4. Submission, Receipt, and Opening of Proposals**
- 4.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see paragraph 1.2) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialled by the persons or person signing the proposal.
- 4.2 An authorised representative of the firm initials all pages of the proposal. The representative's authorisation is confirmed by a written power of attorney accompanying the proposal.
- 4.3 For each proposal, the Bidders shall prepare the number of copies indicated in the Data Sheet. Each Technical Proposal and Financial Proposal shall be marked "Original" or "Copy" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original will govern.
- 4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal," and the original and all copies of the Financial Proposal if required (see paragraph 1.2 in a sealed envelope clearly marked "Financial Proposal" and warning: "Do Not Open with the Technical Proposal." Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and be clearly marked, "Do Not Open, Except in Presence of the Tender Opening Committee."
- 4.5 The completed Technical and Financial Proposals if required (see paragraph 1.2) must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened.
- 4.6 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the Bid Opening Committee. The Financial Proposal shall remain sealed and retained securely until all submitted proposals are opened publicly.
- 4.7 The Firm may withdraw its Proposal after the Proposal's submission, provided that the written notice of the withdrawal is received by the Client prior to the deadline prescribed for submission of Proposals. The Firms' withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause Deadline for Submission of Proposals. The

withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy. No Proposal may be modified subsequent to the deadline for submission of proposals. No Proposal may be withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the firm on the Proposal Submission Form.

5. Proposal Evaluation

General

- 5.1 From the time the bids are opened to the time the contract is awarded, if any consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the firm to influence the Client in proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the Bidder's proposal.
- 5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is completed.

Evaluation of Technical Proposals

- 5.3 The evaluation committee appointed by the Client, as a whole, and each of its members individually, will evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria (typically not more than three per criteria), and point system specified in the Data Sheet. Each responsive proposal will be given a technical score (St). A proposal shall be rejected if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.
- 5.4 In the case of Quality-Based Selection, Selection Based on Bidder's Qualifications, and Single-Source Selection, the highest ranked firm, or the firm selected on a single-source basis, is invited to negotiate a contract on the basis of the Technical Proposal and the Financial Proposal submitted in accordance with the instructions given in paragraph 1.2 and the Data Sheet.

Public Opening and Evaluation of Financial Proposals: Ranking (QCBS, Fixed-Budget, and Least-Cost Selection Methods Only)

- 5.5 After the evaluation of technical quality is completed, the Client shall notify those Bidders whose proposals did not meet the minimum qualifying score or were considered non-responsive to the RFP and Terms of Reference,. The notification may be sent by registered letter, facsimile, or electronic mail.
- 5.6 The Financial Proposals shall be opened publicly in the presence of the Bidders' representatives who choose to attend. The name of the consultant, the technical scores, and the proposed prices shall be read aloud and recorded as the Financial Proposals are opened. The Client shall prepare minutes of the public opening.

5.7 The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have cost all items of the corresponding Technical Proposals; if not, the Client will cost them and add their cost to the initial price), correct any computational errors, and convert prices in various currencies to the single currency specified in the Data Sheet. The official selling rates used, provided by the source indicated in the Data Sheet, will be those in effect on the date indicated in the Data Sheet. The evaluation shall exclude those taxes, duties, fees, levies, and other charges imposed that are subject to the African Union exemption on the payment of taxes and duties, and estimated as per paragraph 3.7.

5.8 In case of QCBS, the lowest priced Financial Proposal (F_m) will be given a financial score (S_f) of 100 points. The financial scores (S_f) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (S_t) and financial (S_f) scores using the weights (T = the weighting for the Technical Proposal; P = the weighting for the Financial Proposal as indicated in the Data Sheet. $T + P = 1$); The firm achieving the highest combined technical and financial score using the formula below would be invited for negotiations

$$S = S_t \times T\% + S_f \times P\%$$

5.9. In the case of Fixed-Budget Selection, the Client will select the firm that submitted the highest ranked Technical Proposal within the indicated budget price. Proposals that exceed the indicated budget will be rejected. In the case of the Least-Cost Selection, the Client will select the lowest evaluated cost proposal among those that passed the minimum technical score. The selected firm will be invited for negotiations.

6. Negotiations

6.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.

6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work-plan), staffing, and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then agree final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.

6.3 6.4 Having selected the firm on the basis including an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require

Section 2. Information to Consultants

assurances that the proposed experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.

6.5 The negotiations will conclude with a review of the draft form of the contract. On completion of negotiations, the Client and the firm will initial the agreed contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a Contract.

7. Award of Contract

7.1 The contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other Bidders on the shortlist that they were unsuccessful and return the unopened Financial Proposals of those Bidders who did not pass the technical evaluation (paragraph 5.3).

7.2 The firm is expected to commence the assignment on the date and at the location specified in the Data Sheet.

8. Confidentiality

8.1 Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the Bidders who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the contract.

Section 3 - Data Sheet

ITC Clause Reference	Description
ITC Clause 1.1	The name of the Client is: African Union Commission; The method of selection is: Quality and Cost Based Selection Method
ITC Clause 1.2	Technical Proposals are required in separate sealed envelopes The Name, and Procurement Number of the assignment are: Renovation, Furnishing and equipping office of Africa CDC. Procurement Number: 09/ACDC/17
ITC Clause 1.5	The Client will provide the following inputs: Detail Specification for Goods Detail BoQ for works Detail description of Technical Support
ITC Clause 2.1	Clarifications may be requested up to 7 days before the submission date. The address for requesting clarifications: E-mail: tender@africa-union.org <u>Telephone +251115517700 - 4305,4308,</u>
ITC Clause 3.1	Proposals should be submitted in English language.
ITC Clause 3.3(vi)	Reports that are required under the assignment shall be submitted in English Language.
ITC Clause 3.4(viii)	Additional information required in the Technical Proposal is: None
ITC Clause 3.10	Proposals must remain valid for 90 days after the submission date.
ITC Clause 4.3	Bidders must submit one original and Three (3) certified copies of the Technical and Financial proposals in separate envelopes including a soft copy in a CD/DVD or virus free memory card. In case of any disparity between the hard and the soft copy, the hard copy shall prevail
ITC Clause 4.4	The address for submission of proposals is: The Chairperson, Tender Board African Union Commission, P. O. Box 3243, Addis Ababa, Ethiopia 3rd Floor, Building C, Telephone+251 (0)11-551 7700 Facsimile+251 (0)11-551 7844 Information on the outer envelope should also include: on the top left side, boldly written; Submission of Proposal for The Renovation, Furnishing and equipping office of Africa CDC. Procurement Number: 09/ACDC/17

Section 3. Information to Consultants – Data Sheet

	In the middle of the envelope should be the address. At the bottom right corner; write “Do not open, except in the presence of Bid Opening Committee”
ITC Clause 4.5	Proposals must be submitted no later than: 1500 hours on Friday, 14th July, 2017 Late bids would be rejected.
ITC Clause 5.1	The addresses for communications to the Client is: The Chairperson, Tender Board, African Union Commission, Building C, Addis Ababa, Ethiopia. e-mail: tender@africa-union.org, Tel: +251 11 551 7700 ext. 4305
ITC Clause 5.3	The number of points to be given under each of the technical evaluation criteria are:
	<p>The points given to evaluation criteria are:</p> <p>Adequacy of the Technical Proposal in response to the TOR and Client’s needs.(Proposal for Goods(IT equipment, AV equipment office equipment will be determined on Comply/Non Comply basis to the specification provided in the TOR).....50</p> <p>Methodology and approach to the assignment including work plan and timelines 20</p> <p>Experience & qualifications of Key staff Qualifications and Competence of the Key Staff for the Assignment..... 20</p> <p>Training Plan and Post Implementation Support 10</p> <p style="text-align: right;">Total Points: 100</p> <p>The minimum technical score required to pass is 75 points.</p>
ITC Clause 5.7	The single currency for price conversions is: <u>US Dollars</u> The source of official selling rates is: UN rate The date of exchange rates is the deadline dates for the submission of proposals.

Section 3. Information to Consultants – Data Sheet

ITC Clause 5.8	<p>Negotiations will commence with the best evaluated technical proposals. If agreement is not reached, the second best and third best will be invited for negotiation on turn bases,</p> <p>Bidders may be invited to make presentation of their technical proposals before award of contract,</p> <p>The client might undertake due diligence on the prospective supplier. This will include visiting the office and facilities of the prospective bidder.</p>
ITC Clause 6.1	<p>Negotiations and further discussions with successful bidder, if required will be held at :</p> <p>The African Union Commission, P. O. Box 3243, Addis Ababa, Ethiopia Roosevelt Street, Old Airport 3rd Floor, Building C, Addis Ababa, Ethiopia</p>
ITC Clause 7.2	<p>The assignment is expected to commence not later than three (4) weeks after the deadline for the submission of proposals</p>

Section 4. Technical Proposal - Standard Forms

- 4A. Technical Proposal Submission Form.
- 4B. Firm's References.
- 4C. Comments and suggestions of Bidders on the Terms of Reference and on data, services, and facilities to be provided by the Client.
- 4D. Description of the methodology and work plan for performing the assignment.
- 4E. Team Composition and Task Assignments.
- 4F. Format of Curriculum Vitae (CV) for Proposed Professional Staff.
- 4G. Time Schedule for Professional Personnel.
- 4H. Activity (work) schedule.

4A. TECHNICAL PROPOSAL SUBMISSION FORM

{*Location, Date*}

To: {*Name and address of Client*}

Sir / Madam:

We, the undersigned, offer to provide the services for {*Title of services to provide and Procurement Number*} in accordance with your Request for Proposals dated {*Date*} and our Proposal. We are hereby submitting our Proposal,

We declare that we have no conflict of interest as defined by Section 1.7 of the Information to Bidders in relationship to performance of this assignment.

If negotiations are held during the period of validity of the Proposal, i.e., before {*Date*} we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorised Signature:
Name and Title of Signatory:
Name of Firm:
Address:

4B. FIRM'S REFERENCES

**Relevant Services Carried Out in the Last Three Years
That Best Illustrate Qualifications**

Using the format below, provide information on each assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current US\$):
Name of Associated Bidders, If Any:		No. of Months of Professional Staff Provided by associated Bidders:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: _____

**4C. COMMENTS AND SUGGESTIONS OF BIDDERS ON THE TERMS OF
REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY
THE CLIENT**

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.

**4D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR
PERFORMING THE ASSIGNMENT**

4E. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff, if any		
Name	Position	Task

4F. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

{ Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page. }

Education:

{ Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page. }

Languages:

{ For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing. }

Employment Record:

{Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.}

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

{Signature of staff member and authorized representative of the firm} Date: _____
Day/Month/Year

Full name of staff member: _____

Full name of authorised representative: _____

4G. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Name	Position	Reports Due/Activities	Months (in the Form of a Bar Chart)												Number of Months		
			1	2	3	4	5	6	7	8	9	10	11	12			
																Subtotal (1)	
																	Subtotal (2)
																	Subtotal (3)
																	Subtotal (4)

Full-time: {key} Part-time: {key}

Reports Due: {key}

Activities Duration: {key}

Signature: _____

{ Authorised representative }

Full Name: _____

Title: _____

Address: _____

4H. ACTIVITY (WORK) SCHEDULE

A. Field Investigation and Study Items

	<i>[1st, 2nd, etc. are months from the start of assignment.]</i>												
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
Activity (Work)													

SECTION 5 - FINANCIAL PROPOSAL - STANDARD FORMS

- 5A. Financial Proposal Submission Form.
- 5B. Summary of Costs.
- 5C. Breakdown of Price per Activity.

5A. FINANCIAL PROPOSAL SUBMISSION FORM

{Date}

To: {Name and address of Client}

Sir / Madam:

We, the undersigned, offer to provide the consulting services for {Title of consulting services and Procurement Number} in accordance with your Request for Proposals dated {Date} and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of {Amount in words and figures}. This amount is exclusive of the local taxes which shall be identified during negotiations and shall be added to the above amount.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., {Date}.

Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorised Signature:
Name and Title of Signatory:
Name of Firm:
Address:

5C. BREAKDOWN OF PRICE PER ACTIVITY

Activity No.: 1

Description: Renovation

Price Component	Currency(ies)	Amount(s)
Please complete the BOQ given as an annex with a unit and total price		

Activity No.:2

Description: Furnishing

Price Component	Currency(ies)	Amount(s)
Please provide lists of furniture with Unit and total Cost		

Activity No.:3

Description: equipping ----IT Equipment and ACV Equipment

Price Component	Currency(ies)	Amount(s)
Please provide list of equipment with unit and total Price		

Activity No.:4

Description: Technical Assistance including Training

Price Component	Currency(ies)	Amount(s)
Provide lists of key staff with daily professional fee and man month Please also indicate reimbursable expenditure		

TERMS OF REFERENCE

Africa CDC Phase-II Expansion

I. Background

The African Union (AU) that holds 55 member countries has had plans to create the Africa CDC since 2013. The Ebola epidemic marked the "turning point" that prompted the AU to fast-track the establishment of the center in collaboration with United States Center for Disease Control and Prevention (US-CDC). The collaboration includes support to establish a state-of-the-art Emergency Operations Center (EOC) within the AU headquarters located in Addis Ababa, Ethiopia and possible future expansion to at least five regional coordination sites.

In 2015 the African Union through partnership with US-CDC to provide technical assistance for the first phase establishment of the Africa CDC. The first phase that established the following areas of the Africa CDC; Emergency Operations Center main room, incidence manager office, IT Room and Briefing /Training conference hall. The first phase includes activities includes: technical assistance, training, renovation, installation and configuration of IT and AV equipment, and furnishing of the facility.

Phase-II expansion will include similar activities for the remaining areas of the designated Africa CDC office space and upgrade for key equipment. The activities mainly includes renovation, furnishing and equipping. The second phase mainly covers the rotunda area, first and second floor and includes equipment and furniture upgrade to the existing areas covered in phase-I that is the EOC and briefing rooms.

II. Objectives

The purpose of phase-II expansion for the Africa CDC are;

- To improve the Africa CDC office space by expending the useable space
- To promote the implementation and use of cutting-edge appropriate technologies and furniture for the Africa CDC office.
- To renovate the office area for maximized utilization of space in harmony with the need of African Union CDC.

III. Scope of work

Phase II expansion of Africa CDC will encompass the following activities in close collaboration with the AU. The activities are mainly categorized into four major areas of expertise;

- **Technical Assistance:** The bidder will provide appropriate experts to undertake the need tasks, ensuring integration with Phase-I implementation and training
- **Renovating:** These set of activities involve demolishing, roofing, carpeting, windows blinder/ curtaining, Aluminum work, Terrace finishing, floor finishing, metal grill and sticker to windows work.
- **Furnishing:** These activities includes the procurement, assembly and setup of appropriate furniture that includes workstation cubicles, chairs, tables, cabinets, conference room tables and HVAC.

- **Equipping:** This covers procurement, supply, installation and configuration of the necessary IT and AV equipment. Specifically, these activities can be further broken-down into the following sub-tasks;
 - Structured cabling for data (CAT6 and fiber optic cables), AV (fiber optic cables) and electric cables
 - IT equipment installation such as; Computers/laptops, multifunction printers, switches, wireless access points, etc.
 - AV equipment installation that includes large format LCD displays, video walls, video conferencing terminals, smartboards, AV-switchers, graphics processors and controllers, etc.

The above-described major activities will be conducted in the Africa CDC office space listed below;

- i. Ground Floor Main EOC Room including the IT Room and the Incidence manager office
- ii. Ground Floor Briefing Room including the four rooms at the back
- iii. Ground Floor Rotunda area to be used for guest office space
- iv. First Floor Conference rooms
- v. First Floor Switch Room and offices for the Director Head of Operations and Heads of Management.
- vi. First Floor rotunda office space for the Event Based Surveillance (EBS) Experts
- vii. Second Floor office rooms and space area

Existing infrastructure will be reused during upgrade of equipment and furniture. Specification are subject to change upon discussion with African Union.

IV. Outputs

The following deliverables will be produced, in correspondence with the objectives and tasks previously listed:

- i. Perform renovation to selected Africa CDC office space areas as detailed in the Annex-I: Detail Activities Description, subject to change upon discussion with African Union.
- ii. Furnish the Africa CDC in selected office space areas as detailed in Annex-I: Detail Activities Description, subject to change upon discussion with African Union.
- iii. Equip the Africa CDC selected office space areas as detailed in Annex-I: Detail Activities Description and Annex-II: Equipment and Supply list, subject to change upon discussion with African Union.
- iv. Provide systems documentation upon completion of Phase-II expansion to the Africa CDC.
- v. Perform orientation and training to Africa CDC.

V. Duration of Services

The estimated timeframe for Phase II project is 24 months. Following the award items will be procured and shipped, renovation will be initiated, equipment installation and configuration will be performed, furniture will be assembled and setup, testing and

commissioning including orientation training will be provided during the project timespan.

VI. Institutional arrangements

The African Union will designate appropriate focal person to facilitate various institutional arrangement that includes;

- i. Physical access to the African Union compound and building where Phase-II expansion will be performed. This includes extended hours and weekend access.
- ii. Arrange meeting with appropriate departments to discuss, initiate and endorse activities.
- iii. Facilitate equipment and supplies import customs clearance and temporary storage.

VII. Qualification and Experience

Bidder should have the following qualification and experience;

- i. Has proven depth experience in constructing, installing, equipping and user training for public health emergency operations centre.
- ii. Has proven depth experience with integrated multi-screen visualization technologies deployment.
- iii. Has proven depth experience in maintaining, renovating and repairing of health emergency operations centre facilities.
- iv. Has experience working with International organizations dealing with health

Annex I. Detail Activities Description

GROUND FLOOR

MAIN EOC, IT AND INCIDENCE MANAGER ROOMS

Renovating: Windows grill and re-enforced door for the EOC has already been installed by the US embassy as part of their security proposal. Phase-II expansion will consider upgrading the doors towards the corridors and outside one-way emergency exit push out locks. Re-enforcing the front main entrance door will be considered. There will be no renovation activity in the IT and Incidence manager rooms.

Furnishing: Two optional layouts; Option-I, to keep the current furniture and layout of the EOC, and, Option-II is to upgrade and change the furniture for the EOC with a Smart-U-shaped furniture capable of hosting the same or more number of staff as its current capacity (15). The Smart-U-shaped furniture will be featured to allow for each user to have desktop/laptop along with a telephone set and personal desk lamp.

All windows will be fitted with blinders and the door will be made opaque to improve visual security. Biometric finger scan access control digital door lock will be installed as an upgrade to the existing the keypad only digital lock. The existing digital keypad only locks will be relocated to the conference rooms door on the 1st floor. Fire extinguishers will be placed appropriately in the EOC, IT room and ground floor hall way.

Equipping: Replace all 6 monitors on the video wall with narrow bezel monitors (approximately 55inch models) and utilize these 6 monitors as the sole display in other room locations on the 1st and 2nd floor in Phase 2.

The existing matrix switcher will be upgraded with new cards and a 2nd matrix switcher will send inputs into the existing matrix and also receive feeds from the matrix. The design approach seeks to utilize the original investment and expand the system. The control touch-panel will be upgraded to a larger 20" model or larger while the existing 10-inch control touch-panel will be used in the downstairs over-watch Rotunda room. Plan for audio feeds from the EOC into the Rotunda Over-Watch room (with U-shaped table) and into Briefing room for P/A addresses if needed. Plan for these (3) 1st floor rooms to all have the ability to address each other via microphones in their room that can be heard over the other rooms sound systems. i.e. so if Rotunda needs to talk to over-watch and EOC, they are able to and so on. Five (5) additional rack mounted computers being considered to be added to 2 new AV-racks in the IT Room.

BRIEFING ROOM

Renovating: Carpeting, plastering and fresh paint coat will be performed in the briefing room/hall and the four rooms at the back of briefing hall. Aluminum door frame grill and push out emergency lock system will be installed on the back door facing the outside.

Furnishing: The stage table will be varnished and chairs will be supplied. Repair will be performed to damaged folding arm chairs. The existing HVAC system will be repaired if possible and or replaced if there is persistent challenge not to repair it. Four interpreter or translator acoustic booths will be installed in the center two back rooms.

Equipping: Two 10KVA UPS's will be installed as an upgrade to the existing aged 5KVA UPS at the far corner equipment back room. The UPS will be used to power the briefing room and rotunda area. One SmartBoard and video conferencing terminal will be installed and connected to the AV control. Ultra-sensitive microphone array will be installed on the ceiling to allow users speak naturally but allow audio capture amplification and integration in to the AV system. Furthermore, wireless headsets will

be supplied along with the translator's audio system to allow four channel translation in the briefing room.

The desk at the front of the room will be installed with (5) gooseneck mics for the panel that will lead the meetings and this will tie back into a Biamp audio DSP to be mounted in the two new AV-racks in the IT Room. The translation booths will be located in control rooms in the back of the Briefing Room equipped and linked to the audio system. The existing touch-panel in this back control room (and control processor in E.O.C.) will be kept and adjusted for the additional items being added to this room.

ROTUNDA GROUND FLOOR AREA INCLUDING OFFICES

Renovating: Carpeting, plastering and fresh paint coat will be performed in the rotunda ground floor.

Furnishing: U-shaped conference table will be supplied with chairs to the center/lobby area of the rotunda ground floor. Appropriate furniture for the offices in the ground floor will also be supplied and setup.

Equipping: One 2x2 (total of four) video wall will be installed that will host 55" narrow bezel LCD linked to the EOC AV switcher and RGB Spectrum graphic processor. One touch panel AV switch controller will be installed on the conference table. An eight zone clock will be supplied and mounted on top of the video wall. Smartboard will also be supplied and installed linked to the AV switcher. The left corner small room will be installed to be a printer pool room where multifunction printer, copier, scanner equipment will be installed. The 10inch control touch-panel currently being used to control the E.O.C. will be repurposed for this Over-watch room.

GROUND LANDING GENERAL AREA

Renovating: Carpeting on the stairs will be replaced, plastering and fresh paint coat will be performed and epoxy flooring finish will be applied extending to the entrance area and corridors. Using aluminum frame the two adjacent corridor door openings will be secured to the ceiling. The two adjacent doors leading to the corridor and the two corridor outdoors will be changed to a push out only emergency exit locks.

Furnishing: Sofa will be supplied and setup.

Equipping: One 90" screen will be installed above the entrance to the rotunda to be used for general information content display linked to the AV switcher.

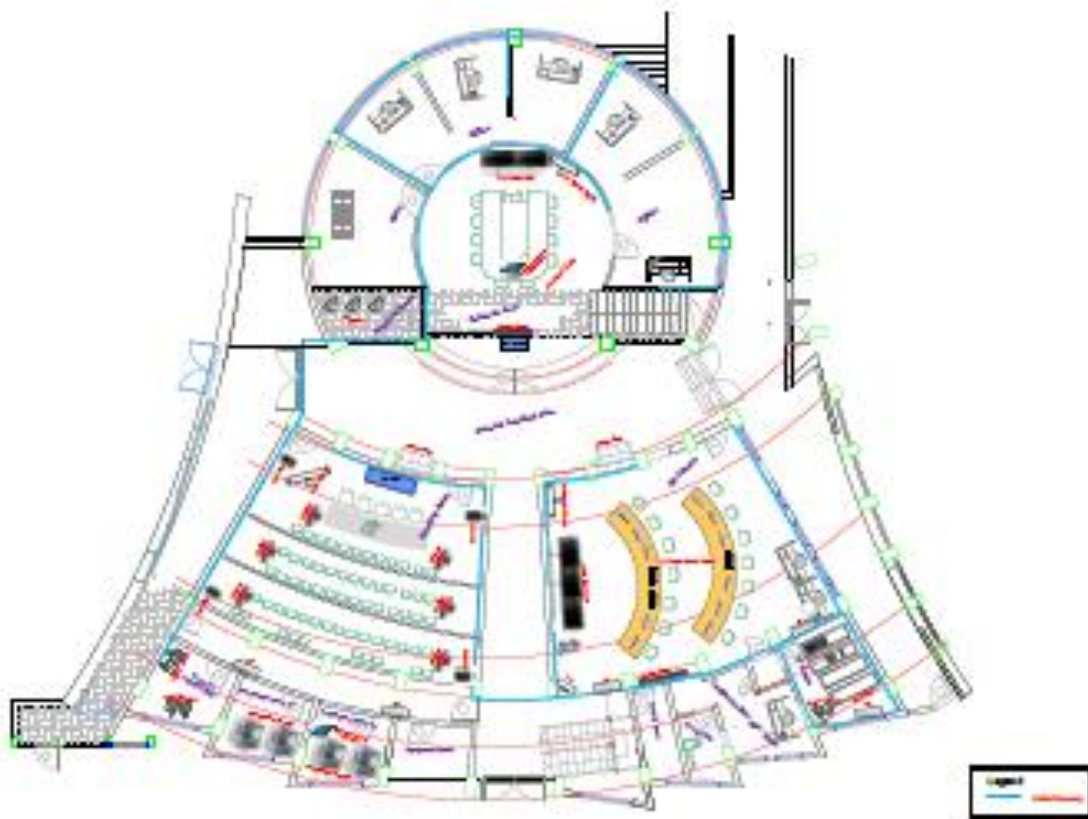


Figure A: Ground Floor Layout Plan

FIRST FLOOR

FIRST FLOOR ROTUNDA AREA

Renovating: Carpeting will be replaced on the stairs and all office area, plastering and fresh paint coat will be performed. Roof elevation will be adjusted so rain water bouncing from the roof will not wet the walls. All false wall will be removed including the far left corner room and replaced with aluminum glass partitioned room. Acoustic or sound absorbing panel will be installed appropriately to reduce echo in the Rotunda area.

Furnishing: Appropriate office workstation with desk lamp and chairs will be supplied and setup. Part of the furniture from the existing EOC will be reused. Binder for the windows will be installed. HVAC will be installed.

Equipping: 3x3 (9screens) video wall will be installed from ceiling at appropriate height visible comfortably for first floor rotunda dwellers. The video wall will be fitted with narrow bezel monitors linked to the EOC AV switcher and graphic processor; one 15.6" sized model control touch-panel will be installed on one of the desks to control content switching. Computers will be supplied and installed, central UPS electric lines and data/AV network will be installed.

CONFERRING ROOMS ON THE FIRST FLOOR

Renovating: The conference room two which will be made by merging two adjacent rooms on the left hand side to make one large conferencing room. The removal of the middle aluminum glass frame wall will be performed. All walls for both conference rooms located on the first floor will be extended appropriately to the ceiling in order to

contain sound. Carpets and curtains/drapes will be installed in both conference rooms. Plastering and fresh paint coat will be performed.

Furnishing: Appropriate conference room table and chairs will be supplied and installed. HVAC will be installed in both conference rooms. HVAC will be installed.

Equipping: Video Conferencing Terminal on cart (Polycom Group 700 series) and SmartBoards will be supplied and installed linked to the EOC AV switcher. Both conference rooms will be supplied with laptop linked to the VTC and Smartboard in order to share local content. Particularly conference room two will be supplied with a podium. Wall mounted speakers and ceiling drop mics will be installed in conference room two while table top mic pod will be used in conference room one. There will be one hard wired via HDMI connection at each conference table for laptop to allow users display content to the Smartboards and video conferencing systems. There will be an Extron Sharelink wireless collaboration device for each room's smartboard to display wireless content.

For control in the Conference rooms, each system will have a 10- inch control touch-panel paired with a controller that will be mounted in the video conferencing cart along with the laptop, audio amp and matrix switcher. The touch-panels will be wired models that use POE for power and will be kept at the conference tables for control of the AV systems.

MANAGERS, DIRECTOR, DIRECTOR ASSISTANT OFFICES AND NETWORK SWITCH ROOM

Renovating: Carpets and windows blinder will be installed in all offices. Plastering and fresh paint coat will be performed.

Furnishing: Appropriate executive desk and chairs including filing cabinets and shelves will be supplied and installed in the offices. Guest sofa and chairs and tables will be supplied and setup appropriately. HVAC will be installed in the Network-Switch room and the director's office.

Equipping: Video Conferencing Terminal on cart will be supplied and installed linked to the EOC AV switcher in the director's office. The managers and director offices will be installed with 55" LCD (repurposing the existing LCD monitors from the EOC and previously produced by AU Panasonic LCD's) linked to the EOC AV switcher. Four zone digital clock will be supplied for the director office. The managers and director office will be supplied each with a printer scanner combo device. Two 10KVA UPS will be hosed in the Network-Switch room to supply electric power to the equipment on the first and second floors.

OPEN TERRACE AREA ON THE FIRST FLOOR

Renovating: Flooring finish using cast marble chip will be performed. Railing on all edges will be completed. Plastic coat painting will be performed.

Furnishing: Two umbrella tables will be supplied with plastic chairs

Equipping: no additional equipment will installed

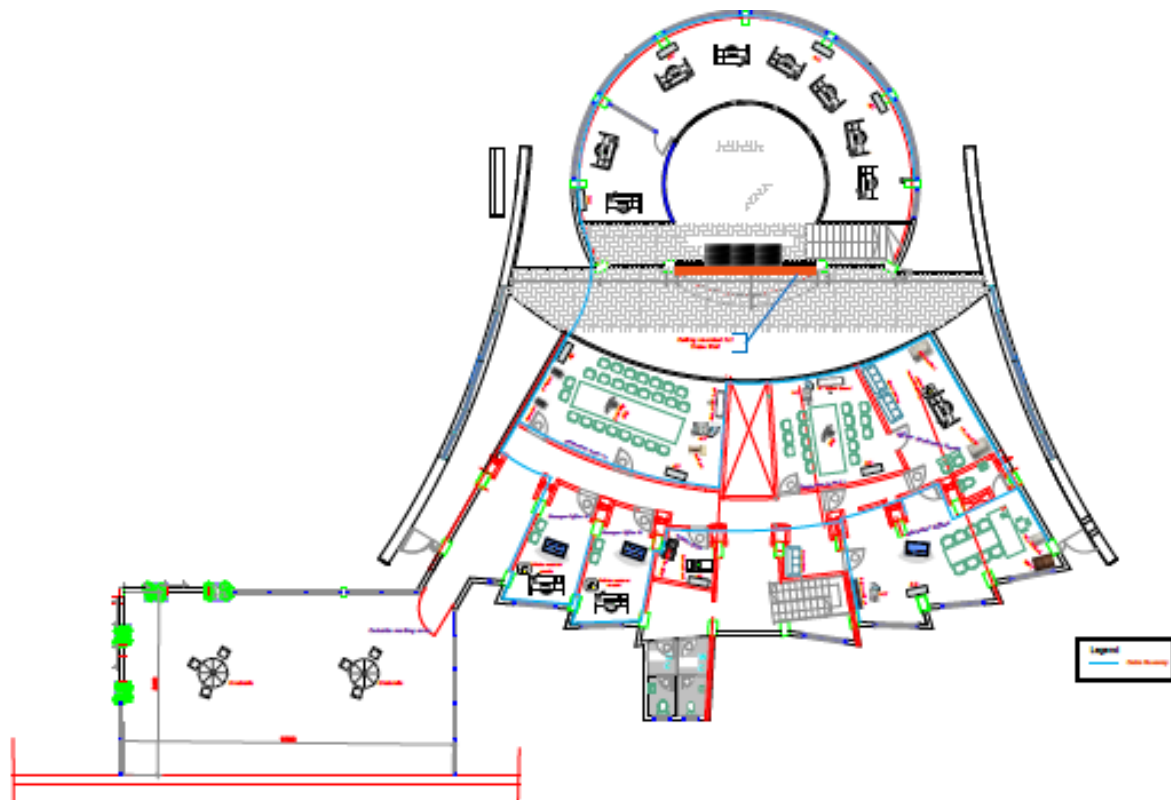


Figure B: First Floor Layout Plan

SECOND FLOOR

COMMON OFFICE AREA

Renovation: Windows blinder will be installed in all offices areas. Plastering and fresh paint coat will be performed.

Furnishings: Appropriate workstation cubicle with chairs will be supplied and installed in the offices areas. Coffee chairs and table will be supplied in the common area.

Equipping: 55" LCD (repurposing the existing LCD monitors from the EOC and previously produced by AU Panasonic LCD's) wall mounted linked to the EOC AV switcher will be installed to render appropriate content to the dwellers of the send floor office area. Multifunction printer will be installed in the common area adjust to the staircase.

TWO OFFICES

Renovation: Windows blinder will be installed in all offices areas. Plastering and fresh paint coat will be performed.

Furnishings: Appropriate workstation cubicle with chairs will be supplied and installed in the offices areas. Guest chairs will be supplied.

Equipping: 55" LCD (repurposing the existing LCD monitors from the EOC and previously produced by AU Panasonic LCD's) wall mounted linked to the EOC AV switcher will be installed to render appropriate content to the office staff.

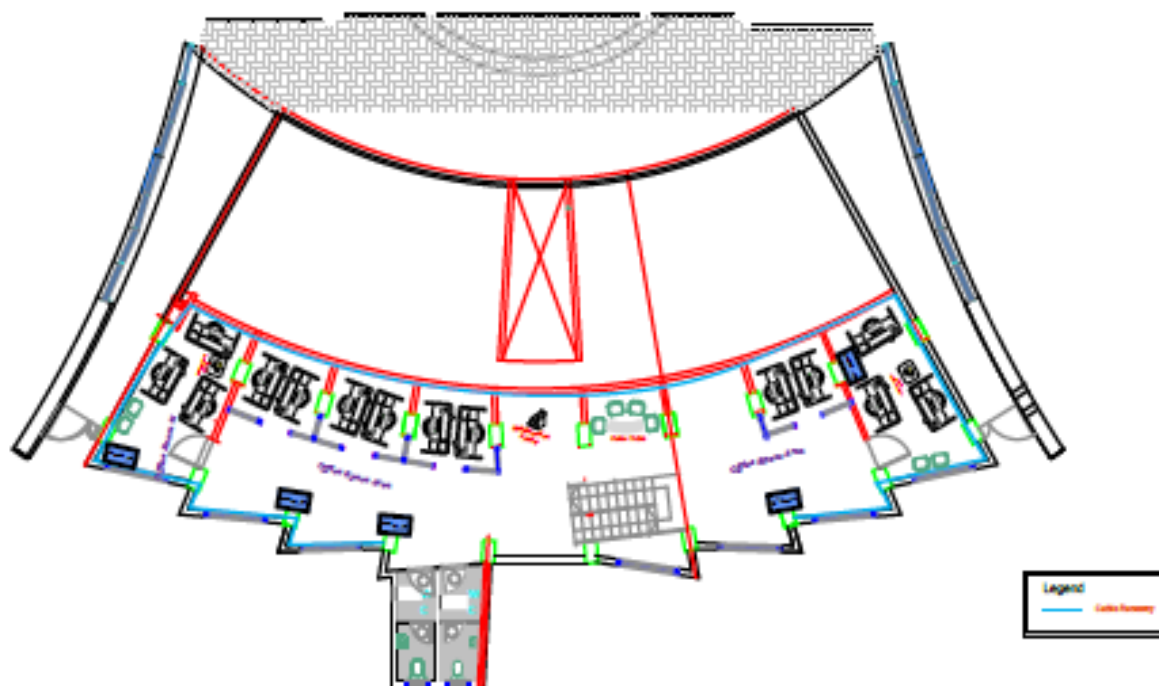


Figure C: Second Floor Layout Plan

	Renovation activities	Unit	Qty.
	1. Demolishing and renovation works		
1.1	Demolish existing gypsum block wall as indicated on the drawing and cart away from site.	M ²	27.00
1.2	Demolish PVC ceiling and roof cover over external corridor to prevent water leakage from roof into the main building, saving material that can be reused	M ²	18.00
1.3	Scrap all peeling paint and gypsum plastering from walls damaged by moisture. Price shall include gypsum chalk or coating where necessary	M ²	10.00
1.4	Remove all ceramic tile from high traffic corridor/ hallway, cart away waste material, level and clean the surface to receive epoxy flooring	M ²	170.00
1.5	Demolish gypsum board over storage room that serves as 'roof'	M ²	7.20
	2. Roofing		
2.1	Reconstruct roof over external corridor with Decra or equivalent roofing material maintaining proper slope away from the external wall of the building. Price shall include roof truss construction, galvanized metal sheet gutter of appropriate development length and the necessary metal flushing on the wall side of the building	M ²	21.00
	3. Carpeting and curtain works		
3.1	Supply and fix good quality wall to wall carpet to indicated internal room and hallway space. Color and type to be approved by the client.	M ²	150.00
3.2	Provide and install vertical blinds to windows in the first floor rotunda..	M ²	75.00
	4. Aluminum work		

	Renovation activities	Unit	Qty.
4.1	Close the opening gap above the entrance points by extending aluminum framed partition all the way to the top tie beams as per drawing. Price shall include 6mm thick tinted glass, accessories and all necessary works related size = 260 X 500 cm	pcs	2.00
4.2	Close the top opening ('roof') of storage room with aluminum framed solid aluminum panels as per drawing.	M ²	7.20
4.3	Adjust the lower part of every other window of the rotunda at first floor in order to make them openable. Price shall include all accessories needed and also glazing if needed. openable part size = 90 X 75 cm	pcs	10.00
4.4	Supply and fix aluminum partition with , 6 mm thick glazing , price shall include hinge, gasket and all necessary accessories as per the detail drawing.		
	PF size = 80 X 220 cm	pcs	4.00
	PE size = 80 X 105 cm	pcs	8.00
4.5	Dismantle carefully existing glazed aluminum partition and handover to the client in order to join the two glazed rooms at first floor price shall include relocating the two existing glazed doors as per the drawing. size = 460 X 220 cm	pcs	1.00
4.6	Supply and fix aluminum partition with, 6 mm thick glazing on top of the existing short partitions of the two rooms to be joined. price shall include, gasket and all necessary accessories as per the detail drawing. (There is a possibility to reuse dismantled aluminium from item 4.5)		
	PA size = 110 X 500 cm	pcs	1.00
	PB 1size = 110 X 1000 cm	pcs	1.00
4.7	Ditto but to the office on first floor rotunda		
	PC size = 400 X 220 cm	pcs	1.00
	PD size = 375 X 160 cm	pcs	1.00
4.8	Apply one coat of plastic paint for all internal wall surfaces. Paint brand and color to be approved by client	M ²	85.00
4.9	Fit existing aluminum framed exit doors with aluminum push down bar handles to serve as emergency exit doors. Price shall include all accessories and adjustment works.	pcs	2.00
	5 . Terrace Finishing work		
5.1	Provide and cast marble chip flooring of not less than 5cm finished thickness for roof terrace maintaining proper drainage slope, away from the building entrance. This shall include surface preparation, partition and edge works and polishing to the desired level. Marble type and pigment color has to be approved by client.	M ²	127.00
5.2	Supply and fix 60 x60 x 3mm thick and 100 cm high metal handrail in RHS , as per the detail design, price shall include perforation of concrete slab, anchorage, fixing in place, welding ,one coat of anti- rust paint and two coats of oil paint.	ml	21.00
5.3	Apply three coats of plastic paint for the wall surfaces of Building B behind the terrace	M ²	36.00
	6 . Floor Finishing works		
6.1	Supply and fix non slippery epoxy flooring to high traffic hallway space. Color and type to be approved by the AU.	M ²	172.00
	7.Metal grill and sticker for windows		

Section 6-Terms of Reference, Deliverables and Time Frame

	Renovation activities	Unit	Qty.
	Supply and fix 20 x20 x 2mm thick metal grill in RHS , as per the detail design, price shall include perforation of wall if needed, anchorage, fixing in place, welding ,one coat of anti- rust paint and two coats of oil paint.		
7.1	G-1 size = 60 X 60 cm	pcs	2.00
7.2	G-2 size = 60 X 120 cm	pcs	1.00
7.3	G-3 size = 110 X 175 cm	pcs	1.00
7.4	G-4 size = 220 X 175 cm	pcs	1.00
7.5	G-5 size = 220 X 125 cm	pcs	1.00
	Supply and fix in place safety and security, anti-shatter protection film (sticker) of approved type to the windows receiving metal grill in item 6.1- 6.5.		
7.6	w-1 size = 60 X 60 cm	pcs	2.00
7.7	w-2 size = 60 X 120 cm	pcs	1.00
7.8	w-3 size = 110 X 175 cm	pcs	1.00
7.9	w-4 size = 220 X 175 cm	pcs	1.00
7.10	w-5 size = 220 X 125 cm	pcs	1.00
8	Acoustic sound absorbing panel	M ²	50.00

Annex II. Equipment and Supplies list

EQUIPMENT	Quantity
IT Equipment	
Multifunction Printer Copier Scanner with sorting and stapling finisher unit (72ppm A4, 36ppm A3, Monochrome)	1
High Performance Virtualization Server (Dell) Processor: Two 6 Core Processor family Intel® Xeon® RAM: 128GB HDD: RAID 5 or 1+0 with total 18 to 26TB on SAS 15RPM, hot pluggable OS: MS Windows Server 2012 R2, Data Center Edition Orientation: Rack mountable with kit Backup Device: Backup HDD based data cartilage with x10Pack backup media ; and CD/DVD drive Connectivity: x4 port 1/10GB Ethernet, NCA Power: x2 Redundant power supply, 220V , 50Hz AC	1
Central UPS 10KVA	4
CresFiber® Termination Kit	2
AV Equipment	
Crestron 64x64 DigitalMedia™ Switcher with the necessary I/O modules	1
Polycom RealPresence Group 700-720p: Group 700 HD codec, EagleEyeIV-12x camera, mic array, univ. remote, NTSC/PAL. Including accessories and cables Polycom Group Series 1080p HD License-1080 encode/decode for people & content. Valid for Group 300, 500, 550, 700. Polycom Group Series Multipoint License-6-way on Group 500 or 8-way on Group 700. Both support 4-way HD continuous presence.	3
Smartboard 87" (221 cm) diagonal SMART Board interactive whiteboard with a SMART U100w projector system.	4
NEC x554un-2 ultra-narrow bezel display monitors rated for 24/7; 55inch size, 1080P resolution	19
NEC 90" LED Backlit Commercial-Grade Display with Integrated Digital Tuner	1
RGB Spectrum Mediawall V Display Processor; MWV-550-AP for video-wall management of both 2x2 and 3x3 video walls with 4K capable resolution and streaming video cards. expandable up to 36 inputs, 28 outputs and 64 scalable image windows; full HDCP copyright protection, redundant power supplies	1

Barinas walk in 2 person simultaneous interpretation booth; includes work table, transportation case and dual roof ventilation system	2
BOSCH delegate system	1
Crestron 3-Series Control System®	1
Crestron TS-1542-Tilt-B-S 15.6 “ tilting touch panel	1
Crown Analog Amplifier	1
Biamp Tesira DSP with 12 AEC inputs, 8 outputs, VoIP, USB, 128x128 AVB- For EOC, Rotunda Over watch and Briefing Room audio systems	3
Biamp Tesira Forte AVB CI; TesiraFORTÉ DSP fixed I/O server with 12 analog inputs, 8 analog outputs, 8 channels configurable USB audio, 128 x 128 channels of AVB, and Sona™ Acoustic Echo Cancellation (AEC) technology (all 12 inputs)	1
Chief FUSION 2X2 BOLT-DOWN VIDEO WALL	1
Chief Mfg LCM3x3U; Ceiling mounted 3x3 array assembly	1
Furniture	
U-Shaped Smart table	3
Split Type Air Conditioner Unit Including service	12
Executive Chair	1
Guest Sofa	4
Marshall furniture podium	1
Large Conference table	1
Medium Conference table	1
Executive table	1

List of Supplies

SUPPLIES	Qty.
Computers, network and Accessories	
Laptop (Dell Latitude E7250) Processor: Intel® Core™ i7, RAM: 8GB, SSD: 1TB, OS: Win 8.1 Pro or Win 10 Pro, Connectivity: Gigabit Ethernet, Bluetooth, WLAN 802.11n, Mobile Broadband and	18

GPS ,Accessories : Dell Executive leather carrying care, Power Adaptor and Docking Station/Dell-E Series Port Replicator , HDMI to VGA/DVI convertor, Touch Screen, Power: 220V , 50Hz AC	
Desktop Computers with Touch Monitors (Dell OptiPlex 9020 Small Form Factor with Dell 20" touch enabled color monitor) Processor: Intel® Core™ i7, RAM: 8GB, HDD: 1TB, OS: Win 8.1 Pro or Win 10 Pro,Orientation: Small Form Factor with monitor mount accessories, Graphics: On card ,AMD Radeon™ R5 240, 1GB, Full Height (DP and DVI-I, HDMI), Connectivity: Gigabit Ethernet, Power: 220V , 50Hz AC	54
Graphic Card (PNY GeForce GT 720)	14
Touch Monitor for Computers (extra for dual monitor), Dell 20" touch enabled color monitor	18
Keyboard and Mouse (Logitech <u>Media Combo MK200</u> with Logitech USB optical mouse)	54
Wireless Keyboard & Mouse AV Console (Logitech K520 with Wireless Trackball M570)	3
Batteries for the Wireless Keyboard and Mouse (Researchable AA size with Charger)	3
Wireless Access Point (Cisco AIR-CAP3702E-A-K9 with SmatNet and relevant accessories)	2
Printer Scanner Combo	5
Paper Shredder (SEM)	4
Power Strip with Surge Protector	74
SFP Module with cable for servers(Cisco SFP-H10GB-CU5M)	6
Cables and Connectors	
LAN UTP Cable (CAT 6)	3
Patch Cords UTP-Short (Panduit)	63
Patch Cords UTP-Long (Panduit)	11
Patch Panels CAT6 with Acc. (Panduit)	1
Patch Panel Labels (Pack)	200
Cable Management Kit (Panduit)	1
LBL POLYESTER WHT NON ADHESIVE	20
Patch Manager (Panduit)	1
Cable Raceway wall mount (HellerMann Tyton)	220
Flat Elbow	10
Internal Elbow	18
Tee Fitting	5
End Cap	10
Transition Fitting	15
Raised Electrical Bracket	66
Communications Device Bracket	44

Modular Jacks (RJ-45) for wall raceway	30
360 Electrical® Rotating Duplex Outlets for wall raceway	15
Cable Raceway on Floor, non-tripping once	55
Entrance End Fitting	7
Tee /Cross	5
Internal Elbow(2400 Raceway Transition)	4
Over floor 4 Gang Box	20
Under table cable management	10
Wiremold Meeting Room Transition Channel	2
Power Cable 3x2.5mm ²	1,460
Power Cable 3x4.0 mm ²	50
Data and Power outlet, end cap and others for Over-floor raceway	1
Fiber Optic Cable (multimode 12 core) for cascading the ACDC Switch's from the distribution switch to create a separate VLAN	1
Crestron Multimode Fiber Optic cable (roll=1000ft)	3
Gibic Module for Cisco CAT3600	6
Furniture	
Conference chairs	75
Office Chairs	21
Guest chairs	22
Plastic Chairs	6
Plastic tables	2
Auditorium front desk	1
mini-Conference table	1
Workstation Tables	17
Coffee Table	10
File Cabinet	3
Outdoor umbrella	3
Refrigerator	1
Microwave	1
Desk lamp	31
AV Rack	

Section 6-Terms of Reference, Deliverables and Time Frame

Middle Atlantic 5-29-26 Slim 5 knockdown rack with smoked Plexiglas, front door , rear access pan, fan kit and necessary accessories	2
AV Box	
Crestron 4K HDMI Output Card- for existing 32x32 matrix	4
Crestron 4K HDMI® Input Card w/Downmixing for DM® Switchers- for existing 32x32 matrix	8
Crestron DigitalMedia 8G™ Fiber Transmitter 201	4
Crestron DigitalMedia 8G™ Fiber Receiver & Room Controller 100	32
Polycom Total Coverage, One Year, RealPresence Group 700-720p: Group 700 HD codec, EagleEyeIV-12x camera.	3
Polycom Media Cart w/universal display mnt for 1 x 37"-60" flat panel,3-shelves,5" casters, adjustable monitor height, locking translucent front door, secure back panel, integrated cable mgmt.. Order camera mnt, dual display mounts, rack mount separately	3
Polycom Universal Camera Mounting for EagleEyeIV-12x&4x. Mounts on the wall/other flat surfaces over 6.5in deep or flat screen displays greater than 5/8in thick. Includes tripod mount. Also supports EagleEye Director, EagleEye HD, EagleEye III, EagleEye View.	3
Smart Technologies Mobile Height-adjustable Floor Stand for UX projector systems UX80 UX60 and UF75 UF65 UF55	4
Crestron Control Card Expansion Cage for AV3	1
Crestron 3-Series™ Control Card - 3 COM Ports	1
Crestron 10.1" Touch Screen, Black Smooth	2
Crestron TableTop Kit for TSW-1050, Black Smooth	2
Crestron 16-Port Managed PoE Switch	1
Crestron TSD-2020; 20 inch HD Touch panel display	1
Crestron Volume Control/EQ 4 input 4 output audio matrix	1
JBL Surface Mount Speakers	8

Section 6-Terms of Reference, Deliverables and Time Frame

Crestron 2x210W Commercial Power Amplifier, 4/8Ω or High-Power 70V- 1 for Over watch;	3
Crestron Saros 8" 2-way in-ceiling speakers; for Rotunda over watch	16
Biamp Tesira EX-AEC 4 channel mic/line expander with AEC and POE+	1
Shure White Hanging Ceiling Microphone	32
Chief Fusion LBM Video Wall Height Extensions	2
Chief CPA330 offset ceiling plate	2
Chief CPA connection column 120"	2
Chief THIN SWING ARM (LARGE) for repurposed 55inch NEC	3
Chief X-Large Fusion Micro-Adjustable Fixed Wall Display Mount	1
Crestron DigitalMedia 8G™ Fiber Receiver & Room Controller 100	1
EU Style Plug	58
Crestron CRESFIBER-CONN-SC50UM-12	11
Key Pad electronic door locks	
Key Pad/Finger Biometric electronic door locks and door frame modification	5
Software	
TBD (various for EOC)	