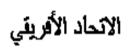
#### **AFRICAN UNION**





# UNION AFRICAINE

### 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

## **African Union Commission**

## **Request for Quotations**

**FOR** 

# SUPPLY AND DELIVERY OF 2018 DIARIES & CALENDARS

Procurement number: AUC/DIC/G/1

#### **Section I: Letter of Invitation**

Dear Sirs,

## REF: REQUEST FOR QUOTATION FOR SUPPLY AND DELIVERY OF 2018 DIARIES & CALENDARS

- 1) In line with the approved Annual Procurement Plan, the African Union Commission would like to engage the services of a firm to provide 2018 Dairies and Calendars.
- 2) Consequently, the African Union Commission now invites interested Companies to submit quotations.
- 3) A firm will be selected under the **Least Cost selection method**. The lowest priced among the best technically evaluated firms will be selected.
- 4) Currency of Bid: ETB for local Companies/USD for foreign companies
- 5) Works are to commence by: 1st October 2017.
- 6) Quotations must be valid for **45 days** from the RETURN BY DATE given below.
- 7) Quotations and supporting documents must be clearly marked with the Procurement Number given above and must indicate acceptance of the stated terms and conditions.
- 8) Quotations and Samples of previous works must be received, in sealed envelopes no later than: Friday 18<sup>th</sup> September 2017 at 1500 hours.
- 9) Quotations must be returned to:

The Head, Procurement, Travel & Stores Unit African Union Commission, Roosevelt Street, Building C, 3rd Floor, P.O. Box 3243, Addis Ababa, Ethiopia Tel +251115517700; Email; tender@africa-union.org

11) Clarifications should be addressed to: e-mail: tender@africa-union.org

The telephone number is (+251) 11 5517700, Ext 4308, 4029

Fax number: +251-11-5517844

#### BACKGROUND

The African Union (AU) is a Pan African continental body consisting of 55 African countries. The AU was established on 26 May 2001 and launched on 9 July 2002 replacing the Organisation of African Unity (OAU). The AU 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, Ethiopia.

The African Union Commission and invites companies that are registered and operating as business entities within Member States of the AU to submit their quotations for the production of diaries and calendars for the year 2018.

#### TECHNICAL SPECIFICATIONS

| ITEM DESCRIPTION QUANTITY         |  |  |       |  |  |
|-----------------------------------|--|--|-------|--|--|
|                                   |  |  |       |  |  |
| 1: DIARIES                        | <ul><li>Dimensions/ Size:</li></ul>                                | A5   | 2,000 |  |  |
|                                   | <ul><li>Cover Material:</li></ul>                                  | Soft Touch Cover   |       |  |  |
|                                   | <ul> <li>Cover Inscription</li> </ul>                              | AU Logo and Corporate Name   |       |  |  |
|                                   |  | in foiled gold, Cover Year   |       |  |  |
|                                   | <ul> <li>Paper</li> </ul>  | a) Diary pages +80gm   |       |  |  |
|                                   | Special Inserts: (Design a   | b) Inserts – Art gloss +130gm pecial Inserts: (Design and artwork and pantone colour |       |  |  |
|                                   | references to be provided  |  |       |  |  |
|                                   | AU Logo  |  |       |  |  |
|                                   | AUC Contact Details  | •  |       |  |  |
|                                   | AU Anthem  |  |       |  |  |
|                                   | AU Flag & Emblem   | AU Flag & Emblem   |       |  |  |
|                                   | AU Vision, Mission,  | AU Vision, Mission, Values, Strategic Pillars  |       |  |  |
|                                   | Agenda 2063: Back  | Agenda 2063: Background, Aspirations, Goals,   |       |  |  |
|                                   | Flagship Projects, S   | Flagship Projects, Strategic Priorities  |       |  |  |
|                                   | <ul> <li>Chairpersons Messa</li> </ul>                             | Chairpersons Message   |       |  |  |
|                                   | • 2018 Theme   | 2018 Theme   |       |  |  |
|                                   |  |  |       |  |  |
| 2. CALENDARS                      | Dimensions/ Size:  | Desktop calendar approx. A5  | 2,000 |  |  |
|                                   | <ul><li>Paper</li></ul>  | 250 GSM Magno Gloss Art  |       |  |  |
|                                   |  | Card   |       |  |  |
|                                   | <ul> <li>Binding</li> </ul>  | Wire-o   |       |  |  |
|                                   | <ul> <li>Double Sided Print</li> </ul>                             | Extent 9 Leaves  |       |  |  |
|                                   | <ul> <li>Cover</li> </ul>  | AU Logos, Corporate Identity   |       |  |  |
|                                   | _  | / Name   |       |  |  |
|                                   | <ul> <li>Inside Front Cover</li> </ul>                             | AU Anthem'   |       |  |  |
|                                   | Pages 1-2  | Agenda 2063 Aspirations &  |       |  |  |
|                                   | Thomas content   | Flagship Projects  |       |  |  |
|                                   | Themed content     Last Dags                                       | Monthly calendar  AUC Contact details  |       |  |  |
|                                   | Last Page Thomas content Design                                    |  |       |  |  |
|                                   | <u>Themed content, Design,</u><br><u>references to be provided</u> |  |       |  |  |
| Total and to be provided by 11007 |  |  |       |  |  |

#### **ELIGIBILITY:**

# To apply for the contract, the responding companies are expected to provide the following:

- 1. Experience in providing printing services and solutions preferably to large national/Public, or regional and international institutions
- 2. Access to highest quality printing and reproduction facilities and apply high production and technical standards.
- 3. Content compilation, Design and layout.
- 4. Certified Quality control systems.
- 5. Ability to deliver within stipulated time limits.
- 6. Provide samples of similar work to demonstrate most relevant previous productions. Please note that samples are mandatory and will be part of the selection criteria.
- 7. Sample of AUC Diary and calendar must be provided before final production.
- 8. Prices should be quoted CIP/CIF Addis Ababa

The contract will be initially for **ONE** year renewable for one year based on satisfactory performance.