

AFRICAN UNION

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African Union

Standard Bidding Documents

Procurement of Services

Provision of Gardening and Landscaping Services

Procurement Number: AUC/AFMD/NC/5

Date of Issue: 25th April 2018

April 2018

Section I. Invitation for Bids

Provision of Gardening and Landscaping Services

Procurement Number: AUC/AFMD/NC/5

The African Union Commission has allocated funds for the procurement of services and now invites sealed bids from eligible qualified bidders for the Provision of Gardening and Landscaping services as per attached Terms of Reference. Three Contractors shall be selected under **Least Cost Selection criteria**. Bids that are responsive, qualified, technically compliant shall be ranked according to price.

Interested bidders may obtain further information and download the bidding document at <http://www.au.int/en/bids>

Bids must be physically delivered to the address below on or before Friday 25th May 2018 at 1500 hours. All bids must be accompanied by:

- ☐ Valid tax certificate;
- ☐ Valid business registration documents – Must be licensed company.
- ☐ Proof of references (minimum 3) attesting to the Company's knowledge and experience in providing landscaping and gardening Services.
- ☐ Financial information-Bank statement (Last TWO years).The Bank statements should be enclosed in the technical envelope.
- ☐ ONE (1) Original and TWO Copies of the Technical and financial proposals
- ☐ Other relevant information indicated in the TOR (Refer to TORs attached for details)

Bid Validity: Bids should be valid for at 60 Calendar days from the closing date.

Bid Opening: Bids will be opened immediately after the bid closing hours, in the presence of bidders or bidders' representatives who choose to attend, at the address below. Late bids will be rejected and returned unopened to bidders.

Site visit: Shall be arranged on appointment. Scheduled dates are **4th, 11th and 18th May 2018 at 1500 hours.** Bidders can directly send an email to tender@africa-union.org

Bid Submission: Bidders should ensure that the technical and financial proposals are enclosed in TWO separate envelopes sealed and both should be enclosed in one Outer envelope clearly indicating the Title and Procurement number.

Address for Bid submission:

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

Clarification Requests: Clarification requests should be addressed to tender@africa-union.org Ext 4525

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SECTION II: Bid Submission Sheet

{Complete this form with all the requested details and submit it as the first page of your bid. Ensure that your bid is authorised in the signature block below. If any documentation is attached, a signature and authorisation on this form will confirm that the terms and conditions of this bidding document prevail over any attachments. If your bid is not authorised, it may be rejected.}

Bid Addressed to (Employer):	African Union Commission			
Date of Bid:				
Procurement Number:	AUC	AFMD	NC	5
Subject of Procurement:	Provision of Gardening and Landscaping Services			

We offer to provide the Services detailed in the Terms of Reference/Statement of Requirements, in accordance with the terms and conditions stated in the Invitation for Bids.

We confirm that we are eligible to participate in this procurement process.

The validity period of our bid is: _____ days/weeks/months from the time and date of the submission deadline.

We confirm that the rates quoted in the financial proposals are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

We understand that you are not bound to accept the lowest or any bid you may receive.

Services will commence within _____ days/weeks/months from date of Contract.

Services will be completed within _____ days/weeks/months from date of Contract.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorised to sign Bid for and on behalf of _____

Section III: Terms of Reference/Statement of Requirements

BACKGROUND

The African Union is established as a Continental Organisation 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 (AUC) wishes to engage professional services for Provision of Gardening and Landscaping Services. The AUC will select the tender of the Contractors it deems have the demonstrated knowledge and experience and who fulfill the needs of the Commission at competitive prices. Contractors are expected to demonstrate their capabilities, experiences and understanding of the requirements of the AUC.

The Landscaping sites are as follows:

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- i) AUC Old Complex 85,858 m²
- ii) Julius Nyerere Peace and security Building 4,891.82 m²
- iii) AUC New Complex 101,017 m²
- iv) Chairperson's Residence-Africa House (plus to clean artificial river , fountain) and private garden 15,018.40 m²
- v) Deputy Chairperson's Residence 49.5 m²
- vi) Eight (8) Commissioners' Residences as follows:

S/N	Residence	Area in Sq Meters
	H.E. the Comm. for Social Affairs	52.53
	H.E. the Comm. for Peace and Security	197.86
	H.E. the Comm. for Infrastructure & Energy	156.48
	H.E. the Comm. for Rural Economy & Agriculture	68.34
	H.E the Comm. for Trade and Industry	8.71
	H.E. the Comm. for Political Affairs	50
	H.E. the Comm. for HRST	50
	Total	633.42

Contract duration: The contract will be awarded for an initial period of TWO year with a possibility of extension on yearly basis, up to a maximum of 3 years based on satisfactory performance.

SCOPE OF WORK

The AU proposes to contract **Gardening and landscaping services for the 13 sites indicated above**. The Landscape Contractors shall furnish all labor, equipment, tools, services, skills, etc., required to maintain the landscape in an attractive condition throughout the contract period.

Gardening and landscaping maintenance works shall include mowing, edging, fertilizing, trimming, plant & bed care, weeding, replacement plant materials, mulching, pruning and leaf removal or cleanup.

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Mowing: Lawns shall be mowed at the appropriate height to keep a neat appearance. Considering the topography, the Contractor shall be required to use the proper mowing equipment to provide a high quality cut and minimize the occurrence of unnecessary scalping due to uneven terrain.

Trimming: string line trimming around trees, landscape beds and other obstacles in the turf shall be performed with each mowing. String line trimming around sidewalks and curbs shall be performed with each mowing and or as needed to maintain a sharp edge between the concrete areas and the turf.

Clean-Up: removal of all trashes prior to mowing each time. Grass clippings shall be removed after each mowing prior to departure of Contractor's employees from the premises. All trashes and debris shall be removed from the premises before the Contractor's employees departure.

Plant & Bed Care: landscaped beds shall be edged as often as required prior to mulching. Excess soil/turf shall be removed from the premises and not allowed back into the bed.

Weeding: Weeding in mulched beds shall be performed every week or as needed to maintain a neat appearance. Physical weeding shall be the preferred method of unwanted plants in mulched beds (care taken to remove the root of these plants). Chemical control only as needed. Weeds in seams and cracks of sidewalks and curbs shall be sprayed with a broad-spectrum herbicide, as needed.

Placement Plant Materials: Plant materials that need replacing will be on an as needed basis. (At least 4 times annually). Plants shall be monitored for the presence of insects or diseases and shall be treated accordingly. An Integrated Pest Management (IPM) strategy, emphasizing least toxic choices, preventative cultural practices and most effective and cost-efficient results shall be implemented.

Pruning: trees/shrubs/plants shall be pruned to maintain a natural appearance of the species with removal of non-variegated stems, stray shoots, suckers, and dead/damaged/diseased wood whenever required to reduce an impediment or hazard.

Leaf Removal: leaves shall be removed from the turf as required.

Irrigation Services: The Contractor shall provide expertise and all labor to water all areas as required. The Contractor shall inspect, test and insure proper time clock operations. This includes monitoring the irrigation sprinkler system to insure that watering times are properly set, using the least amount of water necessary throughout the year. The controllers shall be programmed according to seasonal requirements and to insure that all sprinkler heads are adjusted properly to maximize effective use of water on landscaping and to minimize overflow of water onto sidewalks, driveways and buildings.

INSURANCE

The Contractor shall maintain at his sole expense, effective insurance covering his activities at the AUC premises. This shall include Workers' Compensation for the Contractor's employees engaged in Work associated with the Contract and General Liability Insurance.

The AUC shall not be liable for any action, omission, negligence or misconduct of the Service Provider's employees and not liable for any insurance claims arising out of any injury/disability/death whilst performing duties. It shall be sole responsibility of the awarded contractors to obtain all workman insurance and medical cover for their employees.

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CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and shall select, for work under this Contract, reliable individuals who shall perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conducts. The Contractor shall have overall responsibilities for providing working clothes for the staff, obtaining new clothes as needed and arranging for the cleaning of working clothes.

The Contractor shall assume total responsibility for contracted staff behavior and performance as well as to take care of the training of the staff, their substitute, and back up in cases of unavailability such as illness and annual leave. All employed staff should be given a written letter of appointment & job identity card as per the local law.

SAFETY AND HEALTH

The Contractor shall accept responsibility for the occupational safety of staff, equipment, furnishings and fittings in the areas exclusively occupied by it for the provision of the services at all times and for such responsibility in the areas where the services are being provided during the hours that it occupies those areas. The Contractor shall ensure that its staff uses protective clothing/gears (to include but not limited to gum boots and gloves) to prevent exposure to electrical risks.

PERSONNEL

Must include workers and at least on full time on site Supervisor. Supervisors with decision making capacity, shall be appointed & based in the AUC compound and other areas(Africa House, DCP and 8 Commissioners' Residence) by the Contractor, who shall be responsible to oversee the contracted personnel & provide necessary trainings.

TECHNICAL PROPOSAL

Tenderers are also required to describe their gardening process, demonstrates adequate expertise and experience in delivering the required services

Contractor's Experience/expertise and track record: The Service Provider must be a well-established and reputable organization in the field of Landscaping and Garden Maintenance Services and is expected to have a minimum of 5 years proven experience in this field. Further, have similar experiences (at least two contracts) for providing Landscaping and Garden services to UN Agency and/ or International organization/ companies/Embassies/Diplomatic offices of similar nature or larger during the past five years.

Client References: List of current and previous clients for similar services as those required by AUC, indicating description of contract scope, contract duration, contract value, contact references;

Staff Capabilities: Total number of key staff per site and their experience. (attach CVS)

- A qualified horticulturalist or Landscaper is required; minimum of 5 years' experience and a National diploma in the relevant area.
- Supervisors: Five years' Experience ; minimum of a Diploma in Relevant area

Methodology: The contractor must demonstrate the following:

- Understanding of the assignment: Contractor to provide a description of how they will provide the services
- General organization and capability to adequately carry out the assignment:

- Proposed staffing levels
- Equipment capabilities
- List of chemicals/Herbicides to be used
- Innovation/new ideas

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Financial Capabilities

The Service Providers must be able to financially capable of sustaining the services if awarded the contract. A recent bank statement is required (at least the last two years)

Description of Health and Safety policy against occupational hazards: The Contractor shall define their Health and Safety guidelines against occupants hazards in their technical submission.

AWARD CRITERIA

The **Technical evaluation criterion** is made up of the following sub-criteria:

No	Areas	Points
1	Specific Experience of the Contractor in the provision of similar services -Nature of services -Volumes -Similar environment and customer base <i>(Provide a list of current and previous clients for similar services as those required by AUC, indicating description of contract scope, contract duration, contract value, contract references)</i>	35
2	<ul style="list-style-type: none">• Understanding of assignment in accordance with AUC Requirements -Suggested approach in successfully implementing an providing service requirements in the RFP• General organization and capability to adequately carry out the assignment - Proposed staffing per site -Equipment capabilities (List of tools and equipment to be used) -Pesticides specification and appropriate timeframe -Innovativeness	25
3	Financial capabilities (Provide Bank statement for the last two years minimum)	15
4	Qualifications and Experience of Key Personnel	15
	Supervisor and horticulturist or Landscaper Minimum 5 years' experience and a National Diploma	
5	Description of Health and Safety policy	10

The Pass Mark for the technical evaluation will be 70 points.

FINANCIAL PROPOSAL/OFFER

The Contractor shall submit a detailed financial proposal in a separately sealed envelope as a lump sum per site, with detailed workings of how the lump sum is calculated. The cost breakdown includes; salary, allowance, uniforms, as well as chemicals, materials and all the necessary tools and equipment, profit margin etc.

The Proposal shall indicate cost per site i.e;

- i) **AUC Old Complex 85,858 m²**
- ii) **Julius Nyerere Peace and security Building 4,891.82 m²**
- iii) **AUC New Complex 101,017 m²**
- iv) **Chairperson's Residence-Africa House to clean artificial river , fountain and private garden 15,018.40 m²**
- v) **Deputy Chairperson's Residence 49.5 m²**
- vi) **Eight (8) Commissioners' Residences- measurement as indicated below :**

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	H.E. the Comm. for Social Affairs	52.53
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