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Standard Bidding Documents

Procurement of Design-Build Construction work

Construction of Fence and Renovation of Warehouses of the African Union Continental Logistics Base, Doula, Cameroon

Procurement Number: AUC/PSD/W/14

Date of Issue: 30th April 2018

Section I. Invitation for Bids

Construction of the African Union Continental Logistics Base

PROCUREMENT NUMBER: AUC/PSD/W/14

The African Union Commission has allocated funds for the procurement of services and now invites sealed bids from eligible bidders for the Provision of Design, execution and completion (Design Build) Services as per attached Terms of Reference. A firm shall be selected under **Least Cost Selection criteria**. Bids that are responsive, qualified, technically compliant will be ranked according to price.

Interested bidders may obtain further information by writing to FayeJ@africa-union.org; MakogeS@africa-union.org; Tender@africa-union.org

Bids must be delivered to the address below on or before Monday 25th May 2018 at 1500 hours (Douala Time). 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 Cleaning and Janitorial Services.
- Financial information-Bank statement (Last TWO years)
- ONE (1) Original and ONE Copy of the Technical and financial proposal
- 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 their own cost, at the address below. Late bids will be rejected and returned unopened to bidders.

Site visit: Shall be the **10th and 14th May 2018 at 1100 hours.**

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.

Clarifications: Clarifications may be requested not less than 7 (Seven) days before the submission deadline.

The address for requesting clarifications is: FayeJ@africa-union.org; MakogeS@africa-union.org; tender@africa-union.org

Address for Bid submission:

**African Union Continental Logistics Base, African
Union Street, Douala, Cameroon, BP: BP 15147
Email: JosephM@africa-union.org
Email: FayeJ@africa-union.org/MakogeS@africa-union.org**

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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):	
Date of Bid:	
Procurement Number:	
Subject of Procurement:	

We offer to provide the Services detailed in the Terms of Reference/Statement of Requirements, in accordance with the terms and conditions stated in this bid document and subsequent contract.

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: PROJECT BACKGROUND

1. The African Union Continental Logistics Base was inaugurated on and handed over to the African Union Commission on 5th January 2018 to store equipment and materials for observations and monitoring missions, peace support missions, intervention in a Member State, preventive deployments, peace building including post conflict disarmament and demobilization, and humanitarian assistance.
2. African Standby Force, peace Support Operations and humanitarian response. As part of the operationalisation of the CLB, the administrative building constructed for use by the staff working at the CLB needs cleaning and gardening services in keeping up with the AU working standards. The role of the African Standby Force (ASF) is to provide the African Union (AU) with the necessary capabilities for the deployment of peace support missions and interventions pursuant to Article 4 (h) and (j) of the African Union Constitutive Act , as per the African Union Peace and Security Council protocol in its Article 13. The ASF must have the capability to deploy rapidly to conduct Peace Support Operations (PSOs).
3. The ASF must have immediate access to the equipment and materiel required to rapidly deploy in AU Peace Support Operations. This will be achieved through the deployment of the AU's Strategic Deployment Stocks (SDS) held at the Continental Logistics Base (CLB) or supplied directly from commercial suppliers.
4. The African Union Commission (AUC) wishes to engage professional services for Provision of Cleaning and Janitorial Services. The AUC will select the tender of the Contractor it deems has the demonstrated knowledge and experience and who fulfils the needs of the Commission at a competitive price. Contractors are expected to demonstrate their capability, experiences and understanding of the requirements of the AUC.

The work mainly consists of construction of new fence and renovation/maintenance (bare minimum) works to existing warehouses for safe and secure storage of rapid deployment items. The contractor shall render a complete design-build lump-sum contract service in line with applicable building codes and regulations for the works described below. The contractor shall provide all relevant drawings with bill of quantities and unit prices. The contractor shall also be responsible for processing and securing design permit, construction permit and usage certificates as required. Designs and main construction materials shall be approved by the employer's engineer before contract signing. At the end of the project the contractor is required to handover a complete operational building as per the requirements below with all drawings, operation and maintenance manuals. Bid Security, Performance guarantee, advance payment, retention and contractors liability periods are as per the General and particular conditions of contract. The contractor is required to perform through site assessment and understand the project very well. As this is a lump sum contract all rectification, modification and adjustment of unforeseen works within the described scope of works are the responsibilities of the contractor.

The main construction activities to be performed are:

- Construction of new fence with approximate length of 140 meters;
- Maintenance of RDC store which is attached with the administrative block;
- Maintenance of warehouse with approximate floor area of 504 m²;

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- Maintenance of warehouse with approximate floor area of 419 m².

Site visit shall be arranged by the client at an appropriate date which will be communicated by the CLB office.

The completion period of the project is one month.

SESSION IV: TERMS OF REFERENCE/STATEMENT OF REQUIREMENTS

The contractor shall design, execute and complete the works in accordance with the contract. When completed the works shall be fit for the intended purpose for which the works are required, i.e. securing the CLB site and to provide safe secure and secure storage facility. The contract type shall be design-build lump sum contract. The contractor is required to perform through site assessment and understand the project very well. As this is a lump sum contract all rectification, modification and adjustment of unforeseen works within the described scope of works are the responsibilities of the contractor.

1. Fence Work

The work includes construction of a new fence of approximately 140 meters long with the following properties:

- The foundation of the fences shall be C25 reinforced concrete with minimum depth of 1.2 meters from natural ground level;
- The column/foundation center to center spacing shall be 5 meters. The foundation column shall extend to the top of the fence to provided sufficient lateral support;
- The grade beam shall have a minimum depth of 50cm. recommended width is 25 cm;
- The amount and configuration of reinforcement shall be as per the recommendation of the structural design;
- A guard post of 2x2 meters at both the entrance and exit shall be constructed with concrete roof.
- The infill material shall be class B concrete hollow block (HCB) of thickness 20 cm. the minimum height of the fence is 3 meters. Provision of design patterns or logo on the fence shall be discussed at the design stage;
- Both sides of the fences shall be smooth finished cement mortar plaster;
- Two metal gates of with 5 meters shall be installed at entrance and exit of the premise. The location shall be discussed at design stage;
- Razor wire of diameter 60 cm shall be installed along the fence;
- CCTV cameras at both and exit gates shall be provided. Additional CCTV cameras need to be provided to monitor external part of the fence. The CCTV cameras shall be equivalent to the existing ones and the system shall be integrated with the current system
- Provide steel barriers at both entrance and exit gates.

2. Maintenance of RDC Warehouse adjacent to the Administrative Block

The purpose of the maintenance work, as described in the general description, is to provide safe and secure storage space within the limited budget available.

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The main works to be done are:

- Remove the existing rusted iron sheet roof and dispose off outside the CLB site at an appropriate location approved by the municipality;
- Remove and dispose of existing asbestos ceiling at an appropriate location approved by the municipality;
- Apply two coats of antirust paint to existing metal truss and purlins;
- Check all connections and sections for structural soundness and fix as required;
- Install new coated EGA metal sheet roof cover on existing truss structure. The work includes all accessories and coping and flushing works with side walls as required;
- Patch with C25 concrete potholes and cracks on the floor.
- Patch and plaster damaged walls and ceiling;
- Plaster and fix corners of concrete columns;
- Construct new HCB wall of 20 cm thickness to close redundant openings. The wall shall be plastered on one sides.
- The existing fluorescent lights shall be reused. However the electric cables and breakers shall be checked and inspected. Burnt out fluorescent tubes shall also be replaced;
- Provide fire hydrants at all gates and appropriate locations;
- supply and fix CCTV camera at all gates. The CCTV cameras shall be equivalent to the existing ones and the system shall be integrated with the current system
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3. Maintenance of Existing 504m² Warehouse

The purpose of the maintenance work, as described in the general description, is to provide safe and secure storage space within the limited budget available.

The main works to be done are:

- Clearing of the area from shrubs and redundant material and disposal;
- Remove the existing rusted iron sheet roof and dispose off outside the CLB site at an appropriate location approved by the municipality;
- Apply two coats of antirust paint to existing metal truss and purlins;
- Check all connections and sections for structural soundness and fix as required;
- Install new coated EGA metal sheet roof cover on existing truss structure. The work includes all accessories and coping and flushing works with side walls as required;
- Supply and fix one sliding metal door with all accessories;
- Supply and fix metal ventilation grill on one side of the wall;
- Patch with C25 concrete potholes and cracks on the floor.
- Patch and plaster damaged walls;

- Construct new HCB wall of 20 cm thickness to close redundant openings. The wall shall be plastered on one sides.
- Paint external plastered surface.
- The existing fluorescent lights shall be reused. However the electric cables and breakers shall be checked and inspected. Burnt out fluorescent tubes shall also be replaced;
- Provide fire hydrants at entrance door and appropriate locations;
- Supply and install CCTV camera at entrance door. The CCTV cameras shall be equivalent to the existing ones and the system shall be integrated with the current system

4. Maintenance of Existing 419m² Warehouse

The purpose of the maintenance work, as described in the general description, is to provide safe and secure storage space within the limited budget available.

The main works to be done are:

- Clearing of the area from shrubs and redundant material and disposal;
- Remove the existing rusted iron sheet roof and dispose off outside the CLB site at an appropriate location approved by the municipality;
- Apply two coats of antirust paint to existing metal truss and purlins;
- Check all connections and sections for structural soundness and fix as required;
- Install new coated EGA metal sheet roof cover on existing truss structure. The work includes all accessories and coping and flushing works with side walls as required;
- Supply and fix one sliding metal door with all accessories;
- Supply and fix metal ventilation grill on one side of the wall;
- Patch with C25 concrete potholes and cracks on the floor.
- Patch and plaster damaged walls;
- Construct new HCB wall of 20 cm thickness to close redundant openings. The wall shall be plastered on one sides.
- Paint external plastered surface.
- The existing fluorescent lights shall be reused. However the electric cables and breakers shall be checked and inspected. Burnt out fluorescent tubes shall also be replaced;
- Provide fire hydrants at entrance door and appropriate locations;
- Supply and install CCTV camera at entrance door. The CCTV cameras shall be equivalent to the existing ones and the system shall be integrated with the current system.

SESSION V: RESPONSIBILITY AND CONTROL OF THE WORK

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The Contractor shall be responsible for all damage caused by its employees, its equipment or its supplies, to AUC property, equipment, buildings and building contents.

The Contractor shall also be responsible for all injuries to persons caused by its staff, equipment or supplies. The Contractor must be knowledgeable of and abide by all provisions of legislative enactments, by-laws and regulations in regard to safety.

The Contractor's employees must wear adequate safety equipment for the tasks involved (e.g. safety shoes), and train their employees on the safe use of hazardous materials in the workplace. All containers of such materials must be clearly identified, labeled and stored at all times. Any health and safety issues should be reported immediately. The Contractor is responsible for all training, supervision, orientation of new staff and quality of work.

The Contractor shall ensure that all waste and refuse collected are appropriately transported in quality bags, so as to ensure their handling and collection under acceptable conditions of hygiene. The Contractor shall be responsible for waste collection.

1. Performance Schedule

The Contractor shall propose to the AUC and follow on the work done according to the schedule provided to AUC by the company. Any, even occasional, changes must be subject to the AUC's prior approval. The schedule should clearly contain a detailed dates of completion of the construction. The Contractor may propose the execution of certain work on Sundays or holidays, subject to written approval by the PSOD Logistics Team and without the AUC incurring any additional charges.

2. Insurance

The Contractor shall maintain at his sole expense, effective insurance covering his activities at the project 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 is the sole responsibility of the awarded contractor to obtain an all workman insurance cover for employees.

3. Contractor's Responsibility For Employees

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

The Contractor will assume total responsibility for contracted staff behaviour 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.

4. Security Clearance

The Contractor will have to provide security clearance /character certificate from local police authorities of all staff selected to deliver services at the AUC Premises. A copy of the National Identity Card along with the photograph will also be provided to the Peace Support Operations for their record.

5. 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 staff will use protective clothing/gears (to include but not limited to gum boots and gloves).

6. Contractor's Personnel

Must include workers and full time on-site Supervisors. A Supervisor with a decision making capacity, should be appointed & based in the AUC compound by the Contractor, who is responsible to oversee the contracted personnel & provide necessary trainings. The contractor's staff shall wear proper uniforms, bearing the company's insignia and be equipped in compliance with the regulations in force.

Thorough attention must be given to the good presentation and appearance of the cleaning Personnel. Cleaning personnel must wear uniforms with Company logo/insignia at all times and should be equipped with necessary equipment to undertake cleaning. Cleaning personnel proposed must undergo a medical checkup and be certified as physically fit to work perform the duties;

Site visits: The AUC reserves the rights to conduct site visits of the Contractor's premises and references during the evaluation process.

SESSION VI: TECHNICAL PROPOSAL

Tenderers are also required to demonstrate 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 providing Cleaning and Janitorial Services and is expected to have a minimum of 3 years proven experience in this field. Further, have similar experiences (at least three contracts) for providing Janitorial 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;**

1) Staff Capabilities: Management Structure and Key Personnel

Total number of key staff and their experience.

The AUC requires highly qualified supervisors with minimum 5 years' experience and a National diploma.

2) Methodology:

- Understanding of the assignment: Contractor to provide a description of how they will provide the construction services
- General organization and capability to adequately carry out the assignment:
 - Proposed staffing levels
 - Equipment capabilities
 - List of construction equipment
 - Samples of previous construction work carried out in the Country or region
 - Valid certificates and licenses for conducting business in Cameroon

- 3) **Description of Health and Safety policy against occupational hazards:** The Contractor shall define their Health and Safety guidelines.
- 4) **Financial Capabilities**

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

SESSION VI: AWARD CRITERIA

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

No	Areas	Points
1	Demonstrated specific Experience of the Contractor in the provision of similar services -Nature of services (similar in nature) -Contract value and scope and size, complexity -Similar environment and customer base	25
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 management structure and staffing -Proposed work equipment, consumables and logistics -Innovativeness 	30
3	Financial capabilities	15
4	Qualifications and Experience of Key Personnel	20
	Professional Expertise Technical qualification	
5	Description of Health and Safety policy	10

The pass mark for the technical evaluation is 70 points.

SESSION VII: FINANCIAL PROPOSAL/OFFER

The Contractor shall submit a detailed financial proposal in a separately sealed envelope as a lump sum, with detailed workings of how the lump sum is calculated. The all-in service includes salary, allowance, uniforms, as well as chemicals, materials and all the necessary tools and equipment. Proposal should a detailed breakdown of costs required for all the component of the construction work according to the TOR in section IV above.

1. Fence Work

No	Description	Price
1	Excavation	
2	Reinforced concrete for footings, foundation columns, grade beam and elevation columns	
3	Back fill	
4	Reinforced concrete for elevation columns	
5	Guard Post	

6	HCB wall both sides plastered and painted	
7	Two metal gates	
8	Razor wire	
9	CCTV Cameras	
10	Exit and entrance steel barriers	

2. Maintenance of RDC Warehouse adjacent to the Administrative Block

No	Description	Price
1	Removal and disposal of existing roof	
2	Removal and disposal of existing ceiling	
3	Painting of two coats of anti-rust paint	
4	Checking of all connections and sections for structural soundness and fix as required	
5	Supply and install new roof cover	
6	Patch with C25 concrete potholes and cracks on the floor	
7	Patch and plaster damaged walls and concrete ceiling	
8	Plaster and fix corners of concrete columns	
9	Construct new HCB wall of 20 cm thickness to close redundant openings. The wall shall be plastered on one sides	
10	Inspection, fixing and changing of damaged existing fluorescent lights	
11	Provide fire hydrants at all gates and appropriate locations	
12	Fix CCTV camera at all gates	

3. Maintenance of Existing 504 m² Warehouse

No	Description	Price
1	Clearing of the area from shrubs and redundant material and disposal	
2	Removal and disposal of existing roof	
3	Painting of two coats of anti-rust paint	
4	Checking of all connections and sections for structural soundness and fix as required	
5	Supply and install new roof cover	

6	Supply and fix metal sliding door	
7	Supply and fix metal ventilation grill on one side of the wall	
8	Construct new HCB wall of 20 cm thickness to close redundant openings. The wall shall be plastered on one sides	
9	Paint external plastered surface	
10	Inspection, fixing and changing of damaged existing fluorescent lights	
11	Provide fire hydrants at all gates and appropriate locations	
12	Fix CCTV camera at all gates	

4. Maintenance of Existing 419m² Warehouse

No	Description	Price
1	Clearing of the area from shrubs and redundant material and disposal	
2	Removal and disposal of existing roof	
3	Painting of two coats of anti-rust paint	
4	Checking of all connections and sections for structural soundness and fix as required	
5	Supply and install new roof cover	
6	Supply and fix metal sliding door	
7	Supply and fix metal ventilation grill on one side of the wall	
8	Construct new HCB wall of 20 cm thickness to close redundant openings. The wall shall be plastered on one sides	
9	Paint external plastered surface	
10	Inspection, fixing and changing of damaged existing fluorescent lights	
11	Provide fire hydrants at all gates and appropriate locations	
12	Fix CCTV camera at all gates	

General: This Scope of Work (SOW) will provide a guide as to what may be expected as a minimum requirement for a range of construction works at the CLB. For more detailed information on specifications, it is highly recommended to refer to the Procurement Officer.

The Contractor will also be required to regularly and immediately report to the concerned Peace Support Operations Division Officer any unforeseen problem that may occur to the work, such as: safety and health hazardous issues and any other related information as and when they occur.