



REQUEST FOR PROPOSAL

Procurement No: AUC/AHRM/C/024

CONSULTANCY SERVICES TO CONSULTANCY SERVICES TO STUDY A FAIR COMPENSATION AND BENEFIT SCHEME FOR AU OFFICES

The African Union Commission has reserved funds toward the cost of **consultancy services to study a fair compensation and benefit scheme for AU offices**

The African Union now invites proposals to provide the above mentioned consulting services

Bidders are required to provide, but not limited to the following:

- 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. It should be clearly indicated who the lead bidder is.
- Trade Licence /Registration document

The deadline for submission of bids is **19th April 2019 at 1500hrs** local time. Technical bids shall be opened on **Friday 19th April 2019** at 1500hrs in the presence of bidders or bidders' Representatives who choose to attend, at the African Union Premises, Building C, 3rd Floor, Department of Administration and Human Resource Meeting Room.

Both technical and financial offers should be in the same envelope. Late bids will be rejected and returned unopened to bidders.

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

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

Interested firms can collect the bid documents from **the African Union website:** <http://www.au.int/en/bids>.

The address for submission of bids is:

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