



Date May 24, 2019

Letter of Invitation

1. The African Union Commission (the “Client”) has been allocated grant from different fund organizers and intends to apply the funds to eligible payments under the contract for which this training terms of reference is issued.
2. The African Union Commission (AUC) now invites call for technical and financial proposal for 12 different trainings services from eligible and qualified trainings service providers in frame work agreement bases for three years. Therefore recommended for contract award training providers will give the training for three years from the date of contract signing with the same and fixed cost.
3. The African Union Commission (AUC) invites experienced training companies to submit technical and financial proposals in hard copy (Email technical and financial offers are not acceptable) to provide one or more training services (hereinafter called “Training Services”) from the list of trainings attached herewith. More details scope and requirements on the training Services are provided in the Terms of Reference attached herewith.
4. The selection method Selection Based on the Consultants’ Qualifications (CQS) format as described in this document, in accordance with the policies of the African union procurement rules and regulations.
5. Interested eligible training service providers may obtain further information from African Union Commission (AUC) at the address below from 8.00AM up to 5.00PM from Monday to Friday starting from May 24, 2019.
6. Bidders may request for clarifications no less than 14 days from the for submission, from The Chairperson, Tender Board, African Union Commission, Telephone number (+251) 11 5517700, Ext 4371, Email tender@africa-union.org
7. Training proposals shall be valid for a period of 90 days. Bids must be delivered to the address below at or before 28 of June , 2019 at 3:00pm Addis Ababa Time.
8. Electronic bidding will be permitted. Late bids will be rejected. Bids will be opened in the presence of the bidders’ representatives who choose to attend in person.
9. Bids will be opened at AUC meeting Hall, 28 of June 2019 at 3:30pm Addis Ababa time. The Outer envelope should bear the name and address of the bidder and the training title.



10. The address for deposit of bids is:

- The Chairperson, Tender Board,
- African Union Commission,
- Building C, 3rd floor, TENDER BOX
- Roosevelt Street.
- P. O. Box 3243,
- Addis Ababa, Ethiopia.

Yours sincerely,