

AFRICAN UNION

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## TERMS OF REFERENCE

### PRINTING SERVICES - AU DIARY AND CALENDAR 2021 Framework Contract

**Procurement Reference: AUC/DIC/G/005**

#### BACKGROUND

The African Union (AU) is a Pan African continental body consisting of 55 African countries and is charged with spearheading Africa's socio-economic growth through integration, inclusion and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States.

The vision of the African Union is that of "**An integrated, prosperous and peaceful Africa, driven by its own citizens and representing a dynamic force in the global arena**". This vision is elaborated in **Agenda 2063, Africa's shared strategic framework for inclusive growth and development** and which aims to harness and optimise the use of Africa's resources for the benefits of all Africans to realise the 7 continental Aspirations of the African people that will ensure we transform and have the Africa we want by the year 2063.

The AU Diaries and Calendars are key corporate communication material of the African Union Commission that are used to create awareness on ongoing AU activities, build associations with key stakeholders to gain support for AU policy programmes thus attaining increased corporate visibility. These promotional materials carry the AU Logo, colours and theme of the year, message of the Chairperson and key messages of Agenda 2063.

The African Union Commission invites companies that are registered and operating as business entities within Member States of the AU to submit their proposals for the printing of **AU DIARIES AND CALENDAR 2021 on a Framework Contract Basis for two years**. Companies must have extensive experience in producing high quality print publications with the ability to deliver printed material within stated delivery timelines.

## TECHNICAL SPECIFICATIONS

The successful firm will be expected to work with the Directorate of Information & Communication to ensure delivery of the Diary and Calendar 2021 as per the technical specifications and artwork provided.

*Note: Origination- Complete print ready pdf supplied by African Union, DIC. The design and artwork and pantone colour references to be provided by AUC and must be strictly adhered to*

NO	ITEM	DESCRIPTION
1	Executive Diary 2021	<p><b>EXECUTIVE DIARY 2021 SPECIFICATIONS</b></p> <p><b>Cover</b></p> <ul style="list-style-type: none"> <li>• <b>Dimensions/ Size:</b> Approx. B5 (B series 176mm × 250mm)</li> <li>• <b>Cover Material:</b> Black Cover of Genuine Leather,</li> <li>• <b>Cover Inscription:</b> AU Logo and Corporate Name of Embassies/ Country/ Commissioner in foiled Gold and the Year (design to be sent by AU, <b>no changes should be made in terms of the Logo size or year inscription</b>)</li> </ul> <p><b>Inside</b></p> <ul style="list-style-type: none"> <li>• <b>Total Number of Pages:</b> 388 (Custom Design to be provided by African Union, DIC)</li> <li>• <b>Paper:</b> <ul style="list-style-type: none"> <li>a) <b>370</b> Calendar dates <b>70gm Cream</b> all through (2 color tone print - <b>AU Red and AU grey, Pantone provided</b>),</li> <li>b) <b>18</b> Inserts <b>70gm Cream</b> (Full Color print)</li> </ul> </li> <li>• <b>Quantity:</b> 250</li> </ul> <p>Design to be Shared by AU, DIC</p>
2	Regular Diary 2021	<p><b>Dimensions/ Size:</b> Approx. A5 (B series 148mm × 210mm)</p> <p><b>Cover</b></p>

		<p><b>Cover Material:</b> AU Soft Mole Skin Cover Leather</p> <p><b>Cover Inscription:</b> AU Logo and Corporate Name in foiled gold and the Year (design to be sent by AU. <b>No changes should be made in terms of the Logo size or inscription</b>)</p> <p><b>Inside</b></p> <p><b>Total Number of Pages:</b> 388 (Custom Design to be provided by African Union, DIC)</p> <p><b>Paper:</b> a) <b>370</b> Calendar dates <b>70gm Cream</b> all through (2 color tone print - <b>AU Red and AU grey, Pantone provided</b>)</p> <p>b) <b>18</b> Inserts <b>70gm Cream</b> (Full Color print)</p> <p>Quantity: 2000 Design to be Shared by AU, DIC</p>
<b>3</b>	<b>Calendar 2021</b>	<p><b>DESK CALENDAR 2021</b></p> <ul style="list-style-type: none"> <li>• <b>Dimensions:</b> A5 desk calendar, extended pad for notepad placement (White in color)</li> <li>• <b>Calendar Months:</b> <b>350gm Art gloss white</b> Full Color print (16cm X 11cm) <b>18 sheets in total</b>, double print on both sides for each sheet (English and French)</li> <li>• <b>Notepad:</b> A5 100 sheets (Full color print, AU Logo and Tagline)</li> <li>• <b>Artwork designs to be provided by African Union, DIC</b></li> <li>• <b>Pictures are attached</b></li> <li>• <b>Quantity:</b> 2000</li> </ul> <p>Design to be Shared by AU, DIC</p>

**ELIGIBILITY:**

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

1. Minimum of ten (10) years providing printing services and solutions preferably to large national, or regional and international institutions
2. Access to highest quality printing and reproduction facilities which apply high production and technical standards
  - Detailed technical capability and capacity to undertake the work

- ***The African Union believes in supporting African based business and hence all production for the magazine must be undertaken in production facilities within a Member State of the African Union***

3. Ability for 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
7. Proposed Budget and Delivery Timelines
  - Detailed breakdown of costs (digital vs offset) and delivery schedule
8. **Sample of Diary and calendar must be provided before final production run**

#### **Evaluation Criteria**

	Criteria	Value
	<b><i>The African Union believes in supporting African based business and hence all production for the magazine <u>must</u> be undertaken in production facilities within a Member State of the African Union.</i></b>	
1	Access to highest quality printing and reproduction facilities which apply high production and technical standards <ul style="list-style-type: none"> <li>• Minimum 10 years of operation (10)</li> <li>• Manufacturing / Production facilities in an AU Member States (10)</li> <li>• Technical capability and capacity to undertake the work (10)</li> </ul>	30
2	Ability to produce according to technical specification provided <ul style="list-style-type: none"> <li>• Ability for Content compilation, Design and layout – evidence graphics design capability (10)</li> <li>• Sample of previous work provided (10)</li> </ul>	20
3	Certified Quality control systems (10)	10
4	Proposed Budget <ul style="list-style-type: none"> <li>• Detailed breakdown of costs - digital vs offset</li> </ul>	20
5	Ability to deliver within stipulated time limits <ul style="list-style-type: none"> <li>• Proposed Delivery schedule - digital vs offset</li> </ul>	20
	<b>TOTAL</b>	<b>100</b>

The pass mark for the technical evaluation will be 70 points.

## **FINANCIAL OFFERS**

The offers shall be valid for a period of two years, which is the duration of the framework contract.

The financial offers shall be submitted in a separate sealed envelope. This is a two-envelope bidding process.

The supplier shall indicate the unit price CIP Addis Ababa for each product.

## **MODE OF SUBMISSION**

The **deadline** for submission of bids is **6<sup>th</sup> August 2020 at 1500hrs local time**.

Sealed bids will be opened on **7<sup>th</sup> August 2020 at 1500hrs local time** in the presence of bidders or bidders' representatives who choose to attend, at the address below. Both technical and financial offers should be in the separate envelopes. Late bids will be rejected and returned unopened to bidders.

Clarifications should be addressed to: e-mail: [Tender@africa-union.org](mailto:Tender@africa-union.org)

**The telephone number is (+251) 11 5517700, Ext 4525, 4305**

**Fax number: +251-11-5517844**

The address for submission of bids is:

**Procurement, Travel and Stores Division  
African Union Commission,  
P. O. Box 3243,  
Roosevelt Street  
Block C, 3rd Floor  
Addis Ababa, Ethiopia**

Or

[Tender@africa-union.org](mailto:Tender@africa-union.org) Cc TizitaT@africa-union.org

If the bid is submitted by an email, lock the financial proposal by a password and send the password 20 minutes before the deadline hour.