



AFRICAN UNION COMMISSION

REQUEST FOR THE PRODUCTION OF AU ECHO MAGAZINE UNDER FRAME WORK CONTRACT

Ref. AUC/DIC/G/004

African Union Commission

14 September 2020

SECTION A: REQUEST FOR QUOTATION

- 1) Description of the Goods: **Production of AU Echo Magazine, whose specifications are detailed in the Terms of Reference, to the AUC under two years frame work contract.**
- 2) Currency of quotation **USD/ETB.**
- 3) Quotations should be based on:
 - a) For companies supplying from within the Country specified for delivery; Ex Works – insured and delivered to African Union ware house;
 - or**
 - b) for companies supplying from outside the Country specified for delivery; CIP to Addis Ababa, Bole International Airport
- 4) The delivery period required is 30 days from date of order.
- 5) Quotations must be valid for **60 (sixty) days** from the return date given below.
- 6) Quotations supporting documents as specified in section B must be marked with the procurement number given above and indicate your acceptance of the stated terms and conditions.
- 7) Quotations and samples must be received in sealed envelopes no later than **15:00 hours local time, Tuesday 13 October 2020.**
- 8

Clarifications should be addressed to: e-mail: tender@africa-union.org and Meroww@africa-union.org

The address for submission of bids is:

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

NB: The Title of the Bid and Procurement reference number should be clearly indicated.

- 9) The attached schedule of rates and prices at section C and technical data at section D detail the services to be performed.
- 10) You are requested to quote by completing Sections B, C and D. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services. The whole cost of performing the services shall be included in the items stated and the cost of any incidental services or materials shall be deemed to be included in the prices quoted.

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- 11) Quotations that are responsive, qualified and technically compliant will be ranked according to price. Award of contract will be made to the lowest priced quotation by the issue of a framework contract.
- 12) Payments will be made in accordance with any resulting order within thirty (30) days of receipt of an invoice.

Your quotation is to be returned on this Form by completing and returning Sections B, C and D including any other information/certification required within this RFQ.

SECTION B: QUOTATION DETAILS

- 1) Currency of Quotation:
- 2) Delivery period offered: days/weeks/months from date of Purchase Order.
- 3) The validity period of this quotation is: days from the **RETURN BY DATE**.
- 4) Warranty period (where applicable):.....months.
- 5) We enclose the following document(s) as required by the Purchaser:
.....
.....
- 6) We confirm that our quotation is subject to the African Union General Conditions of Contract for Purchase Orders, and is based on the terms and conditions stated in your Request for Quotations referenced above.
- 7) We confirm that the prices quoted are fixed for the duration of the validity period and will not be subject to revision or variation.

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

Authorised for and on behalf of:

Company: _____

Registered Address:

.....
.....

If any additional documentation is attached, a signature and authorisation at Sections B, C and D is still required as confirmation that the terms and conditions of this RFQ prevail over any attachments. If the Quotation is not authorised in Sections B, C and D the quotation may be rejected.

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Section C: Schedule of Rates and Prices (to be priced by Bidder)

(All prices must include labour and material costs and other charges)

Item No.	Activity (In accordance with Section D)	Quantity	Unit Price ETB/USD	Total Cost ETB/USD
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

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SECTION D: TECHNICAL DATA

TERMS OF REFERENCE:

PRINTING SERVICES – 2021 AU ECHO MAGAZINE Framework Contract- APP No: AUC/DIC/G/004

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 the Africa we want by the year 2063.

The 'AU ECHO' is the African Union (AU) magazine designed to act as the reference point for promoting Pan African initiatives and demonstrating the AU's role in improving the lives of African citizens, through evidence based articles from both the AU and Africans themselves. The AU ECHO is published annually by the Directorate of Information and Communication (DIC) with a key focus on content aligned to the AU's Annual Theme. The magazine is distributed to key audiences including Heads of State and Government, during the AU Summits.

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 **THE AU ECHO MAGAZINE 2021 EDITION** in English and French. The Successful Supplier will be given a Framework Contract 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.

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TECHNICAL SPECIFICATIONS

The successful firm will be expected to work with the Directorate of Information & Communication (DIC) to ensure delivery of the AU Echo Magazine 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

ITEM	DESCRIPTION	QUANTITY
1: AU ECHO MAGAZINE	<p>Dimensions/ A4 Size: 297mm (H) x 210mm (W)</p> <p>Bleed Size: 3mm Bleed</p> <p>Cover Page: Full colour both sides on Paper Stock 150gsm, matte with UV Varnish</p> <p>Inside Pages: 96pp printed in full colour throughout on Paper Stock 70gsm, matte</p> <p>Binding: Saddle stitched up to 96pp (anything over 100pp must be PUR bound)</p> <p>No of pages: Approx. 100 -160</p> <p><i>Design to be provided by AU, DIC</i></p>	2000
2. SPECIAL INSERT (Placed within the magazine for distribution)	<p>Dimensions/Size: A5 Size; 210mm (H) x 148mm (W)</p> <p>Bleed Size: 3mm Bleed)</p> <p>Cover Page: Full colour both sides on Paper Stock 150gsm, matte with UV Varnish</p> <p>Inside Pages: 96pp printed in full colour throughout on Paper Stock 70gsm, matte</p> <p>Binding: Saddle stitched up to 96pp (anything over 100pp must be PUR bound)</p> <p>Double Sided Print (Extension of 9 Leaves)</p> <p>No of pages: Approx. 40-48</p> <p><i>Design to be provided by AU, DIC</i></p>	2,000

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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 as per TOR e.g. ability to print in either digital or offset formats.
 - ***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 Magazine and insert must be provided before final production run**

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EVALUATION CRITERIA

	Criteria	Value
	<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>	
1	Access to highest quality printing and reproduction facilities which apply high production and technical standards <ul style="list-style-type: none">• Minimum 10 years of operation (10)• Manufacturing / Production facilities located in an AU Member State(10)• Technical capability and capacity to undertake the work (10)	30
2	Ability to produce according to technical specification provided <ul style="list-style-type: none">•Ability for Content compilation, Design and layout – evidence graphics design capability•Sample of previous work provided	40
3	Certified Quality control systems (10)	10
4	Ability to deliver within stipulated time limits <ul style="list-style-type: none">• Proposed Delivery schedule - digital vs offset	20
	TOTAL	100

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

DELIVERY DATE

The contracted firm shall commence the work as soon as possible, immediately upon signing contract to ensure delivery by **15th December 2020 to the AU HEADQUARTERS Addis Ababa, Ethiopia.**

We confirm that we comply with the technical requirements as detailed above.

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

Authorised for and on behalf of:

Company: _____