

AFRICAN UNION

الاتحاد الأفريقي



UNION AFRICAINE

UNIÃO AFRICANA

**Addis Ababa, ETHIOPIA, P. O. Box 3243, Telephone: +251-11-551
7700,**

Fax: +251-11-5517844, website: www.au.int

BID DOCUMENT

African Union Commission

Set up of Stands for the Sale of bottled water within the premises of the African Union Commission

1.0 Background

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a New Partnership worldwide. Its Headquarters is located in Addis Ababa, Ethiopia.

The African Union Commission (AUC) comprises of approximately 1600 Staff operating in a multicultural environment and intends to provide them with clean bottled mineral water directly within AUC premises. The Commission is seeking proposals for the management and operation of a clean bottled mineral water sales service desk at its premises in Addis Ababa.

1.1 Objectives

The purpose of this bid is to secure the service of a professionally registered and licensed Company to set up a stand for the sale of mineral water or spring bottled water in plastic bottle sizes. The company selling this bottled water must be the one producing it following all appropriate procedures for water production and health in effect in Federal Democratic Republic of Ethiopia (FDRE) as well as related International Standards.

1.2 Services/Facilities to be provided by the AUC

The AUC will provide the following:

- 1) **Space of 32 m² for rent at yearly Advance Rental Fee of USD 1,100.00 (One Thousand One Hundred US Only) or equivalent in Ethiopian Birr at the bank prevailing rate.** The assigned area is located in the outside space of the African Union Commission, allowing AU Staff Members, meeting participants and delegates to have direct access to two (2) selling points. The allocated space shall be used exclusively for sale of bottled water and no any other product.
- 2) The bottled water vendor shall install tents in the allocated spaces, decorate and furnish them at its own costs to suit its own branding.
- 3) The AUC shall provide the allocated spaces with security.

1.3 Opening hours

1.3.1 Service Operating Days: Monday to Friday: 08.00 AM - 5.00 PM

1.3.2 The African Union Commission shall reserve the right to open or close the allocated space for reasons of security and safety *with prior written notice*.

1.4 Rent payments

The bottled water vendor shall effect yearly advance payment of rent in respect of the utilization of the allocated space for the sale of bottled water to be provided under the bid.

1.5 Site Visit/Informational Meeting

All interested Bidders are hereby notified that there will be a formal **Site Visit on Tuesday, August 3rd 2021 at 11.00 am.** Each representative is to be present at the AUC premises at that time where he/she will be escorted by AU Administration and Facilities Management Division's staff to the premises. This will be the **only** Site Visit that will take place; therefore, it is mandatory that each interested bidder to be represented.

1.6 Quality assurance

Bottled water to be sold shall conform to highest standards governing production, storage and distribution of bottled water notably in terms of hygiene, public health and quality of service, and take into consideration the various kinds of bottle sizes and packaging that is expected by African Union Commission officials and staff.

1.7 Service Contract Period

The proposed initial Service Contract period is for Two (2) years from the date of signature of the contract and payment of advance rent (1 year). The AUC may, at its sole discretion and subject to the satisfactory performance of the bottled water vendor, may extend the Contract period to an additional period of one (1) year by giving thirty (30) days written notice to the bottled water vendor prior to the expiry of the term of the Contract.

1.8 Evaluation of bids

The method of evaluation shall be the Quality based selection. African Union Commission will negotiate with the best technically evaluated bidder and prices of products.

Please find the detailed evaluation criteria:

Criteria

Stage 1:

1. Detailed technical evaluation

- A. Experience and performance in the field of production and provision of bottled water. **(20 marks)**

- B. Bottled water supply chain, production and distribution Process and Management.
(20 marks)

2. Financial evaluation

- A. Audited/financial statement of the company for the last three years
(10 marks)

- B. Price List of products.
(25 Marks)

3. Site Visit Production line of bottle water (25 Marks)

Stage 2:

Site Visit at the Production Site: (25 Marks)

A site visit will be conducted for companies that score 65 marks out of 75 Marks for Stage-1. The visit will account for 25 marks. Interested bidders are kindly requested to indicate the exact address of their bottled water production site and submit copies of their Registration Certificate or Trade License delivered by the appropriate Ethiopian Authorities.

Breakdown of Evaluation Criteria		
STAGE 1		
A	Experience and Performance in the field of Production and Distribution of Bottled Water	20 Marks
A1	General Experience on Producing and Distributing bottled water	10
A2	Specific experience in provision/sale of bottled water in international organization and VIPs	06
A3	Bottled water production capacity	04
B	Bottled Water Production and Distribution Process and Management	20 Marks
B1	Organizational Structure and Production Site Setup	03
B2	Diversity of bottle sizes and packaging bundles	03
B3	Staffing plan: Number of staff /qualifications and experience of personnel proposed at the AUC selling point(s) and communication languages.	03
B4	Bottled Water Production and Distribution Process description	03
B5	Hygiene Procedures Description and Compliance to Public Health Policies in effect	03
B6	Compliance to International Standards related to bottled water (WHO Guidelines for Drinking Water quality) and to Ethiopian Drinking Water Quality Standards from the Ethiopian Standards Agency (ESA).	03
B7	Compliance to International/Local Quality Standards for Plastic Bottles.	02
C	Financial Offer and Evaluation	35 Marks
C1	Audited/financial statement of the company for the last three (3) years (2017, 2018 & 2019)	10
C2	Price List	25

Pass Mark: 60 marks and above

Stage 2		
D	Site Visit at the Production Site	25 Marks
D1	Quality, quantity and Modernity of Bottled Water Production line and Encapsulation Equipment	09
D2	Material Conformity with Packaging and Standards Specifications	06
D3	Cleanliness of site, staff and equipment	05
D4	Distance of the warehouse from AUC Headquarters	05

1.9 Queries:

Queries related to this Request For Proposal (RFP) may be forwarded to email: fmuafricaunion.org, Tel: (+251) 11 5517700, Ext 4289. All such queries and/or request for clarification must be received no later than **Friday, August 6th 2021 at 4.00pm.**

2.0 TECHNICAL AND FINANCIAL PROPOSALS

Single Envelope containing technical proposal and financial price list of products to be submitted **by latest Friday, August 13th 2021 at 3.00pm:**

- a) Technical Proposal
- b) Description of the methodology and work plan for performing the assignment
- c) Team composition and task assignments References
- d) Curriculum vitae (CV) for proposed key staff.
- e) Comments and suggestions on the Terms of Reference and on data, services, and facilities to be provided by AUC.
- f) Price list with delivery timelines

Proposals can be also submitted by email at fmuafricaunion.org but all financial data must be protected with confidential access codes (mandatory).

The methodology should address the following key areas;

1. Experience

- General experience on producing and distributing bottled water
- Specific experience
- Capacity to work in an international environment and to handle VIP customers

2. Bottled water Production and Distribution Service Process and Management

- Diversity of bottle shapes, sizes and batches
- Staffing plan (Number of staff proposed and their qualification/Experience)
- Bottled Water Production and Distribution Process Description
- Hygiene Procedures Description and Compliance to Public Health Policies in effect
- Compliance to International Standards related to bottled water (WHO Guidelines for Drinking Water quality) and to Ethiopian Drinking Water Quality Standards from the Ethiopian Standards Agency (ESA).
- Compliance to International/Local Quality Standards for Plastic Bottles.
- Ability to handle VIP customers

3. Financial Offer and Evaluation

- Certified copies of the Audited Financial Statement for the past three years
- Price List

BOTTLED WATER PRICE SCHEDULE

S/NO	BOTTLE SIZES (in Liters)	PRICES		
		Unit Price (ETB)	Bundle (Number of pieces)	Unit Price for one (1) Packaging (ETB)
1	250MI			
2	500MI			
3	1L			
4	1.5 L			
5	2 L			
6	5 L			
7				
8				
9				
10				