



REQUEST FOR BID

Procurement No: AUC/HRM/C/RPO/FW

CONSULTANCY SERVICES TO RECRUITMENT PROCESS OUTSOURCING (RPO) TO FACILITATE THE RECRUITMENT PROCESS OF VARIOUS VACANT POSITION WITHIN THE AFRICAN UNION COMMISSION (UNDER TWO YEARS FRAMEWORK CONTRACT)

The African Union 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 submitted in two separate Electronic File (PDF))**
- **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 /Registration License**

The deadline for submission of bids is 1st **July 2022 at 1500hrs** local time. Technical bids shall be opened on **Friday 1st July 2022** at 1530hrs in the presence of bidders or bidders' Representatives who choose to attend, at the African Union Premises, Building C, 3rd Floor, Directorate of Operations Support Meeting Room.

The technical and financial offers should be in two separate password protected PDF files saved in one folder the files must be clearly marked with the Title and procurement number.

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;

Tender@africa-union.org copy to tesfayeh@africa-union.org

P. O. Box 3243;

Roosevelt Street

3rd Floor, Building C

Addis Ababa, Ethiopia