

AFRICAN UNION

الاتحاد الأفريقي

UMOJA WA AFRIKA



UNION AFRICAINE

UNIÃO AFRICANA

UNIÓN AFRICANA

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INVITATION FOR PUBLIC SALE OF USED AND UNUSED ITEMS

The African Union Commission in Addis Ababa invites sealed bid documents from the public for the sales of the following used and unused items are shown below:

Lot No.	Name	Quantity	Bid Bond Amount (ETB)	Remark
Lot 1	Toyota Prado	1	50,000 per lot	
Lot 2 and 3	Toyota Prado L/C	2	50,000 per lot	Separate Bid bond for each lot
Lot 4	Toyota Mini Bus	1	50,000 per lot	
Lot 5 - 9	Toyota RAV-4	5	50,000 per lot	Separate Bid bond for each lot
Lot 10-12	Toyota L/C Hardtop	3	50,000 per lot	Separate Bid bond for each lot
Lot 13-14	Toyota L/C 105	2	50,000 per lot	Separate Bid bond for each lot
Lot 15-16	Toyota Corolla	2	50,000 per lot	Separate Bid bond for each lot
Lot 17-18	Toyota Land cruiser	2	50,000 per lot	Separate Bid bond for each lot
Lot 19-21	Nissan X-Trail	3	50,000 per lot	Separate Bid bond for each lot
Lot 22-23	Ford Everest	2	50,000 per lot	Separate Bid bond for each lot
Lot 24	Mercedes E280	1	50,000 per lot	
Lot 25	Mercedes Minibus	1	50,000 per lot	
Lot 26	Printing and Office Supplies		40,000 per lot	

Instruction for Bidders:

1. All used and unused items shall be sold on the physical condition ‘as is’, ‘where is’ basis and without additional resources of warranties of any kind.
2. Bidders who wish to apply for multiple LOTS should submit their offers in separate envelopes. Each bid must be accompanied by separate bid security in terms of certified bank cheque and a letter addressed to the National Bank of Ethiopia. The certified bid security should not be sealed and must accompany the envelope of offer. Bidders must

bring along with their officers a photocopy of the Certified Payment Orders (CPO) which shall be signed as receipt of the original and returned to the registered bidder

3. Site visit will be organized for only interested bidders from 4th -8th November 2024 during working hours on Mondays, Wednesdays and Fridays from 9:00am – 12pm (noon) Addis Ababa Time. Bid submission of offers in seal envelopes, accompanied by CPOs as Bid Security, shall be only on Monday to Friday 10:00 am to 3:00pm until the deadline on the 15th November 2024.
4. Bidder are reminded that offer must be submitted for each LOT in separate envelope. African Union Commission will neither accept or reject nor consider any lump submission of several Lots grouped together in one envelope and any of such offer will automatically be disqualified.
5. The Bid Form shall be made available during the site visit to interested Bidders and shall be filled, signed and submitted in separate sealed envelope, addressed to: AUC Tender, African Union Commission, Addis Ababa and hand delivered at the Meles Zenawi Integrated service Centre on Monday to Fridays from 3pm to 5pm until the deadline for submission on 15th November 2024. The envelope shall clearly be marked with the “Lot No..... and Title of Lot.
6. Bidders will be required to sign a Bid Register upon handing over of their offers in sealed separate envelopes accompanied by separate bid securities in the form of certified bank cheques and a letter addressed to the National Bank of Ethiopia as per the template provided during site visit. The envelope containing the offers must be marked with the LOT number and the description of the lot. The bid security information shall be recorded in the Register and signed off by the bidder and the AUC. Any offer without bid security shall not be accepted and registered. Bid Opening Invitation Cards will be issued to the bidder to allow him/her to attend the public bid opening.
7. The acceptable currencies for submission of bids are either ETB or USD. Therefore, the bid amount shall be written in words and figures on the bid form as provided to avoid any ambiguity. Bid forms that do not fulfill these requirements will automatically be disqualified without any consultation with the bidder. For the purpose of accessing and comparing the offers of the various bids, the African Union shall use the bank exchange rate on the bid opening date to convert all bids received in USD to ETB.
8. The bid security in the form of CPO shall be issued in the name of AFRICAN UNION and shall be accompanied with a letter addressed to the National Bank of Ethiopia as per the template provided with bid form document during visits. The bid security shall be returned to unsuccessful bidders after the completion of the bid process
9. All items in the various lots will be sold “as is” and “where is” basis to the highest offer bidders. In the event of achieving the same quoted price, priority shall be given to bidder with the earliest submission date and time as per the duly signed records of the Bid Register
10. The deadline for the submission of bid is 15:00 hours (Addis Ababa time) on 15th November 2024. All bids with bid security must be registered before putting into the

Tender Box. Bids submitted after the closing date and time will not be accepted on whatever circumstances.

11. Public Bid Opening of offers for all lots will be done on Tuesday 19th November 2024 from 09:00am to 01:00pm at the African Union Commission as mentioned on the Bid Opening Invitation Card. Bid Opening Invitation Cards is only issued to registered bidders to allow him/her to attend the public bid opening session. All offers for the various lots shall be read out and recorded. Bidders without Bid Opening Invitation Card will not be granted access into the AU premises to attend the Bid Opening Session.
12. For each lot, successful bidders shall be notified by an official Letter of Award and will be required to effect payment to the African Union within Five (5) working days through Certified Bank Cheque issued in the name of African Union accompanied by a letter addressed to the National Bank of Ethiopia. The initial bid security of the successful bidder will only be returned upon the removal of the items from AU premises. Kindly note that individual cheques will not be accepted in whatever circumstances. Unsuccessful bidders will be officially notified to come, sign-off the Bid Register and collect their earlier submitted bid security.
13. The items sold to the winning bidder must be removed from the premises of the African Union Commission Headquarters within five (5) working days after payment is received and/or confirmation of payment on AU account. In the event the winning bidder fails to remove the items after payment within the specified dates, a penalty of Ethiopian Birr Ten thousand (ETB10, 000) per day up to a maximum of twenty (20) days shall be applied which will entail forfeiture of the initial bid security. The Commission shall not be held responsible for any damage caused to the items while in its custody.
14. In the event the winning bidder fails to comply with paragraphs 12 and 13 above, the winning bidder shall forfeit his/her initial Bid Security and the purchase amount made to the Commission. The Commission reserves the right to dispose the item in a way it sees fit including and not limited to re-advertisement of the lot and without considering any offer received for that lot.
15. The African Union Commission will not provide any assistance, either mechanical nor manpower, for the removal of the any item under public sales.
16. The winning bidders shall be responsible for any statutory fees applied by the local authorities that may be required while transferring ownership of items especially related to vehicles.
17. The Commission reserves the right to accept, reject or cancel any or all bids without providing any justification whatsoever.

**Directorate of Operations Support Services
African Union Commission**