

INVITATION FOR EXPRESSION OF INTEREST (EOI)
PRE-QUALIFICATION FOR THE PROVISION OF ACCOMMODATION AND
CONFERENCE SERVICES IN ETHIOPIA

1. BACKGROUND

The Africa CDC, an autonomous health institution of the Africa Union (AU), was officially launched in Addis Ababa, Ethiopia, in 2017 as a specialized technical institution of the African Union, the Africa Centres for Disease Control and Prevention (Africa CDC) is Africa's first continent-wide public health agency. Africa CDC envisions a safer, healthier, integrated, and stronger Africa, where the Member States can effectively respond to outbreaks of infectious diseases and other public health threats. The agency's mission is to strengthen the capabilities of Africa's public health institutions and systems to detect and respond quickly and effectively to disease outbreaks and other health burdens through an integrated network of continent-wide disease control and prevention, preparedness and response, surveillance, laboratory, and research programs. The Africa CDC works in all geographic regions of the African continent to achieve its mission and has instituted technical divisions to focus on five priority areas, namely Surveillance and disease intelligence, Preparedness and response, Laboratory systems and networks, Disease Control and Prevention, and Public Health Institutes and research.

Africa CDC organizes various conferences, meetings and workshops in Ethiopia and wishes to have a corporate agreement with four-star hotels and above for accommodation and conference package for its guests and staff.

Africa CDC now invites Expression of Interest from four star and above hotels that have capacities in providing Accommodation and Conference Package under framework contract with fixed price. Interested companies should submit the following documents along with signed letter of Expression of Interest.

- i. Detailed company profile
- ii. Copies of registration certificates, Business Licenses and Tax Certificates
- iii. Completed form - A form is available as an ANNEX with this advert.

A framework contract will be signed with successful service provider for an initial two-year period with possible extension based on satisfactory service delivery.

Expressions of interest must be submitted in a written form to the address below or via email before no later than 28th March **2025 at 15:00 Hours Local Time**, Addis Ababa, Ethiopia.

NOTE: All Expressions of Interest (EOIs) received would be pre-qualified based on the company's experience in similar assignment; valid registration certificates, business licenses and VAT certificates. Bidding document, including detail technical and financial specifications would be sent to short listed firms that meet our pre-qualification criteria for the final stage of the selection process.

Africa Centres for Diseases Control and Prevention,
Supply Chain Division

Administration Directorate

Lafto Square, Haile Garment,

Africa CDC Office, A1 Tower, 4th floor, Room No. 408

E-mail: Tender@africacdc.org and selamg@africacdc.org (Please submit your request and submission to both emails).



ANNEX I

No.	Item	Details to be filled by Hotel	Required document
1	Hotel Name		
2	Star Rating		Star rating certificate
3	Physical Address		
4	Contact Person		
5	Phone Number		
6	Email address		
7	Website address		
8	Distance from Airport (km)		
9	Certifications (Eg. Safety, Hygiene, ISO)	- - -	Certificates
10	List of past corporate clients	- - - - -	
11	Number of Rooms		
12	Type of rooms		
13	Number of Conference Hall		
14	Capacity of Conference Hall		
15	Number of breakout rooms		
16	Capacity of Parking area		
17	Internet Connection		

18	List of Health and recreational facilities		
19	Shuttle Service from and to the hotel		

Declaration by Hotel Representative

I confirm that the information provided above is correct to the best of my knowledge.

Name: _____

Position: _____

Signature & Stamp: _____

Date: _____