



INVITATION FOR EXPRESSION OF INTEREST (EOI)

PRE-QUALIFICATION FOR THE PROVISION OF ACCOMMODATION AND CONFERENCE SERVICES IN ETHIOPIA

Background

The African Union is established as a Continental Organization 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. The Commission serves as Secretariat to the Union and has its Headquarters located in Addis Ababa.

The African Union Commission organizes meeting and workshops of varied levels in Ethiopia and intends to have a corporate agreement with Four Stars and above hotels in different Cities for the provision of accommodation and conference for AUC Delegates and its Staff members on a '**as required**' basis.

The Commission now invites Expression of Interest from Four Stars and above hotels with the capabilities of providing Accommodation and Conference Service 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 – (General background of hotel, including organization and staffing)
- ii. Copies of registration certificates, business licenses & VAT certificates.
- iii. FORM I - a form available as an annex on our website (to be completed by Hotels expressing interest).

A framework contract would be signed with successful service provider for an initial period of **TWO YEARS (Twenty-Four Months)** and renewable yearly after satisfactory service deliverable.

For Communication and Enquiry please contact Email: tender@africa-union.org;
cc: DominicN@africa-union.org

Submission of Expression of Interest

One original and One Copy of Expression of Interest (in either English or French Language) must be received in sealed envelope or through e-mail: tender@africa-union.org not later than **31 May 2025 at 1500hours local time**. If submitted by envelope, the envelope must be clearly labelled.

The address for submission is: **The Chairperson of Tender Board; African Union Commission; Roosevelt Street, Building C, 3rd Floor, P. O. Box 3243, Addis Ababa, Ethiopia**
Tel: **+251 11-551-7700**.

NOTE: All 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 met our pre-qualification requirements for the final stage of the selection process.

FORM I

DETAILS OF HOTELS EXPRESSING INTEREST

NAME OF HOTEL		TELEPHONE	
CONTACT PERSON		E-MAIL	
ADDRESS		FAX	

No.	Description	
1	Star of the Hotel	
2	Distance from the Airport	
3	Distance from Africa Union Commission	
4	Number of Rooms	
5	Types of Rooms	
6	Number of Conference Hall	
7	Capacity of Conference Hall	
8	Numbers of Breakout Rooms/Meeting Rooms	
9	Capacity of Parking Area	
9	Internet Connection	SELECT
		YES NO
10	Health Facilities (Gymnasium)	SELECT
		YES NO
11	Shuttle Service from and to the Hotel	SELECT
		YES NO
12	Parking Area	SELECT
		YES NO
13	Recreational Facilities (Swimming Pool, Sauna Bath, Steam Bath, Jacuzzi, etc.)	SELECT
		YES NO

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

Signature: _____ Name: _____

Position: _____ Date: _____