

INVITATION FOR BIDS

(NON-CONSULTING SERVICES– FIRM SELECTION)

ASSIGNMENT TITLE: PROVISION OF GARDENING AND LANDSCAPE SERVICES TO THE AFRICAN UNION COMMISSION.

The African Union Commission has allocated funds for the procurement of services and now invites sealed bids from eligible bidders for Provision of Gardening and Landscaping Services for African Union Commission Compound, Africa House I (Chairperson's Residence), Africa House II (Deputy Chairperson's Residence) as per attached Terms of Reference. Bidders shall be selected under **Least Cost Selection criteria** and Bids that are responsive, qualified, technically compliant will be ranked according to price.

Interested bidders may obtain further information and download the bidding document at <http://www.au.int/en/bids>

Bids must be delivered to the address below on or before 2nd June, 2025 and bids must be accompanied by:

1. Valid tax certificate;
2. Valid business registration documents – Must be licensed company;
3. Proof of references (minimum 3) attesting to the Company's knowledge and experience in providing Landscaping and gardening Services;
4. Financial Information-Bank statement for the Last Two years;
5. ONE (1) Original and ONE Copy for both the Technical and financial proposal;
6. Other relevant information indicated in the TOR (Refer to TORs attached for details).

Bid Validity: Bids should be valid for at least 90 Calendar days after the closing date.

Bid Opening: Bids will be opened immediately after the bid closing hours, in the presence of bidders or bidders' representatives who choose to attend, at the address below. Late bids will be rejected and returned unopened to bidders.

Site visit: Shall be arranged on appointment. Scheduled dates:

1. Friday 16th May 2025 – 9:00 AM - AUC Compound
2. Friday 23rd May 2025 – 9:00AM - Africa House I (Chairperson's Residence)
-Africa House II (Deputy Chairperson's Residence)

Bid Submission: Bidders should ensure that both the technical and financial proposals are enclosed in ONE envelope and sealed indicating the title and Procurement number.

Address for Bid submission:

The Chairperson of the Tender Board
African Union Commission, Roosevelt Street,
Building C, 3rd Floor, P.O. Box 3243, Addis Ababa, Ethiopia
Tel+251115517700; Email; **tender@africa-union.org**

Clarification Requests: Clarification requests should be addressed to tender@africa-union.org Ext 4525

For Site Visit: 0963703904

SECTION II: Bid Submission Sheet

{Complete this form with all the requested details and submit it as the first page of your bid. Ensure that your bid is authorised in the signature block below. If any documentation is attached, a signature and authorisation on this form will confirm that the terms and conditions of this bidding document prevail over any attachments. If your bid is not authorised, it may be rejected.}

Bid Addressed to (Employer):	
Date of Bid:	
Procurement Number:	
Subject of Procurement:	

We offer to provide the Services detailed in the Terms of Reference/Statement of Requirements, in accordance with the terms and conditions stated in the Invitation for Bids.

We confirm that we are eligible to participate in this procurement process.

The validity period of our bid is: _____ days/weeks/months from the time and date of the submission deadline.

We confirm that the rates quoted in the financial proposals are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

We understand that you are not bound to accept the lowest or any bid you may receive.

Services will commence within _____ days/weeks/months from date of Contract.

Services will be completed within _____ days/weeks/months from date of Contract.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorised to sign Bid for and on behalf of _____

Section III: Terms of Reference/Statement of Requirements

A. BACKGROUND

The African Union is established as a Continental Organisation 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 (AUC) wishes to engage professional services for Provision of Gardening and Landscaping Services. The AUC will select the tender of the Contractor it deems has the demonstrated knowledge and experience and who fulfils the needs of the Commission at a competitive price. Contractors are expected to demonstrate their capability, experiences and understanding of the requirements of the AUC.

The Landscaping sites are as follows along with the measurement:

Lot	S/No	Site	Total Surface Area(M ²)
Lot I	1	AUC Old Complex	85,858.00
	2	Julius Nyerere Peace and Security Building	4,891.00
Total for Lot I			90,749.00
Lot II	3	AUC New Complex	101,017.00
	4	Meles Zenawi Integrated Services Center	6,631.00
	5	Africa- China Friendship Garden	2,000.00
Total for Lot II			108,648.00
Lot III	6	Africa House I- Chairperson Residence including cleaning artificial river, fountain and private garden	15,018.00
	7	Africa House II- Deputy Chairperson's Residence	624.00
Total for Lot III			15, 642.00

B. SCOPE OF WORK

The AU proposes to contract Gardening and landscaping services for the four (4) lots. The Landscape Contractor shall furnish all labour, chemicals, equipment, tools, services and skills, (etc.), required to maintain the landscape and gardening in an attractive condition throughout the contract period. Creativity is also fully expected regarding green spaces set-up and color in order to provide a conducive environment for the four (4) lots it will be responsible for.

Gardening and landscaping service shall include mowing, edging, fertilizing, trimming, planting & bed care, weeding, replacement plant materials, mulching, planting of trees pruning and leaf and soil removal or cleanup as detailed hereunder;

- 1. Mowing:** Lawns shall be mowed at the appropriate height to keep a neat appearance. Considering the topography, the Contractor is required to use the proper mowing equipment to provide a high-quality cut and minimize the occurrence of unnecessary scalping due to uneven terrain.
- 2. Trimming:** string line trimming around trees, landscape beds and other obstacles in the turf shall be performed with each mowing. String line trimming around sidewalks and curbs shall be performed with each mowing and or as needed to maintain a sharp edge between the concrete areas and the turf.
- 3. Clean-Up:** removal of all trash prior to mowing each time. Grass clippings shall be removed after each mowing prior to departure of Contractor's employees from the premises. All trash and debris are to be removed from the premises before the Contractor's employees' departure.

4. **Plant & Bed Care:** landscaped beds shall be edged as often as required prior to mulching. Excess soil/turf shall be removed from the premises and not allowed back into the bed.
5. **Weeding:** Weeding in mulched beds shall be performed every week or as needed to maintain a neat appearance. Physical weeding shall be the preferred method of unwanted plants in mulched beds (care taken to remove the root of these plants). Chemical control only as needed. Weeds in seams and cracks of sidewalks and curbs shall be sprayed with a broad-spectrum herbicide, as needed.
6. **Placement Plant Materials:** Plant materials that need replacing will be on an as needed basis. (At least 4 times annually). Plants shall be monitored for the presence of insects or diseases and shall be treated accordingly. An Integrated Pest Management (IPM) strategy, emphasizing least toxic choices, preventative cultural practices and most effective and cost-efficient results shall be implemented.
7. **Planting Trees:** plant and grow more trees on the open spaces with consultation with the business unit
8. **Pruning:** trees/shrubs/plants shall be pruned to maintain a natural appearance of the species with removal of non-variegated stems, stray shoots, suckers, and dead/damaged/diseased wood whenever required to reduce an impediment or hazard.
9. **Leaf Removal:** leaves shall be removed from the turf as required and dispose appropriately.
10. **Irrigation Services:** The Contractor shall provide expertise and all labor to water all areas as required. The Contractor shall inspect, test and insure proper time clock operations. This includes monitoring the irrigation sprinkler system to ensure that watering times are properly set, using the least amount of water necessary throughout the year. The controllers shall be programmed according to seasonal requirements and to ensure that all sprinkler heads are adjusted properly to maximize effective use of water on landscaping and to minimize overflow of water onto sidewalks, driveways and buildings.
11. **Agronomy:** The contractor shall provide proposals for improvement of flowers/plants set up and colors combination within the five (5) areas it will be responsible for in order to beautify/embellish those areas with relevant color combinations and choice of plants/flowers. The contractor will be requested to do an enhancement for each of the five (5) areas which shall be approved and supervised by the AUC.
12. **Cut-Away-** The Contractor shall be responsible for cutting down dry trees and leaves and removing all the cutaway out of the premises when necessary.

C. INSURANCE

The Contractor shall maintain at his sole expense, effective insurance covering his activities at the AUC premises. This shall include Workers' Compensation for the Contractor's employees engaged in Work associated with the Contract and General Liability Insurance.

The AUC shall not be liable for any action, omission, negligence or misconduct of the Service Provider's employees and not liable for any insurance claims arising out of any injury/disability/death whilst performing duties. It is the sole responsibility of the awarded contractor to obtain an all workman insurance cover for employees.

D. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and

ethical conduct. The Contractor shall have overall responsibility for providing working clothes for the staff, obtaining new clothes as needed and arranging for the cleaning of working clothes.

The Contractor will assume total responsibility for contracted staff behavior and performance as well as to take care of the training of the staff, their substitute, and back up in cases of unavailability such as illness and annual leave.

All employed staff should be given a written letter of appointment & job identity card as per the local law.

E. SAFETY AND HEALTH

The Contractor shall accept responsibility for the occupational safety of staff, equipment, furnishings and fittings in the areas exclusively occupied by it for the provision of the services at all times and for such responsibility in the areas where the services are being provided during the hours that it occupies those areas. The Contractor shall ensure that its staff will use protective clothing/gears (to include but not limited to rubber boots and gloves) to prevent exposure to electrical risks.

F. PERSONNEL

Must include workers and at least on full-time on-site Supervisors. Three Supervisor with a decision-making capacity, should be appointed & based in the AUC compound (2), and one for both Africa House & DCP Residence residences by the Contractor, who is responsible to oversee the contracted personnel & provide necessary supervision.

The contractor shall provide a sufficient number of staffs to perform properly the required daily duties considering the whole areas it will be responsible. For AUC premises, zones must be defined and a sufficient number of staffs must be assigned for each zone. Submission of an AUC compound breakdown will be requested indicating the number of staffs assigned per zone and AUC reserve the right to request adjustments regarding the number of staffs. Lack of performance due to lack of staff number or qualification will not be accepted in any case.

G. TECHNICAL PROPOSAL

Tenderers are also required to describe their gardening process, demonstrates adequate expertise and experience in delivering the required services.

G.1 Contractor's Firms Experience/expertise and track record: The Service Provider Firm must be a well-established and reputable organization in the field of Garden Maintenance Services and is expected to have a minimum of 5 years' proven experience in this field. Further, have similar experiences (at least two contracts) for providing Garden services to UN Agency and/ or international organization/companies/Embassies/Diplomatic offices of similar nature or larger during the past five years.

G.2 Client References: List of current and previous clients for similar services as those required by AUC, indicating description of contract scope, contract duration, contract value, contact references.

G.3 Staff Capabilities: Total number of key staff and their experience.

- A qualified horticulturalist or Landscaper is required; a minimum of 5 years' experience and a national diploma in the relevant area.
- Supervisors with five years' experience; minimum of a Diploma in Relevant area
-

G.4 Methodology: The contractor must demonstrate the following:

- Understanding of the assignment: Contractor to provide a description of how they will provide the services
- General organization and capability to adequately carry out the assignment:
 - Proposed staffing levels
 - Equipment capabilities
 - List of chemicals/Herbicides to be used

-Creativity/new ideas in landscaping and gardening

G.5 Financial Capacity

The Service Provider must be financially capable of sustaining the services if awarded the contract. A recent bank statement is required (at least for the last two years)

G.6 Description of Health and Safety policy against occupational hazards: The Contractor shall define their Health and Safety guidelines.

H. EVALUATION CRITERIA

The **Technical evaluation criterion** shall be based on the following sub-criteria:

No	Areas	Points
1	Specific Experience of the Contractor in the provision of similar services -Nature of services -Volume -Similar environment and customer base <i>(Provide a list of current and previous clients for similar services as those required by AUC, indicating description of contract scope, contract duration, contract value, contact references)</i>	20
2	Understanding of assignment in accordance with AUC Requirements -Suggested approach in successfully implementing and providing service requirements in the RFP. General organization and capability to adequately carry out the assignment - Proposed staffing level (number of staff per site and qualifications) -Equipment capabilities (List of tools to be used) -Pesticides and usage -Creativity/Innovation	30
3	Financial Capacity (Provide Bank statement for the last two years minimum)	15
4	Qualifications and Experience of Key Personnel - Supervisors - Horticulturist or Landscaper - Gardeners - Minimum 5 years' relevant experience and a recognized academic qualification e.g. National Diploma, high school certificate etc	25
5	Description of Health and Safety Policy	10
	TOTAL	100

The Pass Mark for the technical evaluation will be 70 points.

I. FINANCIAL PROPOSAL/OFFER

The Contractor shall submit a detailed financial proposal in **US Dollars** in a separately sealed envelope as a lump sum, with detailed workings of how the lump sum is calculated. The cost breakdown includes; salary, allowance, uniforms, as well as chemicals, materials and all the necessary tools and equipment, profit margin among others, The Proposal shall indicate cost per location as outlined below;

Lot	S/No	Site	Total Surface Area (M ²)	Unit Price (USD) Per Month VAT Inclusive	Total Amount (USD) Per Month VAT Inclusive
Lot I	1	AUC Old Complex	85,858.00		
	2	Julius Nyerere Peace and Security Building	4,891.00		
Total for Lot I			90,749.00		
Lot II	3	AUC New Complex	101,017.00		
	4	Meles Zenawi Integrated Services Center	6,631.00		

	5	Africa- China Friendship Garden	2,000.00		
Total for Lot II			108,648.00		
Lot III	5	Africa House I- Chairperson Residence including cleaning artificial river, fountain and private garden	15,018.00		
	6	Africa House II- Deputy Chairperson's Residence	624.00		
Total for Lot III			15, 642.00		