

AFRICAN UNION

الاتحاد الأفريقي

UMOJA WA AFRIKA



UNION AFRICAINE

UNIÃO AFRICANA

UNIÓN AFRICANA

African Union

Standard Bidding Documents

Procurement of Works & Services

Call For Expression of Interest for Service Level Framework Contract Agreement [Civil, Plumbing and Electrical Maintenance Works for AUC Headquarters Facilities]

Section I. Invitation for Bids

Service Level Framework Contract Agreement [Civil, Plumbing and Electrical Maintenance Works for AUC Headquarters Facilities]

The African Union Commission has designated funds for the acquisition of services and is now inviting for qualified bidders for the Provision of Vehicle Hiring Services in accordance with the attached Terms of Reference. A firm will be chosen based on **the Least Cost Selection** criteria. Bids that meet the requirements, are qualified, and technically compliant will be evaluated and ranked based on their price.

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

Sealed Bids must be delivered to the address below on or before 19 June 2026 at 15:00 Hours, Addis Ababa Local Time. All bids must be accompanied by:

- ❑ Valid tax registration/certificate
- ❑ Valid business registration/incorporation documents – Must be licensed company.
- ❑ Proof of references (minimum 3) attesting to the Company's knowledge and experience in providing similar services for at least past 5 years.
- ❑ CVs of key personnel/academic credentials
- ❑ Audited Financial Statements or bank reference demonstrating capacity to finance concurrent work orders, procure materials and equipment.
- ❑ Where a joint venture is proposed, submit a JV agreement or letter of intent, nominated lead partner and evidence that such partner meets applicable legal requirements.

Bid Submission Modalities

a) This is a one envelope bidding. Bidders should ensure that the Technical and Financial proposals are enclosed in one envelope clearly indicating the title and Procurement number.

Bid Validity: Bid must be valid for 90 Calendar days from the bid closing date.

Bid Opening: Bids will be opened immediately after the bid closing deadline, at 15:00 hours Addis Ababa Local Time on **19 June 2026** in the presence of bidders or bidders' representatives who choose to attend the bid opening session. Late bids will be rejected.

Other relevant information is indicated in the TOR (Refer to TORs attached for details)

Address for Bid submission:

African Union Commission, Roosevelt Street
Supply Chain Division,
Building C, 3rd Floor, P.O. Box 3243, Addis Ababa, Ethiopia
Tel+251115517700; Email; tender@africanunion.org

Clarification Requests: Clarification requests should be addressed to tender@africanunion.org Ext 4525,

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 this bid document and subsequent contract.

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 _____

AFRICAN UNION
CALL FOR EXPRESSION OF INTEREST AND UNIT RATE QUOTATION
FOR
SERVICE LEVEL FRAMEWORK CONTRACT AGREEMENT
Civil, Plumbing and Electrical Maintenance Works for AUC Headquarters
Facilities

Name	Description
Employer	African Union Commission (AUC)
Originating Unit	Administration and Facility Management Division (AFMD)
Procurement Category	Works
Contract Type	Service Level Framework Contract Agreement with pre agreed unit rates
Location of Works	AUC Headquarters, Addis Ababa, and AUC official's residential and associated facilities as instructed by AFMD
Contract Period	Three (3) years: June 2026 to June 2029, or as stated in the signed agreement
Pricing Currency	United States Dollars (USD), unless otherwise stated in the final solicitation documents

May 2026

Document Contents

1. Introduction
2. Background
3. Applicable African Union procurement principles and standards
4. Objective of the Framework Agreement
5. Scope of services and work-order process
6. Service level requirements
7. Deliverables and reporting
8. Contract duration, pricing and payment
9. Support to be provided by the African Union
10. Contractor obligations
11. Qualification and experience requirements
12. Key personnel requirements
13. Equipment requirements
14. Technical evaluation and selection criteria
15. Financial evaluation and award
16. Ethics, governance, audit and confidentiality
17. Health, safety, environment and security
18. Acceptance, defects liability and warranty
19. Technical specifications and required description of works
20. Bill of Quantities / Unit Rate Schedule

1. Introduction

The African Union Commission (AUC), through the Administration and Facility Management Division (AFMD), is responsible for the operation, maintenance and preservation of AUC office buildings, common facilities, clinics, restaurants, paved areas, landscaped areas and residential properties in Addis Ababa.

AFMD intends to engage a qualified contractor under a Service Level Framework Contract Agreement for recurring civil, plumbing and electrical maintenance, repair, installation and minor works. The contract will be administered through work orders issued as and when needs arise. The contractor shall price the unit rate schedule in United States Dollars (USD), and the agreed rates shall be used for work orders during the contract period.

2. Background

The AUC Headquarters is an international organization facility located in Addis Ababa, Kirkos Sub-city. AFMD administers built assets and related premises covering more than 20 hectares, including office blocks, residential houses, lawns, gardens, paved areas and related infrastructure.

To ensure continuity, operational reliability and sustainability of maintenance activities, AFMD requires a contractor that can respond promptly to routine and urgent work orders, perform high-quality works, and maintain transparent records of measurement, completion and payment. The framework contract will allow AFMD to issue specific orders against pre agreed rates rather than procure each small activity separately.

3. Applicable African Union Procurement Principles and Standards

The solicitation and subsequent contract shall be conducted in accordance with the relevant Rules and Regulations of the African Union, the latest applicable AU Procurement Manual, and the final bidding documents issued by AUC.

The following principles shall guide the preparation, evaluation and administration of this procurement: value for money; fairness, integrity and transparency; effective competition; efficiency and economy; and the best interest of the African Union.

The work shall also comply with all applicable Ethiopian laws, building and safety codes, AU security and access procedures, manufacturer installation instructions, approved drawings, work orders, and recognized international good practice for workmanship. Where brand names are mentioned in the BOQ or specifications, they shall mean the named product or an approved equivalent of equal or better performance, unless a specific product is required for compatibility with existing AUC assets.

In case of inconsistency, the order of precedence shall be: (a) signed contract agreement; (b) special conditions or contract data; (c) accepted work order; (d) technical specifications; (e) approved drawings or sketches; (f) priced BOQ/unit-rate schedule; and (g) the contractor proposal, to the extent accepted by AUC.

4. Objective of the Framework Agreement

The objective is to preserve the functionality, safety, serviceability and useful life of AUC properties by providing timely, compliant and high-quality maintenance works in line with the original design intent of the facilities and AFMD operational requirements.

- Maintain continuity of business operations and reduce facility downtime.
- Provide a transparent unit-rate mechanism for recurring maintenance and minor works.
- Ensure that each work order is measured, supervised, completed, tested and accepted before payment.
- Improve quality control, response time, safety performance and maintenance records.

5. Scope of Services and Work-Order Process

The contractor shall provide all labour, supervision, tools, plant, consumables, materials, transport, testing, temporary works, waste removal, protection of existing property, cleaning and incidental works necessary to complete each work order, unless expressly stated otherwise by AUC.

The anticipated work categories include excavation and demolition, concrete works, masonry and block work, roofing, carpentry and joinery, aluminium and metal works, plastering and pointing, floor and wall finishing, glazing, painting, site works, plumbing, sanitary fixtures and electrical works. The detailed technical descriptions are provided in Section 19 and the pricing schedule is provided in Section 20.

5.1 Work-order process

No.	Activity	Description
1	Request / defect identification	AFMD identifies the required repair, maintenance or installation work and issues a work request or site instruction.
2	Site inspection	The contractor attends the site, verifies the scope, confirms safety risks, takes measurements and identifies required materials.
3	Work order and cost build-up	AFMD issues a written work order using the applicable pre-agreed unit rates. Where an item is not included in the BOQ, the contractor shall submit a breakdown for AFMD review and approval before execution.
4	Execution	The contractor performs the works in accordance with the approved work order, specifications, drawings/sketches, safety controls and agreed schedule.
5	Testing and handover	The contractor cleans the site, tests the works where applicable, rectifies defects, submits completion records and requests AFMD inspection.
6	Measurement and payment	AFMD verifies quantities and quality. Payment is made only for completed and accepted works measured in accordance with the BOQ and contract.

The framework agreement does not guarantee any minimum quantity or value of work. Actual quantities shall depend on AUC operational needs and approved work orders.

6. Service Level Requirements

The contractor shall maintain a responsive service structure capable of attending to work orders during normal working hours and, when instructed by AFMD, during evenings, weekends or public holidays for emergency works. The following service levels shall apply unless adjusted in the specific work order:

Priority	Indicative trigger	Response requirement	Completion requirement
Emergency	Risks to life, safety, security or major operations; burst water line; major electrical fault; unsafe structural or access condition.	Acknowledge within 30 minutes; attend site within 2 hours.	Make safe immediately; complete permanent repair as soon as materials and access permit.
Urgent	Works causing significant disruption, water leakage, sanitary failure, door/window failure affecting security, or localized electrical fault.	Attend within 8 working hours.	Complete within 24-48 hours where materials are available, or provide approved temporary solution.
Routine	Minor repairs, replacements, planned inspections, small finishing works and non-critical defects.	Attend within 2 working days.	Complete within 5 working days or as stated in the work order.
Planned / minor project	Predefined maintenance activities, refurbishment or minor installation works requiring scheduling.	Submit programme within 5 working days of request.	Complete according to the approved programme and work order milestones.

Key performance indicators shall include response time, completion time, quality acceptance rate, safety compliance, reporting timeliness, rework level and cleanliness of work areas. Repeated failure to meet service levels may constitute poor performance under the contract.

7. Deliverables and Reporting

Deliverable	Timing	Required content
Mobilization / inception plan	Within 10 calendar days after contract signature	Names and contacts of contractor representatives, staffing plan, emergency contact chain, quality and safety arrangements, tools/equipment list, and reporting formats.
Work order method statement	Before work starts for medium/high risk tasks	Description of work method, materials, safety controls, access arrangements, protection of existing property and waste disposal plan.
Daily or task progress update	As required by AFMD	Status of active work orders, issues, delays, material constraints and safety incidents.
Completion report / certificate	For every work order	Actual quantities, photos where permitted, test results, warranty details, defects rectified, date of completion and AFMD acceptance signature.
Monthly SLA report	Within 5 working days after month end	Work orders received, completed and pending; KPI performance; defects; safety observations; invoice summary; and improvement actions.
As-built drawings / asset records	For installations and modifications	Updated sketches, location of concealed services, cable/pipe routes, references and materials used.

8. Contract Duration, Pricing and Payment

- The framework contract shall be for three (3) years from the date stated in the signed contract, unless extended or terminated in accordance with the contract.
- Unit rates shall be quoted in USD and shall be inclusive of labour, materials, tools, equipment, transport, overheads, profit, supervision, protection, waste disposal, testing, making good and all incidental works required to complete the item, unless stated otherwise.
- No work shall be paid unless covered by an approved work order or written instruction from AFMD.
- Actual quantities shall be measured jointly, or verified by AFMD, based on completed and accepted works.
- Invoices shall reference the work order number, measured quantities, applicable unit rates, completion certificate and supporting documents.
- Any advance payment, performance security, retention money, tax treatment, or price adjustment shall be as stated in the final bidding data and contract. Where advance payment is permitted, it shall be secured by an acceptable advance payment guarantee.

9. Support to be Provided by the African Union

AUC/AFMD shall provide reasonable access to available drawings, relevant site information, work-order details and facilities necessary for the contractor to execute the works. AUC shall facilitate security access to the premises in accordance with applicable procedures. The contractor remains responsible for the adequacy of its measurements, work methods, quality and safety arrangements.

10. Contractor Obligations

- Provide competent, supervised and properly equipped personnel for all work orders.
- Maintain all required licenses, permits, insurances and registrations throughout the contract period.
- Comply with AU security procedures, site rules, working-hour restrictions and conduct requirements.

African Union Commission - Terms of Reference for Service Level Agreement Works

- Protect existing buildings, finishes, utilities, furniture, equipment, landscaping and occupants from damage, dust, noise and unsafe conditions.
- Use approved materials and submit samples, catalogues or test certificates when requested by AFMD.
- Keep accurate records of site measurements, materials used, photographs where permitted, test results and completion status.
- Rectify defective work at no additional cost during the defects liability/warranty period.
- Immediately report accidents, near misses, damage to property, concealed services, or conditions likely to affect safety, cost or programme.

11. Qualification and Experience Requirements

Interested contractors shall demonstrate legal, technical, financial and operational capacity to perform the works. The following minimum requirements shall apply, unless amended in the final solicitation document:

Requirement	Minimum evidence / description
Legal status	Valid business registration/incorporation documents; principal place of business; valid trade license; and written power of attorney for the person signing the bid.
Contractor license	Valid contractor license appropriate for building/civil maintenance works in Ethiopia, GC Grade 5 or above or equivalent for local contractors, or equivalent recognized classification for international contractors.
Tax compliance	Valid tax registration, VAT registration where applicable, and tax clearance certificates or equivalent documents.
Relevant experience	At least five (5) years of experience in civil/building maintenance or minor works, including works in occupied offices, institutional campuses, embassies, hotels, hospitals, universities or international organizations.
Similar contracts	Evidence of successfully completed similar contracts within the last five (5) years is an added advantage. Attach contracts, purchase orders, completion certificates and contactable references.
Financial capacity	Audited financial statements or bank reference demonstrating capacity to finance concurrent work orders, procure materials and maintain staff/equipment.
Personnel and equipment	CVs of key personnel and evidence of access to the minimum equipment listed in this TOR.
Integrity and eligibility	Signed AU declaration form; no conflict of interest; not suspended, debarred or blacklisted; and disclosure of litigation or contract termination history.
Joint ventures	Where a joint venture is proposed, submit a signed JV agreement or letter of intent, nominated lead partner, and evidence that each partner meets applicable legal requirements.

12. Key Personnel Requirements

Position	Minimum qualification	Minimum experience	Role	Max points
Contract Manager / Project Manager	Degree or diploma in Civil Engineering, Construction Management, Architecture or related field; professional experience in facility maintenance.	Minimum 10 years, including at least 3 years managing maintenance or minor works contracts.	Overall contract administration, work-order planning, client liaison, quality control and reporting.	20
Civil / Site Engineer or Senior Foreman	Civil/building qualification or proven trade certification.	Minimum 10 years.	Site supervision, measurements, materials control, workmanship and daily coordination.	15
Quantity Surveyor / Measurement Technician	Quantity surveying, civil engineering or related qualification.	Minimum 5 years.	Measurement of quantities, cost build-up for non-BOQ items, invoice support and records.	10
Electrician / Electrical Technician	Electrical trade certificate/license and knowledge of low-voltage installations.	Minimum 10 years.	Electrical repairs, installations, testing, isolation, circuit identification and safety compliance.	15

African Union Commission - Terms of Reference for Service Level Agreement Works

Position	Minimum qualification	Minimum experience	Role	Max points
Plumbing / Sanitary Technician	Plumbing/sanitary trade certificate or proven equivalent.	Minimum 10 years.	Water supply, drainage, fixtures, leak detection, pressure testing and sanitary installations.	15
Health, Safety and Environment Officer	HSE training/certification relevant to construction and maintenance works.	Minimum 5 years.	Risk assessment, PPE, permits, incident reporting, toolbox talks and waste/environmental controls.	10
Skilled artisans	Carpenters, masons, painters, welders, tilers, aluminium workers, glaziers and helpers as required.	Trade-specific experience.	Execution of approved work orders under competent supervision.	15

Replacement of named key personnel shall require prior written approval by AUC and shall be with personnel of equal or better qualifications and experience.

13. Equipment Requirements

Equipment category	Minimum requirement	Max Points
Transport and logistics	At least one service vehicle or equivalent transport arrangement for personnel, tools and materials; communication equipment for urgent calls.	20
General tools	Masonry, carpentry, metalwork, plumbing and electrical hand tools; measuring tools; levels; drills; grinders; cutters; mixers; and portable power tools.	10
Access and temporary works	Ladders, mobile scaffolding, safety harnesses, warning tapes, barricades, signage, work platforms and temporary protection sheets.	10
Civil works equipment	Concrete mixer or access to ready-mix, compaction rammer/plate compactor, wheelbarrows, shovels, chisels, demolition tools and vibrator where required.	15
Metal and roofing tools	Welding machine, cutting tools, clamps, roofing tools, sealant guns and corrosion protection equipment.	10
Plumbing equipment	Pipe cutters, threading/fusion equipment where applicable, pressure testing pump, leak detection tools, drain cleaning rods or equipment.	15
Electrical equipment	Insulation resistance tester/megger, multimeter, clamp meter, continuity tester, lock-out/tag-out devices, cable pulling tools and labelled test leads.	10
HSE and environmental equipment	PPE for all workers, first-aid kit, fire extinguisher for hot works, spill control materials, dust/noise control measures and waste containers.	10

14. Technical Evaluation and Selection Criteria

The evaluation shall be conducted in stages. Bids that fail mandatory responsiveness or eligibility checks shall not proceed to detailed technical evaluation. Technical proposals shall be evaluated out of 70 points. A minimum score of 50 points is required to proceed to financial evaluation, unless the final solicitation document states a different threshold.

Evaluation Criteria for Selection of SLA Contractors

Preliminary mandatory criteria (pass/fail)

No.	Mandatory requirement	Assessment	Remarks
1	Certificate of incorporation / legal registration of the company	Pass / Fail	
2	Renewed business license valid for the current year	Pass / Fail	
3	TIN certificate and VAT registration certificate valid for current year	Pass / Fail	
4	Valid tax clearance certificate	Pass / Fail	
5	Evidence of contractor registration / certification with a competent grade/category of Grade GC 5 or equivalent	Pass / Fail	
6	Signed bid submission form and fully priced unit-rate BOQ	Pass / Fail	
7	Power of attorney or equivalent authorization for the signatory	Pass / Fail	
8	Declaration of no conflict of interest, no debarment	Pass / Fail	
9	Joint venture agreement where applicable	Pass / Fail	
10	Commitment to comply with Ethiopian labor, health, safety and environmental obligations during execution	Pass / Fail	
11	Confirmation of ability to work inside a secured international compound under AU access-control procedures	Pass / Fail	

Criterion	Points	Description
Company profile	10	Business structure, legal standing, Addis Ababa office/workshop, years of operation
Relevant company experience and similar contracts/maintenance and related works	20	Number, scale and relevance of similar contracts; completion certificates; institutional/occupied-facility experience; client references.
Key Personnel	15	Qualifications, years of experience, relevance of CVs, availability and clarity of roles.
Equipment, tools, vehicles and workshop capacity	15	Ownership/access to equipment, vehicle/logistics plan, testing equipment and readiness to support multiple work orders.
Understanding of assignment, methodology and SLA response plan	15	Workorder process, emergency response, mobilisation, supervision, measurement, quality control, reporting, coordination with AFMD and continuity plan.
Quality assurance, warranties and reporting templates	10	Material approvals, inspection checklists, defect rectification process, monthly SLA report and completion certificate templates.
Past performance client references	15	Completion certificates, signed references and contact of previous clients

15. Financial Evaluation and Award

- Only substantially responsive and technically qualified bids shall be opened or evaluated financially.
- The unit rates shall be checked for arithmetical consistency. Where there is a discrepancy between words and figures, the amount in words shall normally govern. Where a unit rate and derived total conflict, the unit rate shall govern unless an obvious decimal error is identified.

- The evaluated financial price shall be based on the priced BOQ/unit rate schedule. Where AUC provides indicative quantities or weighting factors, those quantities or weights shall be used only for evaluation and shall not constitute guaranteed work volume.
- AUC may request clarification of abnormally low, front-loaded, unbalanced or commercially unrealistic rates before award.
- The contract shall be awarded to the qualified bidder whose bid is substantially responsive and offers the lowest evaluated price
- AUC reserves the right to accept or reject any bid, cancel the process, or split/phase work in accordance with its rules and the final solicitation document.
- Financial Score = (Lowest Evaluated Bid / Bid Under Evaluation) × 30

16. Ethics, Authority and Confidentiality

- Bidders and the contractor shall observe the highest standards of integrity and shall not engage in fraud, corruption, collusion, coercion, obstruction, conflict of interest or any unethical practice.
- The contractor shall maintain complete records for work orders, measurements, materials, payments, subcontractors and personnel and shall make such records available for AUC review or audit when requested.
- The contractor shall not disclose AUC information, take photographs, use AUC logos, or publish information about the premises or works without prior written authorization.
- Any subcontracting shall be disclosed and approved in writing by AUC. Approval of a subcontractor shall not relieve the contractor of responsibility for quality, safety, delivery or compliance.

17. Health, Safety, Environment and Security

The contractor shall execute all works in a safe manner, with due regard for staff, visitors, residents, neighboring occupants, existing facilities and the environment. No work shall proceed without appropriate PPE, barricading, supervision and applicable permits.

- Conduct task specific risk assessments and toolbox talks for medium and high risk tasks.
- Use lock out/tag out and isolation procedures for electrical and mechanical systems before intervention.
- Control dust, noise, vibration, fumes and access hazards, especially in occupied offices and residences.
- Use fall protection for work at height and comply with hot work/fire prevention procedures.
- Dispose of demolition waste, scrap, packaging, old fixtures and hazardous materials at approved locations and keep records when requested.
- Maintain clean work areas and restore affected surfaces, furniture and services after completion.
- Comply with AUC security screening, identity badge, movement control and access restrictions at all times.

18. Acceptance, Defects Liability and Warranty

- Each work order shall be inspected by AFMD technical team before acceptance. AFMD may reject incomplete, defective, unsafe or non compliant works.
- The contractor shall correct defects, poor workmanship, leaks, failures, stains, cracks, loose fixtures, unsafe conditions or damage caused by the contractor at no additional cost.
- Unless otherwise stated in the contract, workmanship shall carry a minimum defects liability period of twelve (12) months from acceptance. Materials and equipment shall carry the manufacturer warranty or twelve (12) months, whichever is longer, unless a longer warranty is specified.

- Final payment for a work order shall not relieve the contractor of warranty and defects liability obligations.

19. Technical Specifications and Required Description of Works

This section provides the required description of the specification of works. It shall be read together with the BOQ, approved work orders, drawings/sketches, manufacturer instructions and site instructions issued by AFMD.

19.1 General specification

- All works shall be complete, functional, safe, durable and fit for purpose. Rates shall include making good to adjacent surfaces and restoring the work area to a clean, usable condition.
- Materials shall be new, unused, compatible with existing installations, of approved quality, and free from defects. Samples or catalogues shall be submitted for approval where requested.
- Works in occupied areas shall be planned to minimize disruption. The contractor shall protect furniture, equipment, floors, walls, fixtures, landscaping and utilities.
- The contractor shall verify dimensions, levels, concealed services and access conditions before ordering materials or commencing work.
- Testing shall be performed for plumbing, electrical and other installations as applicable. Failed tests shall be corrected and repeated at the contractor cost.
- Measurements shall be based on actual accepted work in place, unless a BOQ item expressly provides otherwise.

19.2 Excavation, demolition and chiselling works

- Site clearing shall remove vegetation, loose topsoil, debris and unsuitable material to the specified depth without damaging adjacent utilities, paving or landscaping.
- Excavations shall be carried out to required lines, levels and depths, with safe side slopes, shoring, dewatering and barricading where required. Excavated material suitable for backfill shall be stockpiled separately; unsuitable or surplus material shall be carted away.
- Backfilling shall use approved selected material compacted in layers not exceeding 200 mm at suitable moisture content. Settlement or soft spots shall be corrected.
- Demolition and chiselling shall be controlled, neat and limited to the instructed area. Edges shall be cut clean, services shall be protected, and openings/chases shall be made good after installation.

19.3 Concrete, formwork and reinforcement

- Lean concrete and reinforced concrete shall be mixed, placed, compacted and cured to the specified class and thickness. Concrete shall be free of honeycombing, segregation and contamination.
- Formwork shall be rigid, clean, aligned and adequately supported to produce the required dimensions and finish. Formwork shall be removed without damaging the concrete.
- Reinforcement shall be cut, bent, placed and tied according to approved drawings or instructions, with proper cover, laps and chairs/spacers. Steel shall be clean and free from loose rust, oil and mud.
- Concrete repairs, connections and small pours shall be bonded to existing sound surfaces using approved preparation and bonding methods where required.

19.4 Masonry and block work

- Stone masonry, brickwork and HCB work shall be laid plumb, level and properly bonded in the specified cement-sand mortar ratio. Units shall be sound, clean and adequately wetted where appropriate.
- Walls shall include necessary bonding, jointing, reinforcement/ties where instructed, openings, reveals, chases and making good. Joints shall be fully filled and tooled or prepared for plaster/finishes.

19.5 Roofing, metalwork, aluminium, carpentry and ceilings

- Roof trusses, purlins, doors, windows and metal frames shall be fabricated to approved dimensions, welded/bolted securely, aligned, protected against corrosion and fixed with all necessary ironmongery and accessories.
- Roof sheets, ridges and gutters shall be fixed watertight with correct laps, fasteners, sealants and flashings. Works shall prevent leakage, wind uplift and sharp exposed edges.
- Timber and joinery shall be seasoned, straight, neatly finished, protected from moisture and installed with approved hardware, locks, hinges, lipping and edgings.
- Ceiling boards and grids shall be level, aligned, securely suspended and coordinated with services, access panels, lights and air sucker grilles.

19.6 Plastering, tiling, screed, glazing and painting

- Surfaces shall be cleaned, roughened or primed as required before plaster, screed, tile adhesive or paint. Works shall be finished smooth, level, plumb and true to line.
- Tiles, skirting and granite shall be fixed with approved mortar or adhesive, consistent joints, level surface, edge trims where required and grout suitable for the area. Broken, hollow or stained tiles shall be replaced.
- Glass and partitions shall be installed safely with proper seals, gaskets, hinges, locks, handles and support accessories. Tempered glass shall be handled and fixed in accordance with manufacturer instructions.
- Painting shall include surface preparation, filling, sanding, priming and specified coats. Finished surfaces shall be uniform in colour and sheen, free from runs, brush marks, stains and peeling.

19.7 Site works and drainage

- Cobblestone walkways, paving and drainage works shall be set out to correct lines and levels, compacted, bedded, jointed and finished to allow safe pedestrian movement and positive drainage away from buildings.
- Drainage channels and half-round pipes shall be properly supported, aligned and connected to existing drainage systems without causing ponding, erosion or obstruction.

19.8 Plumbing and sanitary fixtures

- Pipes, fittings, valves and fixtures shall be installed true to alignment, supported at suitable intervals, protected from damage and coordinated with existing services. Pipework shall be flushed, pressure-tested and leak-free before concealment or handover.
- HDPE, PPR, galvanized steel and UPVC installations shall use compatible fittings, adapters, unions, reducers and jointing methods. Valves shall be accessible for operation and maintenance.
- Sanitary fixtures shall be installed complete with traps, mixers, valves, syphons, seals, brackets and accessories. Fixtures shall be level, stable, watertight, clean and ready for use.
- Penetrations through walls, floors and ceilings shall be sealed, and made good to match existing finishes.

19.9 Electrical works

- Electrical works shall be executed by qualified personnel and shall include safe isolation, testing, wiring, conduit installation, terminations, labelling and making good. Work shall comply with applicable electrical codes, safety requirements and AFMD technical team instructions.
- Cables shall be of approved rating and routed in suitable conduits/trunking. Joints shall be avoided unless approved and shall be contained in accessible junction boxes.

African Union Commission - Terms of Reference for Service Level Agreement Works

- Lighting fixtures, switches, sockets and breakers shall be securely installed, properly earthed where required, tested for polarity, continuity, insulation resistance and correct operation, and labelled as instructed.
- All disturbed ceilings, walls and floors shall be reinstated after electrical work.

20. Bill of Quantities / Unit Rate Schedule

BOQ Preamble: Quantities shown as 1 are for unit-rate comparison only and do not constitute guaranteed quantities. Actual quantities shall be based on approved work orders and accepted measured work. Unit rates shall include all materials, labour, tools, equipment, transport, supervision, overheads, profit, protection, waste disposal, testing, cleaning, making good and incidental works unless expressly excluded.

20.1 Priced BOQ for Civil Maintenance Works Based on Service Level Framework Agreement

Bidders shall complete the Unit Rate (USD) column. All rates shall be fixed for the contract period unless the final contract expressly provides for adjustment.

Item	Specification / Description of Works	Unit	Qty	Unit Rate (USD)
1. EXCAVATION, DEMOLITION AND CHISELLING WORKS				
1.1	Site clearing, including removal of top vegetative soil to a depth not exceeding 200 mm, disposal/stockpiling as instructed, trimming and leaving the area clean and safe.	m2	1	
1.2	Bulk and pit excavation in ordinary soil to a depth not exceeding 1500 mm from natural ground level, including setting out, trimming, temporary support where required and safe disposal/stockpiling.	m3	1	
1.3	Pit excavation to footings in ordinary soil to a depth not exceeding 3000 mm from reduced level, including trimming, protection, dewatering if minor, and safe access.	m3	1	
1.4	Trench excavation in ordinary soil to a depth not exceeding 1500 mm from reduced level, including service protection, trimming, safety barricades and preparation for pipes/conduits.	m3	1	
1.5	Backfill with approved borrowed selected material, placed in layers not exceeding 200 mm and compacted at optimum moisture content to AFMD satisfaction.	m3	1	
1.6	Load, cart away and legally dispose of surplus excavated material, demolition debris and scrap materials, including site cleaning.	m3	1	
1.7	Provide 250 mm thick basaltic or equivalent stone hardcore, well rolled, consolidated and blinded with crushed stone, ready to receive subsequent works.	m2	1	
1.8	Demolish concrete blockwork, including careful separation from adjacent surfaces, removal of debris and making safe.	m3	1	
1.9	Demolish concrete slab not thicker than 150 mm, including cutting edges where required, debris removal and making good to adjacent surfaces.	m2	1	
1.10	Chisel concrete, ceramic or granite surface to receive repairs, conduits, pipes or finishes, including neat edges and cleaning.	m2	1	
1.11	Chisel concrete, tiled, plastered or stone masonry surface to maximum depth 100 mm and width 100 mm for pipe/conduit works, including reinstatement preparation.	lm	1	
1.12	Chisel and demolish reinforced concrete structures	m3	1	
2. CONCRETE WORKS				
2.1	Provide and place 50 mm thick lean concrete class C-5 with minimum cement content 150 kg/m3, including surface preparation, placing, levelling and curing.	m2	1	
2.2	Provide reinforced concrete class C-25 with minimum cement content 360 kg/m3 and 28-day 150 mm cube strength of 25 MPa, placed, vibrated and cured; formwork and reinforcement measured separately unless stated otherwise.	m3	1	
2.3	Provide, cut, fix and remove timber or steel formwork of suitable shape, including supports, release agent, bracing, alignment and clean finish.	m2	1	
2.4	Reinforcement steel bars to structural drawing/instruction, including cutting, bending, placing, chairs/spacers and tying wire.			
2.4a	Dia. 8 mm deformed reinforcement bar.	kg	1	
2.4b	Dia. 12 mm deformed reinforcement bar.	kg	1	
2.4c	Dia. 14 mm deformed reinforcement bar.	kg	1	
3. MASONRY WORKS				
3.1	400 mm thick basaltic or equivalent stone masonry bedded and jointed in cement-sand mortar ratio 1:3, including bonding, trimming and pointing/making ready for finish.	m3	1	
3.2	Ditto as 3.1 above but 300mm thick			
4. BLOCK WORK				
4.01	25 cm thick double brick wall bedded and jointed with cement mortar ratio 1:3, including plumbing, levelling, bonding and making good around openings.	m2	1	

African Union Commission – SLA -BOQ / Unit Rate Schedule

Item	Specification / Description of Works	Unit	Qty	Unit Rate (USD)
4.02	Hollow concrete block (HCB) masonry work bedded and jointed with cement mortar ratio 1:3;.			
	100mm thick	m2	1	
	150mm thick	m2	1	
	200 mm thick	m2	1	
5. ROOFING				
5.01	Fabricate and erect prefabricated roof truss using 60 x 40 x 2 mm rectangular steel profile, vertically and diagonally braced at maximum 1 m intervals, including welding, bolts and corrosion protection.	m2	1	
5.02	Provide and fix purlins using 60 x 40 x 2 mm rectangular steel profile, properly welded/fixed at maximum 1 m spacing perpendicular to trusses, including anti-corrosion treatment.	lm	1	
5.03	Supply and fix G-28 pre-coated EGA-type roof sheet or approved equivalent at 25 percent slope, including laps, fasteners, washers and sealants.	m2	1	
5.04	Supply and fix G-28 galvanized iron sheet ridge cover.	lm	1	
5.05	Supply and fix well-seasoned 150 mm wide timber fascia board, including treatment, fixing, sanding and preparation for paint.	lm	1	
5.06	Roof ridges and/or gutter up to of different development length including laps, supports, fasteners and watertight joints.			
	330 mm development length	lm	1	
	500 mm development length	lm	1	
	1000 mm development length	lm	1	
6. CARPENTRY AND JOINERY				
6.01	Flush interior timber door, semi-solid core with approved veneer both sides, 40 mm finished thickness, including hardwood frame, lipping/edging, 120 mm kick plate, hinges, ironmongery, cylindrical lock and finishing.			
6.01a	Door D1 size 90 x 240 cm.	No.	1	
6.01b	Door D1 size 90 x 210 cm.	No.	1	
6.01c	Door D1 size 80 x 210 cm.	No.	1	
7. ALUMINIUM, METAL WORK AND CEILINGS				
7.01	Fabricate and install iron-sheet panelled exterior door using 38 x 38 x 1.5 mm LTZ steel profile, including approved locks, handles, hinges, accessories, anti-corrosion treatment and finishing; size as instructed.	m2	1	
7.02	Fabricate and install steel window frame using 38 x 38 x 1.5 mm LTZ steel profile, including approved locks, handles, hinges/fittings, glazing rebates, anti-corrosion treatment and finishing; size as instructed.	m2	1	
7.03	Supply and install aluminium door made of approved 1.6mm thick extruded profile, selected colour/powder finish, cut and assembled to required size with all hardware and seals; size as instructed.	m2	1	
	Ditto as 7.03 above but to windows	m2	1	
	Ditto as 7.03 above but to partition walls	m2	1	
7.04	Supply qualified labor only and install aluminum door made of approved 1.6mm thick extruded profile, selected colour/powder finish, cut and assembled to required size with all hardware and seals; size as instructed.	m2	1	
	Ditto as 7.04 above but to windows	m2	1	
	Ditto as 7.04 above but to partition walls	m2	1	
7.05	Supply and fix 600 x 600 mm Armstrong ceiling panels or approved equivalent, including complete suspended frame fixed to concrete slab, hangers, trims and levelling.	m2	1	
7.06	Supply and fix 600 x 600 mm Armstrong ceiling panels or approved equivalent, to the existing suspended frame	m2	1	
7.06	Supply and fix gypsum board ceiling including suspended frame, screws, joints, tape, filler, sanding and preparation for paint.	m2	1	
7.07	Supply and fix gypsum board ceiling to existing suspended frame, including boards, screws, joints, tape, filler, sanding and preparation for paint.	m2	1	
8. PLASTERING AND POINTING				

African Union Commission – SLA -BOQ / Unit Rate Schedule

Item	Specification / Description of Works	Unit	Qty	Unit Rate (USD)
8.01	Apply three coats of plaster with cement mortar ratio 1:3 to internal wall surfaces, finished smooth with proper arrises, corners and reveals.	m2	1	
8.02	Apply three coats of plaster with cement mortar ratio 1:3 to concrete columns, beams and similar surfaces, including bonding preparation and fine finish.	m2	1	
8.03	Apply final coat of gypsum plaster to internal walls, beams, columns, edges and corners, including surface preparation and all incidental works for a smooth finish.	m2	1	
8.04	Point joints between bricks/blockwork to external surfaces, including raking, cleaning, filling and finishing of joints.	m2	1	
9. FLOOR AND WALL FINISHING WORK				
9.01	Supply and fix approved ceramic wall tiles to internal walls, including 1:3 cement-sand mortar or approved tile adhesive, spacers, grout, trims and cleaning.	m2	1	
9.02	Supply and fix 8 mm thick non-slip ceramic floor tiles, including 45 mm thick cement-sand mortar bedding ratio 1:3 or approved adhesive, grout and cleaning.	m2	1	
9.03	Supply and fix 8 mm thick non-slip porcelain floor tiles, including 45 mm thick cement-sand mortar bedding ratio 1:3 or approved adhesive, grout and cleaning.	m2	1	
9.04	Supply and fix approved granite floor tiles, including 45 mm thick cement-sand mortar bedding ratio 1:3, grout, polishing/cleaning and edge finishing.	m2	1	
9.05	Apply 50 mm thick cement-sand screed ratio 1:3, properly trowelled and smoothed to finished floor level or to receive floor finishes.	m2	1	
9.06	Supply and fix solid terrazzo or ceramic skirting, including bedding/adhesive, grout, neat corners and cleaning.	lm	1	
10. GLAZING				
10.01	Supply and fix 5 mm thick clear glass to windows, properly bedded and sealed with putty or rubber gasket/seal as appropriate.	m2	1	
10.02	Supply and fix 10 mm thick tempered glass, clear or frosted, for internal office partition, including all fixing channels, seals, supports and accessories.	m2	1	
10.03	Supply and install hinges, floor/patch fittings, handles and key-lock accessories for 10 mm thick tempered glass door, complete and operational.	set	1	
11. PAINTING				
11.01	Prepare surface and apply three coats of approved emulsion paint to internal vertical wall surfaces, including filling, sanding, primer where required and protection.	m2	1	
11.02	Prepare surface and apply three coats of approved emulsion paint to internal horizontal concrete ceiling/soffit surfaces, including filling and sanding.	m2	1	
11.03	Prepare surface and apply three coats of approved weather-resistant exterior paint to external wall/soffit surfaces as instructed, including primer where required. The work shall include scaffolds.	m2	1	
11.04	Prepare surface and apply three coats of approved synthetic oil/metal paint to timber or metal surfaces, including sanding, primer/undercoat and rust protection where required.	m2	1	
12. SITE WORK				
12.01	Construct pedestrian walkway and 1 m wide paved area around building blocks using properly bonded cobblestones, including excavation/levelling, compaction, sand bedding, edge restraints and jointing.	m2	1	
12.02	Provide open ditch surface drainage using 400 mm diameter half-circular concrete pipe, including excavation, bedding, alignment, jointing and connection to existing drainage.	lm	1	
13. PLUMBING				
13.01	Supply and install HDPE pipes including fittings such as tee, elbow, union, nipple, adaptor and reducer. Valves measured separately. Include supports, testing, flushing and making good.			
13.01a	4 inch HDPE pipe.	lm	1	
13.01b	3 inch HDPE pipe.	lm	1	
13.01c	2 inch HDPE pipe.	lm	1	

African Union Commission – SLA -BOQ / Unit Rate Schedule

Item	Specification / Description of Works	Unit	Qty	Unit Rate (USD)
13.01d	1-1/2 inch HDPE pipe.	lm	1	
13.01e	1-1/4 inch HDPE pipe.	lm	1	
13.01f	1 inch HDPE pipe.	lm	1	
13.01g	3/4 inch HDPE pipe.	lm	1	
13.02	Supply and install PPR pipes including fittings such as tee, elbow, union, nipple, adaptor and reducer. Valves measured separately. Include supports, testing, flushing and making good.			
13.02a	1-1/2 inch PPR pipe.	lm	1	
13.02b	1-1/4 inch PPR pipe.	lm	1	
13.02c	1 inch PPR pipe.	lm	1	
13.02d	3/4 inch PPR pipe.	lm	1	
13.02e	1/2 inch PPR pipe.	lm	1	
13.03	Supply and install galvanized steel (GS) pipes including fittings such as tee, elbow, union, nipple, adaptor and reducer. Valves measured separately. Include supports, testing, flushing and making good.			
13.03a	4 inch galvanized steel pipe.	lm	1	
13.03b	3 inch galvanized steel pipe.	lm	1	
13.03c	2 inch galvanized steel pipe.	lm	1	
13.04	Supply and install bronze gate valves and chrome valves, including union points to both sides, testing and accessibility for operation.			
13.04a	4 inch bronze gate valve.	No.	1	
13.04b	3 inch bronze gate valve.	No.	1	
13.04c	2 inch bronze gate valve.	No.	1	
13.04d	1-1/2 inch bronze gate valve.	No.	1	
13.04e	1-1/4 inch bronze gate valve.	No.	1	
13.04f	1 inch bronze gate valve.	No.	1	
13.04g	3/4 inch bronze gate valve.	No.	1	
13.04h	3/4 inch chrome gate valve.	No.	1	
13.04i	1/2 inch chrome gate valve.	No.	1	
13.05	Supply and install check valve, including union points to both sides, testing and accessibility for maintenance.			
13.05a	4 inch check valve.	No.	1	
13.05b	3 inch check valve.	No.	1	
13.05c	2 inch check valve.	No.	1	
13.05d	1-1/2 inch check valve.	No.	1	
13.05e	1-1/4 inch check valve.	No.	1	
13.05f	1 inch check valve.	No.	1	
13.05g	3/4 inch check valve.	No.	1	
13.06	Supply and fix UPVC pipe, including compatible fittings, solvent/coupling joints, supports, testing, flushing and making good.			
13.06a	UPVC pipe, 50 mm diameter.	lm	1	
13.06b	UPVC pipe, 75 mm diameter.	lm	1	
13.06c	UPVC pipe, 110 mm diameter.	lm	1	
13.06d	UPVC pipe, 150 mm diameter.	lm	1	
14. PLUMBING FIXTURES - JAGUAR STANDARD OR APPROVED EQUIVALENT				
14.01	Supply and fix white glazed S-trap complete water closet (WC), Jaguar standard or approved equivalent, including cistern, seat, connectors, seals, fixing and testing.	set	1	

African Union Commission – SLA -BOQ / Unit Rate Schedule

Item	Specification / Description of Works	Unit	Qty	Unit Rate (USD)
14.02	Supply and fix white glazed complete hand wash basin with pedestal, size approximately 60 x 48 x 83.5 cm, Jaguar standard or approved equivalent, including basin mixer, P-trap, chrome syphon, valves, fixing and testing.	set	1	
14.03	Supply and fix white glazed complete urinal, Jaguar standard or approved equivalent, including push-button chrome angle valve, P-trap, chrome-plated syphon, brackets, seals and testing.	set	1	
14.04	Supply and fix chrome-plated 1/2 inch angle valve, complete and tested.	No.	1	
14.05	Supply and fix wall-mounted toilet paper holder, approved type.	No.	1	
14.06	Supply and fix wall-mounted towel holder, approved type.	No.	1	
14.07	Supply and fix wall-mounted soap holder, approved type.	No.	1	
14.08	Supply and fix 6 mm thick facial crystal glass mirror with integrated lighting for hand wash basin, including electrical connection by qualified person where required.	set	1	
14.09	Supply and fix electric water heater including brackets, valves, connectors, electrical connection and testing.			
14.09a	Electric water heater, 80 litre capacity.	No.	1	
14.09b	Electric water heater, 50 litre capacity.	No.	1	
15. ELECTRICAL				
15.01	Supply and fix standard LED 4 x 18 W louver light fixture with rated life of at least 50,000 hours, including mounting, connection, testing and making good.	No.	1	
15.02	Supply and fix standard LED 18 W single tube light fixture, including mounting, connection, testing and making good.	No.	1	
15.03	Supply and fix single-way single-pole switch, approved type, including box, faceplate, connection, testing and making good.	No.	1	
15.04	Supply and fix 3 x 2.5 mm ² double-insulated cable, including suitable conduits/trunking inside or outside building blocks, pulling, clipping, connection, testing and making good.	lm	1	
15.05	Supply and fix power outlet/socket, approved type, including box, faceplate, connection, testing and making good.	No.	1	
15.06	Supply and install circuit breaker rated 10 A, 16 A or 25 A as instructed, including fitting in board, labelling and testing.	No.	1	
16. LOBOR only				
16.01	Daily Laborers – Provision of unskilled labor for general site activities including material handling, loading/unloading, site cleaning, assisting skilled workers, and maintaining site housekeeping as directed by the Engineer	Man Days	1	
16.02	Painters – Skilled labor for surface preparation, priming, and application of paint to walls, ceilings, and other surfaces, including finishing and protection of adjacent works.	Man Days	1	
16.03	Aluminum Frame Workers – Skilled labor for fabrication and installation of aluminum doors, windows, and partitions, including fixing, alignment, and sealing.	Man Days	1	
16.04	Welders – Skilled labor for fabrication and installation of steel works, including cutting, welding, grinding, and finishing.	Man Days	1	
16.05	Plasterers – Skilled labor for plastering works including preparation, application, leveling, and finishing of wall and ceiling surfaces.	Man Days	1	
16.06	Ceramic Tile Workers – Skilled labor for installation of ceramic tiles including surface preparation, laying, cutting, grouting, and finishing.	Man Days	1	