

AFRICAN UNION

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African Union Commission

Procurement of Services

Provision of Services for Maintenance of Air Conditioners at the AUC

Procurement Number: AUC /AFMD/OT/W-019/2016

Date of Issue: 27th May 2016

Section I. Invitation for Bids

Provision of Services for Maintenance of Air Conditioners under Framework Contract

Procurement Number: AUC/AFMD/OT/W-019/2016

The African Union Commission has allocated funds for the procurement of services and now invites sealed bids from eligible bidders for the Provision of services for Maintenance of Air Conditioners at the AUC as per attached Terms of Reference. A Contractor shall be selected under Least cost selection criteria. 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 Friday 1st July 2016 at 1430 hours. All bids must be accompanied by:

- ❑ Valid tax certificate;
- ❑ Valid business registration documents
- ❑ Proof of previous experience of the Company (At least 5 years)
- ❑ ONE (1) Original and ONE Copy of the Technical and financial proposal (Refer to TORs attached for details. Assessment criteria is elaborated in the TOR)
- ❑ Other relevant information indicated in the TOR.

Bid Validity: Bids should be valid for at 60 days from 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 African Union Commission Premises, Building C, 3rd Floor, Administration and Human Resource Management Meeting Room. Late bids will be rejected and returned unopened to bidders.

Submission of bids: This is a TWO envelope bidding. FINANCIAL AND TECHNICAL Bids MUST BE SUBMITTED IN TWO SEPARATE ENVELOPES enclosed in one outer Envelope. The Outer envelope should be clearly marked with the Title of the bid 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.

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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 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 Activity Schedule 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

TERMS OF REFERENCE FOR REGULAR MAINTENANCE OF AIR-CONDITIONERS FOR AUC

A. Background

The Africa Union Commission (AUC) possesses a number of air conditioners in its premises; mainly Carrier, ABB, Airedale, Vortice, Criss and Fast brands.

The Commission is therefore initiating the tender process, with an intention to conclude a Service Level Agreement (SLA) for a maximum period of two (2) years for regular maintenance Air-conditioners and Air handling units (AHUs) with companies that have dealership for the above listed brands. The successful company (ies) (hereinafter referred to as the "Contractor(s)") shall be contracted for an initial period of one year, and the contract shall be renewable upon satisfactory evaluation of performance.

The SLA(s) shall not guarantee an estimate volume of sales on the part of the AUC.

B. Scope of Maintenance Services

Through a competitive process, regular maintenance of air-conditioners may include but are not limited to the following activities:

- Check all modes of air-conditioner (cooling, heating, ventilation, humidification and etc.)
- Check of electric motors and compressor
- Inspection of bearings
- Inspect & clean air filter as per unit maintenance manual.
- Replacement of the air filters
- Check unit for noise and vibration (both indoor and outdoor units).
- Check refrigerant pipe connection for signs of leakage.
- Remove rubbish & dust accumulation from outdoor coil fins.
- Check and clean indoor unit condensate tray and drain.
- Testing electrical circuits and testing the stability of the electricity supply
- All other types of services which guarantee proper work of air-conditioners for the period of 1 year;

Expected date of commencement of contract: The contract is expected to commence in August 2016.

C. Venue and Logistics support

The Contractor(s) shall, upon request and receipt of duly authorized instructions from the Commission, start provision of regular maintenance service of air-conditioners. Whenever the unit ceases to function or a quick intervention is needed, the contractor shall respond on call basis for reactive maintenance. This shall be performed on the following schedule:

1. Perform a planned preventive maintenance of the air conditioners once in a year.

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2. Respond to reactive maintenance calls within a maximum of 4 hours' time.
3. If a replacement part is needed a price quotation shall be submitted to the AUC for validation and approval before installation.

Requirements for the Technical proposal

- 1) Should be the local dealer of at least one of the air conditioner brands stated below on the list.
- 2) Should be duly registered and licensed for regular maintenance service of air-conditioners.
- 3) Should have a minimum of five years' experience on Air Conditioners installation and maintenance
- 4) **Specific Experience of the Contractor:** Interested licensed Contractors must provide proof of specific experience in the provision of preventive maintenance and repair tasks on the air conditioner brands bid for.
- 5) **Personnel Capabilities:** All repair work shall be performed by qualified and/or certified craftsmen with at least three (3) years of experience repairing equipment similar to that listed in the available brands. Cvs should be provided.
- 6) **Equipment Capabilities:** The company and technicians shall be equipped with the needed special tools used for diagnosis, troubleshooting and repair.
- 7) **Quality control and assurance**
- 8) **Spare parts Availability**
- 9) **Well-equipped workshop and necessary tools**
- 10) **Health and Safety Measures**

Contract Award: The frame Work Contract/s will be awarded for an initial period of one year with an option to extend for one year based on satisfactory performance.

The contract shall be a Non Exclusivity contract meaning the AUC can exercise the right to invite other Suppliers for a specific procurement process.

D. Details of Equipment

The type, make and capacity of the equipment that would be included in the service level agreement is as listed below, including the location it is installed.

It. No	Make	Model	Serial No	Capacity	Location	Remarks
1	ABB	EUBA41-160-1-1-1-1-0	C-0651, 2144-001	10.5 KW	NCC Bldg, 4th floor	AHU SV1
2	ABB	EUBAXX-190-1-1-1-1-0	C-0651, 2144-004	0.75KW	NCC Bldg, 4th floor	AHU SV4
3	ABB	EUBA21-270-1-1-1-1-0	C-0651, 2144-008	3KW	NCC Bldg, 4th floor	AHU SV8
4	ABB	EUBAXX-190-1-1-1-1-0	C-0651, 2144-010	0.75KW	NCC Bldg, 4th floor	AHU SV10
5	FAST	ME20	LP-8307143	4KW	NCC Bldg, 4th floor	
6	Carrier	38GI-01802COITHC	-	9.5 KW	NCC Bldg, 4th floor	
7	Carrier	38GI-01802COITHC	-	9.5 KW	NCC Bldg, Previous CP office	
8	Carrier	38GI-01802COITHC	-	9.5 KW	NCC Bldg, Previous	

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					CP office	
9	Carrier	38GI-01802COITHC	-	9.5 KW	NCC Bldg, Previous CP office	
10	Carrier	38GI-01802COITHC	-	9.5 KW	NCC Bldg, Previous CP office	
11	Carrier	38GI-01802COITHC	-	9.5 KW	NCC Bldg, Previous CP office	
12	Carrier	38KCE030718	162522 HS	3.54 KW	NCC Bldg, Previous DCP office	
13	Carrier	38KCE030718	162527 HS	3.54 KW	NCC Bldg, Previous DCP office	
14	Carrier	38KCE030718	162530 HS	3.54 KW	NCC Bldg, Previous DCP office	
15	Carrier	38DGJ024-713	-	2.85 KW	Bldg C, Server Room	
16	Carrier	38DGJ024-713	-	2.85 KW	Bldg C, Server Room	
17	Carrier	38NYV045H	82200348	4.5 KW	NCC Bldg, 2nd floor	
18	CRISS	AC-5-30-AZ		2.75 KW	Bldg C, Server Room	
19	AireDale	63201050	81908382	48 bar	Bldg C, Server Room	
20	AireDale	632201050	81908382	48 bar	Bldg C, Server Room	
21	Vortice	12 C UE	18.278.146	1.35/3.2KW	Printing	
22	Vortice	12 C UE	18.278.150	1.35/3.2KW	Printing	
23	Carrier	38CS R010-703	72200539	1.09	NCC Building, Finance	
24	Carrier	38CS R010-703	72300050	1.09	NCC Building, Finance	
25	Carrier	38CS R010-703	72200248	1.09	NCC Building, Finance	
26	Carrier	38NYV045H	82200348	2.4	NCC Building, PSC 1 st floor	
27	Carrier	38KCE009718	72801850	2.6	NCC Building, PABX Room	
28	Chiggo	-	-	1.2	NCC Bldg.	4 units

Award Criteria

The **Technical evaluation criteria** criterion is made up of the following sub-criteria:

No	Areas	Points
1	Specific Experience of the company in similar works ie. generators maintenance in the specified brand (Minimum 5 years)	25
2	Equipment/Tools Capabilities (Provide details of equipment). A well-equipped workshop and tools	15
3	Manpower capabilities: specific experience and qualifications of technicians –Attach CVs	30
5	Health and safety measures undertaken by the company	10
6	Quality Control and assurance -Timelines -Zero defects at handover -customer satisfaction	10
8	Spare parts availability	10
	TOTAL	100

Pass mark is 70 points

Financial Proposal

The bid should be accompanied by a detailed Pricing proposal. The activities mentioned above shall be used as a base therefore where applicable Suppliers can give detailed or specific price breakdown.

The pricing proposal should state the Unit rates for different categories of tasks.

Selection Method: Least cost Selection.

Section IV: Pricing Proposal

Item No.	Description of Work	Unit of Measure	Unit Price in Specified Currency
	Planned Preventive Maintenance – Once a year (Exclude spare parts)		
	Hourly rate for reactive maintenance (Exclude spare parts)		

SECTION IV: FORM OF CONTRACT

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FRAMEWORK AGREEMENT FOR THE PROVISION OF SERVICES FOR MAINTENANCE OF AIR CONDITIONERS AT THE AUC

FRAMEWORK AGREEMENT FOR:

AFRICAN UNION FRAMEWORK AGREEMENT NUMBER:

This Framework agreement (the **Agreement**) dated is made between:

1. The African Union Commission (hereinafter referred to as the **African Union**)

and

2.

(hereinafter referred to as the **Contractor**)

Whereas:

The African Union may require the Contractor to undertake the activities, under the terms of the Agreement, as defined in the Statement of Requirements hereto (Appendix 1) and as defined in the subsequent individual Calldown Contracts which shall be placed pursuant to the Agreement.

1. **Terms of Agreement**

This Agreement and any Calldown Contracts shall be subject to the General Conditions of Contract for Framework Agreements for Goods (attached) (hereinafter referred to as the **General Conditions**).

No variation in the terms or scope of this Agreement, or any Calldown Contracts agreed under this Agreement, shall be valid or binding unless previously expressly agreed in writing by the Contract Officer and the Contractor in the form of letters entitled "Amendment to Framework Agreement" or "Amendment to Calldown Contract" respectively.

The African Union takes no responsibility for any goods supplied outside of those expressly contained in this Agreement and more particularly defined in the Calldown Contracts made under this Agreement.

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2. Duration of Agreement

The Agreement shall commence on and expire onunless terminated earlier in accordance with the provisions of Clause 13 of the General Conditions or extended by an “Amendment to Framework Agreement”

3. Place and Timeframe for Commencement

Except where expressly altered by a Calldown Contract, the place and timeframe of commencement of activities under this Agreement shall be as defined in Appendix 1.

4. Defects Liability

The Defects Liability period applicable to activities undertaken under this Agreement will be

5. General Administration

The African Union will appoint a Contract officer who will be responsible for maintaining, negotiating and issuing any amendments to this Agreement.

6. Notices

Any notice given by one party to the other pursuant to this Agreement shall be sent to the other party in writing by personal delivery or e-mail.

A notice shall be effective when delivered or on the notice's effective date, whichever is later.

7. Acknowledgement

The Consultants shall confirm acceptance of the terms of this Agreement by signing and returning to the Contract Officer the duplicate copy enclosed herewith within a period of 30 days.

For and on behalf of the
African Union

Name:
Position:
Signature:
Date:

For and on behalf of
The Consultants

Name:
Position:
Signature:
Date:



CALLDOWN CONTRACT

Framework Agreement with:

Framework Agreement for:

Framework Agreement Number:

Calldown Contract Number:

Dear Sirs

We refer to the above mentioned Agreement datedand confirm that you are now required to undertake the activities defined in Annex A hereto, under the terms and conditions of the above mentioned Agreement which shall apply to this Calldown Contract as if expressly incorporated herein.

Amount of Calldown Contract

In accordance with the prices contained in the Framework Agreement the total amount of this Calldown Contract is

Delivery period

In accordance with the Framework Agreement you are required to commence the activities by

Acknowledgement

You are required to confirm acceptance of this Calldown Contract by signing and returning to the Contract Officer the duplicate copy enclosed herewith within a period of 5 days.

For and on behalf of the
The African Union

Name:

Position:

Signature:

Date:

For and on behalf of

Name:

The Contractor

Position:

Signature:

Date:

