

Expression of Interest (EOI)

1. Background and Purpose

The African Committee of Experts on the Rights and Welfare of the Child (ACERWC), an organ of the African Union, invites eligible and qualified suppliers to respond to this Expression of Interest (EOI). The purpose of this EOI is to prequalify and shortlist suppliers for the establishment of framework contracts in accordance with African Union Rules.

2. Scope of Services

This EOI applies to suppliers providing one or more of the following services:

- Interpretation services
- Translation services
- Car hire and transport services
- Communication, branding, and media services
- Catering services
- Interpretation and conference equipment services
- Maintenance & servicing of IT equipment.
- Maintenance & Servicing of Air Condition Equipment
- General Insurance Services

Suppliers may apply for one or multiple service categories. Each category must be clearly indicated on submission platform.

3. Instructions to Respondents

- All questions must be answered fully and clearly.
- Supporting documents must be attached where requested.
- Responses must be submitted in English.
- Submission of this questionnaire does not constitute a commitment to award a contract.
- Shortlisted suppliers will be invited to participate in subsequent procurement processes.
- All submissions will be treated with confidentiality.

Questionnaire

4. Supplier Information

Please confirm and provide evidence of:

1. Legal name of the company:
2. Country of registration:
3. Physical and postal address:
4. Contact person (name, title, email, telephone):
5. Year of establishment
6. Legal status
7. Copy of certificate of incorporation/registration

5. Eligibility and Compliance

Please confirm and provide evidence where applicable of:

1. Compliance with national laws and regulations in the country of registration.
2. Valid tax clearance certificate
3. Confirmation that the company is not debarred or suspended by the African Union or any other international organization.
4. Declaration of absence of conflict of interest with the African Union or ACERWC.
5. Acceptance of African Union General Conditions of Contract.

6. Technical Capacity and Experience

Please provide the following:

1. Description of the company's core business and areas of specialization (limit to maximum 2 pages).
2. Years of experience in the relevant service category.
3. Description of at least four (4) similar assignments undertaken in the last five (5) years, including (limit to 2 pages):
 - Client name
 - Nature of services
 - Contract value
 - Duration
 - Evidence of the assignments

4. Experience working with international organizations, public institutions, or the African Union (if any).
5. Availability and qualifications of key personnel relevant to the services.

7. Operational Capacity

Please provide the following:

1. Description of operational infrastructure (offices, equipment, technology, logistics) limit to 2 pages
2. Geographic coverage and ability to provide services across AU Member States if applicable.
3. Ability to respond to short-notice assignments and emergency requests if applicable.
4. Quality assurance and control mechanisms.

8. Financial Capacity

Please provide the following:

1. Audited financial statements for the last two (2) years or equivalent financial information
2. Average annual turnover for the last two (2) years.
3. Confirmation of financial stability to undertake framework contracts.

9. Pricing and Cost Structure (Indicative)

Please provide the following:

1. Indicative pricing structure relevant to the service category (rate cards, daily rates, unit costs, etc.).
2. Confirmation that prices are inclusive of all applicable taxes, fees, and charges.

10. Ethical Standards and Sustainability

Please confirm the following:

1. Confirmation of adherence to ethical business practices.
2. Policies on anti-fraud, anti-corruption, and safeguarding (attach where available).
3. Commitment to environmental sustainability and social responsibility.
4. Commitment to gender equality and inclusion, where applicable.
5. Commitment to Child safeguarding requirements

11. References

Provide contact details for at least two (2) professional references from recent clients:

- Name and organization:
- Contact details:
- Nature of services provided:

12. Declaration

I, the undersigned, certify that the information provided in this questionnaire is true, complete, and accurate to the best of my knowledge. I understand that false or misleading information may result in disqualification.

Name:

Title:

Signature:

Date:

13. Evaluation Criteria

The EOI will be evaluated based on the following criteria:

Compliance with eligibility criteria, relevant experience and past performance, technical capacity and operational ability, financial capacity and pricing.

Deadline for submission is 20th February 2025

For enquiries contact:

Tel: 266 52010018

Email: Acerwc-procurement@africanunion.org;