

African  
Union



## TENDER NOTICE

### AFRICAN UNION

#### AFRICAN PEER REVIEW MECHANISM (APRM)

#### REQUEST FOR EXPRESSION OF INTEREST (REOI)

#### PROCUREMENT NUMBER: APRM/OD/001C/2024: FOR THE PROVISION OF CLEANING AND JANITORIAL SERVICES FOR AFRICAN PEER REVIEW MECHANISM IN SOUTH AFRICA ON A TWO-YEARS FRAMEWORK AGREEMENT

The APRM Continental offices in South Africa has reserved some funds from the Annual Budget for the provision of travel services and intends to apply a portion of these funds towards eligible payments under this Contract reference & Procurement No: **APRM/OD/001/2023: For the Provision of Cleaning and Janitorial Services** for African Peer Review Mechanism Continental Offices on a TWO-years Framework Agreement.

APRM now invites proposals to provide the following services: For the Provision of Cleaning and Janitorial Services for African Peer Review Mechanism Continental Offices in South Africa on a ONE - year Framework Agreement. **The APRM shall sign an initial TWO (2) year framework agreement service contract with the successful bidders with possible extension upon satisfactory performance.**

#### **Eligible bidders are required to meet/provide the following mandatory requirements:**

- 1) Submit Certified copies of Registration/ Accreditation
- 2) Provide Valid Registration & trading license.
- 3) Submit Valid Tax clearance certificate.
- 4) Past/Current record in providing the same service to Multinational or International Organization, especially any AU organ in South Africa.
- 5) Size of company- Copy Profile
- 6) Service level agreements and working hours service.
- 7) Record of major corporate clients/ contract details/ estimated contract value
- 8) Years in operation and CVs of proposed, proof of academic and professional qualification of the personnel (managerial and staff members) and a confirmation that they are permanent employees.
- 9) Where bidders are bidding as a joint venture, a joint venture agreement or Memorandum of understanding is required. It should be clearly indicated who the lead bidder and **must have Power of Attorney.**
- 10) Audited Financial statements (CURRENT three years) –BUT NOT OLDER THAN 2020, the **Financial Capacity**, will include examining the Audited Financial statement to determine the following:
  - **Net Profit Margin-** should be above 0.1.
  - **Return on Assets-** A ROA should be 5% and above.

- **Quick Ratio /Acid test-** a QR should be above one.
- **Debt-to-Equity** -should be 0.5 and above.

### Scope of the Assignment

APRM OFFICE			
	Area Type	No. of Areas	Remarks
1.	APRM Office Areas		
	Closed Offices	30	12-30 sqm each
	Meeting rooms / Boardrooms	3	45 sqm each
	Toilets	2	25 sqm each
	Open plan spaces	2	300 sqm each
	Storerooms	2	10 sqm each
	Kitchens	1	15 sqm each
	Carpeted Area (All offices are carpeted)	1	775 sqm- total area

The short-list and the selection procedure shall be done in accordance with the AU Procurement Manual, version 2.0 dated July 2016. Only shortlisted/prequalified candidates shall be issued with the Request for BID (RFB).

**Further, there will be a De-Briefing meeting with the Shortlisted/Pre-qualified Candidates** to promote a common understanding of the requirements of the RFB, the information to bidders and the TOR to all the potential bidders.

Interested Consultants may obtain further information by contacting [tenderinfo@aprm-au.org](mailto:tenderinfo@aprm-au.org) during office hours (8h00 - 17h00 SAST). Clarification shall be published on the APRM website (<https://aprm.au.int/>) and MUST be requested not less than seven (7) days prior to the closing date of the bid.

#### SUBMISSION OF BID:

1. Expressions of interest must be submitted via email: [tender@aprm-au.org](mailto:tender@aprm-au.org) on **or before 15<sup>th</sup> February 2024 at 11:00AM South Africa Time**. The EOI Shall be opened on 15<sup>th</sup> February 2024 at 11.00 am South Africa time.
2. Submission to be titled: Procurement No: **APRM/OD/001C/2024: FOR THE PROVISION OF CLEANING AND JANITORIAL SERVICES FOR AFRICAN PEER REVIEW MECHANISM CONTINENTAL OFFICES ON A TWO - YEARS FRAMEWORK AGREEMENT.**
3. Only bids submitted on time shall be accepted.

Procurement Office:  
African Peer Review Mechanism,  
Private Bag x09, Halfway House, 1685  
Physical Address:  
230 15th Street, Randjies Park,  
1st Floor, Midrand  
South Africa  
Bid Submission email: [tender@aprm-au.org](mailto:tender@aprm-au.org)