Request for Proposals

Procurement of Services

Standard Bidding Document

For the

Establishment of an Assets Management System for the African Continental Free Trade Area (AfCFTA) Secretariat

*Procurement Number: *AfCFTA/AHRMD/NC/2023/0002

*Date of Issue: *9th June 2023
REQUEST FOR PROPOSALS

Procurement Number: AfCFTA/AHRMD/NC/2023/0002

To: Potential Service Providers

Date: 9th June 2023

The African Continental Free Trade Area (AfCFTA) Secretariat invites you to submit your Technical and Financial Proposal for carrying out the services as described herein. Any resulting order shall be subject to the General Conditions of Contract for Purchase Orders (attached) except where modified by this Request for Proposals (RFP).

SECTION A: REQUEST FOR PROPOSAL

1) Description of Services and Location
   Establishment of an Assets Management System at the AfCFTA Secretariat, Accra.

2) Currency of Proposal Ghana Cedis.

3) Services are to commence by two (2) weeks from the date of the purchase order.

4) Services are to be completed within Sixty (60) days from the date of purchase order.

5) The warranty/guarantee period is: a one-year period on software and hardware.

6) Proposals must be valid for ninety (90) days from the Return By Date given below.

7) Proposals and supporting documents as specified in Section B must be in two separate folders which must be secured by different passwords. Folders MUST be clearly saved as follow:
   - Technical offer: “Company name”_TO_Asset Mgmt 0002
   - Financial offer: “Company name”_ FO_Asset Mgmt 0003

8) Requests for clarification should be received by no later than 22nd June 2023. The address for clarifications is Tender.afcfta@au-afcfta.org; Jessica.Lawson@au-afcfta.org

9) A Pre-Bid conference shall take place at the following date, time and place:
   Date: 22nd June 2023
   Time: 15:00 hours GMT
   Place: 12th Floor Conference Room
   African Continental Free Trade Area
   Location: African Trade House
   Ambassadorial Enclave
   Liberia Road, Ridge, Accra – Ghana
   Telephone No: (+233) 596 921 130 Ext 1625
   Digital Address: GA 077 0585
10) The deadline for submission of Proposals is **Tuesday, 11th of July 2023 at 1500 hours GMT**. Technical proposals shall be opened on **Tuesday, 11th of July 2023 at 15:30 hours GMT** in the virtual presence of proposers or Legal Representatives. The password for the technical offer will be provided by each proposer during the Technical Proposal opening session. Therefore, the presence of the Proposer or its legal representative is mandatory.

11) Technical and Financial Proposals must be submitted through email: [Tender.afcfta@au-afcfta.org](mailto:Tender.afcfta@au-afcfta.org); Cc: [Jessica.Lawson@au-afcfta.org](mailto:Jessica.Lawson@au-afcfta.org)

12) The attached Schedule of Rates and Prices in Section C and Technical Data at Section D detail the services to be performed.

13) You are requested to submit Technical and Financial Proposals by completing Sections B, C and D. Proposals shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services. The whole cost of performing the services shall be included in the items stated and the cost of any incidental services or materials shall be deemed to be included in the prices quoted.

14) The minimum technical score for the proposal to be considered and eligible for further evaluation is 80%. The ratio of the technical and financial scores will be 80:20.

15) If our Proposal is accepted, and as this RFP require, we undertake to provide performance security of 10% issued by a reputable Bank or performance bond of 30% issued by a reputable insurance company in the form provided, in the amounts, and within **two (2) weeks**.

16) Payments will be made in accordance with the below order within thirty (30) days of receipt of an invoice supported by a certificate of satisfactory completion signed by the **Director, Administration and Human Resource Management** as follows:

- **1st Payment:**
  Twenty Percent (20%) of the contract sum shall be paid within five (5) days to the Service Provider upon submission and acceptance of the Inventory Report, and Invoice, on all current AfCFTA Secretariat assets within 14 days from the date of commencement of the assignment.

- **2nd Payment:**
  Forty Percent (40%) of the contract sum shall be paid within five (5) days to the Service Provider upon submission and acceptance of the Estimated Values of all the Assets to be reviewed and an Invoice within 30 days from the date of commencement of the assignment.

- **3rd Payment:**
  Twenty Percent (20%) of the contract sum shall be paid within five (5) days upon submission and acceptance at the end of the project an Invoice within 45 days from the date of commencement of the assignment.

- **4th Payment**
  Twenty Percent (20%) payment shall be made within five (5) days upon
submission and acceptance of the performance completion certificate after three (3) months.

Signed: .............................................  Name.............................................
Title/Position:...........................................
For and on behalf of the Purchaser
Section B: Technical Proposal Submission Form

Your Proposal is to be returned on this Form by completing and returning Sections B, C and D including any other information and certification as stated within this RFP on your letterhead.

1) **Description of Services and Location**
   Establishment of an Assets Management System at the AfCFTA Secretariat, Accra.

2) **Currency of Proposal ……**

3) **Services will commence within …….. days from date of Purchase Order.**

4) **Services to be completed by ……… days from the date of Purchase Order.**

5) **Validity period of this Proposal is …….. days from the Return by Date.**

6) **The warranty/guarantee period is: a one-year period on software and hardware.**

7) **We enclose the following document(s) as required by the Purchaser:**
   - Power of Attorney
   - Company profile
   - Valid Ghana Revenue Authority (GRA) Tax Clearance Certificate with receipts.
   - Valid Value Added Tax (VAT) Registration Certificate with receipts.
   - Valid Business Registration Certificate
   - Valid Certificate of Incorporation
   - Valid Certificate of Commencement for a company registered before October 2020
   - Valid Registration Certificate from PPA with receipts
   - Proof of references (minimum 3) attesting to the Company’s knowledge and experience in establishing Asset Management services.
   - Financial statement (Audited Accounts) for three (3) years (2019, 2020 and 2021)
   - Brochures of the equipment you intend to supply.
   - Intellectual Property and Patent Rights
   - Manufacturers or Producer Authorisation or License from the product owner or Resellers Rights.

8) **We confirm that our Proposal is subject to the African Union General Conditions of Contract for Purchase Orders and is based on the terms and conditions stated in your Request for Proposal referenced above.**

9) **If our Proposal is accepted, and as this RFP require, we undertake to provide performance security issued by a reputable Bank or performance bond issued by a reputable insurance company in the form provided, in the amounts, and within two (2) weeks**

10) **We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.**

11) **We confirm that payment terms are acceptable for the duration of the services to be provided under this Contract as follows:**
1st Payment:
Twenty Percent (20%) of the contract sum shall be paid within five (5) days to the Service Provider upon submission and acceptance of the Inventory Report, and Invoice, on all current AfCFTA Secretariat assets within 14 days from the date of commencement of the assignment.

2nd Payment:
Forty Percent (40%) of the contract sum shall be paid within five (5) days to the Service Provider upon submission and acceptance of the Estimated Values of all the Assets to be reviewed and an Invoice within 30 days from the date of commencement of the assignment.

3rd Payment:
Twenty Percent (20%) of the contract sum shall be paid within five (5) days upon submission and acceptance at the end of the project an Invoice within 45 days from the date of commencement of the assignment.

4th Payment:
Twenty Percent (20%) payment shall be made within five (5) days upon submission and acceptance of the performance completion certificate after three (3) months from the date of commencement of the assignment.

Authorised By:

Signature: _________________________ Name: _________________________

Position: _________________________ Date: _________________________

Authorised for and on behalf of:

Company: ______________________________________________________

Registered Address and seal:

If any additional documentation is attached, a signature and authorisation at Sections B, C and D is still required as confirmation that the terms and conditions of this RFP prevail over any attachments. If the Proposal is not authorised in Sections B, C and D the proposal may be rejected.
### SECTION C: FINANCIAL PROPOSAL SUBMISSION FORM

Schedule of Rates and Prices (to be priced by Bidder)

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Services (In accordance with Section D)</th>
<th>Unit of Measure</th>
<th>Quantity</th>
<th>Unit Price in Specified Currency</th>
<th>Total Price in Specified Currency</th>
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</table>

**TOTAL**

Authorised By:

Signature: ___________________________ Name: ___________________________

Position: ___________________________ Date: ___________________________  *(DD/MM/YY)*

Authorised for and on behalf of:

Company: _____________________________________________
SECTION D: SCHEDULE OF REQUIREMENT

1.0 GENERAL TECHNICAL REQUIREMENTS

Language Support: All information technologies must provide support for the English version specifically, all display technologies and software purchased must support the ISO 9001 character set.

1.0.2 Dates: All information technologies MUST properly display, calculate, and transmit date data in the latest formats/ best practice.

1.0.3 Electrical Power: All active (powered) equipment must operate on 220v +/- 20v, 50Hz +/- 2Hz. All active equipment must include power plugs standard in Ghana.

1.0.4 Environmental: Unless otherwise, all equipment must operate in environments of 10-40 degrees centigrade, 20-80 percent relative humidity, and 0-40 grams per cubic meter of dust.

1.0.5 Safety:
   1.0.5.1 Unless otherwise specified, all equipment must operate at noise levels no greater than 55 decibels.
   1.0.5.2 All electronic equipment that emits electromagnetic energy must be certified as meeting US FCC class B or EN 55022 and EN 50082-1, or equivalent, emission standards.

2.0 Physical Identification and Verification of the Fixed Asset

The bidder will conduct physical identification and verification of the Fixed Assets’ existence and conditions to include the following:

- a) Asset Shell Number
- b) Location of each Asset - Location details e.g., Department or Unit
- c) Asset Description/Class (Nature of fixed asset)
- d) Asset state or condition (active, obsolete and/or unserviceable)
- e) Custodian of the asset (if the asset is assigned to individual or branch or department custody)
- f) Asset serial number, specifically ICT equipment
- g) Inventory Number

3.0 Asset Value Estimation

The bidder shall provide estimated values of all of the assets to be reviewed.

4.0 Coding of the Fixed Assets.

The bidder will propose an asset coding system for approval by the Secretariat which addresses the following:

- a. Develop and assign unique codes to all movable assets identified and verified
- b. Ability to expand coding to all future assets that may be acquired
- c. Ability to seamlessly digitize with assigned asset codes
- d. Ability to trace and analyze asset record(s) with asset codes
- e. Ability to segregate High Value and Low-Value Assets
- f. Mechanism to prevent code duplication
g. The Management system’s linkage to the SAP MM system (SAP Material Management System)

5.0 Tagging of the Fixed Assets
The bidder shall supply high-quality and durable asset tags (metallic plates) that can withstand all conditions associated with the normal use of the asset and also perform the following:

a) Assign (affix) Barcode enabled self-adhesive identification tags (with asset codes) to all assets identified and verified.
b) Project future asset acquisition and supply an agreed number of pre coded asset tags that can be easily fixed by Secretariat staff for future assets.
c) Ability to provide future requests for barcode-enabled self-adhesive identification tags
d) Avoid duplication of Asset tags
e) Asset tags should meet the following minimum specifications.
   – Tags should be metallic
   – Inscriptions will be made in color and black print
   – Minimum dimensions of the tag will be 60mm X 20mm

6.0 Compilation of Updated Fixed Assets Register
The fixed assets verification and tagging will include the compilation of updated and comprehensive and accurate assets register with the complete details of assets i.e., type, serial number, Class, Department, assignment, location, asset status etc. The register must be expandable for future asset acquisition.

7.0 Automation of Fixed Assets Register
The service provider shall provide the Secretariat with suitable software to automate the process of tracking assets through the various stages in the asset lifecycle, from acquisition through disposal in line with the AfCFTA Asset policy and international best practices, and linkage with the SAP MM module. The system will be capable of:

a. Asset tracking
b. Asset Inventory Auditing
c. Asset Accounting
d. Software system shall be expandable to manage all current and future assets that may be acquired
e. Software system shall permit perpetual/continuous and periodic update of asset register and subsequent management
f. Ability to provide general and customized fixed asset reports
g. Ability to provide basic asset management analytics for decision-making
h. Web capability
i. Multi-currency enabled
8.0 Hardware for Asset Data Capturing and Update
The service provider will be expected to supply suitable Barcode enabled hardware for performing the following:

a. Read/scan asset codes or tags for fixed Asset tracking
b. Read/Scan asset codes or tags for compiling and updating asset register
c. Read/scan asset codes for generating various reports
d. Upload /download scanned asset codes to update fixed assets register automatically
e. Enable virtual and/or decentralized fixed asset register updating

9.0 Reporting
The bidder shall produce reports including the following:

a. Fixed assets verified and tagged which are already recorded in the AfCFTA Fixed Assets Register
b. Fixed assets verified and tagged which are not recorded in the AfCFTA Fixed Assets Register
c. Fixed assets which are in the AfCFTA Fixed assets register but could not be identified during the fixed assets verification and tagging exercise
d. Fixed assets that are in a state of disrepair and recommended for disposal

10.0 Training
The bidder shall therefore develop and submit a Training Plan that supports all responsibilities of the Request. The training must be sufficient to enable at least five (5) administrator users.

11.0 System Maintenance and Warranty

a. The supplier should demonstrate the ability to provide continuous general system maintenance and support. The supplier will also be required to propose an SLA that will be agreed with the client.

b. The supplier shall provide a minimum of a one-year warranty period on software and hardware.

12.0 Pricing and Contract
The bidder shall provide a pricing proposal in Ghana Cedis for the proposed delivery strategy. The AfCFTA Secretariat shall have the opportunity to negotiate the price and vary the pricing terms before the signing of the contract.

13.0 Storage and Backup

a. The supplier shall propose a suitable platform (cloud-based, in-house or hybrid) for the operation of the software for consideration by the AfCFTA Secretariat.

b. All reports will be stored as directed by the Secretariat’s IT Unit.
14.0 Personnel
The Service Provider shall provide the required number of staff needed to execute the full scope of the assignment and will be supported by Secretariat staff from the Facilities unit, Stores unit and Finance Directorate.

*We confirm that we comply with the terms of reference as detailed above.*

**Authorised By:**

Signature: ___________________________  Name: ___________________________
Position: ___________________________  Date: ___________________________

Authorised for and on behalf of:

Company: ____________________________________________________________
ATTACHMENT 1 TECHNICAL EVALUATION METHODOLOGY

The technical bid will be evaluated as follows:

1. The importance of each of the technical features and skills will be assigned a weight on a scale of 0 - 4 as presented in the table below.

2. A rating will be assigned for each feature based on an assignment of how well the bidder’s proposed solution meets each technical requirement, on a scale of 0 - 4, as follows:
   0= unacceptable or absent: the feature is not present in the bid or does not meet the minimum requirement
   1=Poor: the feature is present but is not adequately described or lacks required content or functionality
   2=Fair: the feature meets the minimum requirements.
   3=Good: the features have some aspect which exceeds the minimum requirement.
   4=Excellent: the feature clearly has aspects which significantly exceed minimum requirements.

3. For each sub-criteria, the evaluation team will calculate a score by multiplying the quality rating number by the importance weight number.

4. The product of these two numbers will be entered in the final column.

Entries in the final column will be added, and each bidder’s score will be calculated as a percentage of the total points available. Each bidder’s score will be proportional to the maximum obtainable score (192).

The minimum technical score for the bid to be considered responsive and eligible for further evaluation is 80%.

The ratio of the technical and financial scores will be 80:20.

**Evaluation Categories and Weighting**

<table>
<thead>
<tr>
<th>Item Clause Number</th>
<th>Description</th>
<th>Importance Weighting on scale of 0-4</th>
<th>Rating of Proposed System on scale of 0-4</th>
<th>Sub-total (weighting x rating)</th>
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<tbody>
<tr>
<td>1.1</td>
<td><strong>General Experience of Firm</strong></td>
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<tr>
<td>1.1.1</td>
<td>Demonstrated experience, knowledge and expertise in Assets Management</td>
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<td>1.1.2</td>
<td>Demonstration of prior successful implementations of similar Assets Management projects.</td>
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<td>1.1.3</td>
<td>Experience in managing ICT projects in the public sector.</td>
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<td>1.1.4</td>
<td>Experience in developing countries or</td>
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<tr>
<td>Item Clause Number</td>
<td>Description</td>
<td>Importance Weighting on scale of 0-4</td>
<td>Rating of Proposed System on scale of 0-4</td>
<td>Sub-total (weighting x rating)</td>
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<td>1.2</td>
<td>Experience of Firm in Physical Identification and Verification of the Fixed Assets</td>
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<tr>
<td>1.2.1</td>
<td>Experience in identifying and verifying fixed assets in existence and conditions of Assets Shell Number, Location of each Assets- location details and Assets Description/Class (Nature of fixed assets)</td>
<td>4</td>
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<td>1.3</td>
<td>Experience of firm in Coding of Fixed Assets</td>
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<td>1.4</td>
<td>Tagging of the Fixed Assets</td>
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<td>1.5</td>
<td>Reporting</td>
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<td>1.6</td>
<td>Compilation of Updated Fixed Assets Register</td>
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<td>1.7</td>
<td>Automation of Fixed Assets Register</td>
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<td>1.8</td>
<td>Hardware for Asset Data Capturing and Update</td>
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<td>1.9</td>
<td>Asset Value Estimation</td>
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<td>TOTAL SCORE</td>
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<td>192</td>
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</table>
Post Qualification requirements for Bidders are:

a) Experience
   The Bidder must have
   i. For carrying out this assignment as a firm with experience in Fixed Assets Management or similar assignments in the last five years, African experience will be an advantage; Ghana experience will be an added advantage.
   ii. The firm should also provide evidence of having implemented successfully at least three of such systems locally or in conditions similar to the International Organisation.

b) Technical Capacity:
   The Bidder shall have experience in Fixed Assets Management Systems with the ability of legacy systems integration with 3rd party applications as per Fixed Assets Management System requirements.

c) Financial Capacity
   (i) Minimum average annual turnover of GHS575,925.00 calculated as total certified payments received for contracts in progress or completed within the last three (3) years (2019, 2020 and 2021).
   (ii) Bidders are required to submit audited Financial Statement balance sheets and income statements for the last three 3 years (2019, 2020 and 2021) as part of their financial statements.
   (iii) Demonstrate evidence of the firm’s liquidity in the form of cash flow, liquid assets and/or credit lines net of other ongoing commitments at the minimum required amount of GHS180,000.00

d) Manufacturer's Authorizations for Information Technologies - except for those technologies which the Bidder itself manufactures - are required for the following types/categories:
   • All Application Software
   • Assets Management software
   • Any other 3rd party software/hardware used by a bidder for developing, customising and implementing of the assets management.
Performance Security Form

A sample of an acceptable form of Performance Security is provided in the bidding document.

The Performance Security Form should not be completed by bidders at the time of their bid preparation. Only the successful Bidder will be required to provide the performance security in accordance with the format indicated.
PERFORMANCE SECURITY - UNCONDITIONAL BANK GUARANTEE

To: [name and address of Employer]

Whereas [name and address of Contractor] (hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. [procurement number] dated [date] to execute [name and Procurement Number of Contract and brief description of Works] (hereinafter called “the Contract”);

And whereas it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognised bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

And whereas we have agreed to give the Contractor such a Bank Guarantee;

Now therefore we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of [amount of Guarantee] [amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of [amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed thereunder or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall be valid until a date 90 days from the date of issue of the Certificate of Completion.

Signature and seal of the Guarantor ____________________________________________

Name of Bank ________________________________________________________________

Address _____________________________________________________________________

Date __________________________

1 An amount is to be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract, and denominated either in the currency(ies) of the Contract or in a freely convertible currency acceptable to the Employer.