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# Request for Proposals

## Procurement of Services

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### Standard Bidding Document

For the

**PROVISION OF EVENT MANAGEMENT COMPANY TO ASSIST THE AfCFTA SECRETARIAT TO PREPARE FOR AND CONVENE THE AfCFTA BIASHARA AFRIKA (BUSINESS FORUM) 2026 IN LOME, TOGO**

*Procurement Number: AfCFTA/COMMS/NC/2026/0006*

**Date of Issue:** 25<sup>th</sup> MARCH 2026

# REQUEST FOR PROPOSALS

**Procurement Number:** AfCFTA/AHRMD/NC/2026/0006

To: **Potential Service Providers**  
Date: **25<sup>th</sup> March 2026**

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).

This RFP includes the following Letter of Invitation together with its annexes and the appendices to these annexes:

- Annex 1 : Terms of Reference
- Annex 2 : Contents of the Proposal to be submitted including Appendices A, B, C, and D
- Annex 3 : Evaluation Criteria
- Annex 4 : Sample Contract
- Annex 5 : General Terms and Conditions for the Purchase Order
- Annex 6 : Performance Evaluation Form

## SECTION A: REQUEST FOR PROPOSAL

### 1) **Description of Services and Location**

Provision of Event Management Company to assist The AfCFTA Secretariat to Prepare for and Convene the AfCFTA Biashara Afrika (Business Forum) 2026 at Lome, Togo.

- 2) Currency of Proposal United States Dollars
- 3) Services are to commence **immediately** from the date of the contract signature.
- 4) Proposals must be valid **for ninety (90) days** from the Return by Date given below.
- 5) 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 follows:
  - Technical Proposal: “Company name”\_ TP\_Biashara Afrika 2026
  - Financial Proposal: “Company name”\_ FP\_Biashara Afrika 2026
- 6) Requests for clarification should be received by no later than **8<sup>th</sup> April 2026**. The address for clarifications is [Tender.afcfta@au-afcfta.org](mailto:Tender.afcfta@au-afcfta.org); [Ccjessica.lawson@au-afcfta.org](mailto:Ccjessica.lawson@au-afcfta.org) and [Nadia.Amoako-Gyampah@au-afcfta.org](mailto:Nadia.Amoako-Gyampah@au-afcfta.org).
- 7) **Additional Information:** Interested eligible tenderers may obtain further information on AfCFTA Secretariat on its Website <https://au-afcfta.org>.
- 8) **Cost of Responding to the RFP:** The cost of preparing responses to this RFP shall be for the account of the tenderer.

9) **Obligations:**

- The Consultant shall complete the assignment set out in the Terms of Reference for this contract with due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices.
- The Consultant must respect the impartiality and independence of the AfCFTA Secretariat and in connection with this contract must neither seek nor accept instructions from anyone other than the Secretariat. During the term of this contract the Consultant must refrain from any conduct that would adversely reflect on AfCFTA Secretariat and must not engage in any activity that is incompatible with the administrative instructions and policies and procedures of the AfCFTA Secretariat. The Consultant must exercise the utmost discretion in all matters relating to this contract.
- In particular, but without limiting the foregoing, the Consultant (a) will conduct activities in a manner consistent with the Standards of Conduct in the International Civil Service; and (b) will comply with the administrative instructions and policies and procedures of the AfCFTA Secretariat relating to fraud and corruption; information disclosure; use of electronic communication assets; harassment, sexual harassment and abuse of authority.
- Unless otherwise authorized by the appropriate official in the office concerned, the Consultant must not communicate at any time to the media or to any institution, person, Government or other entity external to the AfCFTA Secretariat any information that has not been made public and which has become known to the Consultant by reason of association with the AfCFTA Secretariat. The Consultant may not use such information without the written authorization of the AfCFTA Secretariat and shall under no circumstances use such information for his or her private advantage or that of others. These obligations do not lapse upon termination of this contract.

- 10) The deadline for submission of Proposals is **23<sup>rd</sup> April 2026 at 11:00 hrs. GMT**. Technical proposals shall be opened on **23<sup>th</sup> April 2026 at 11:30 hrs. GMT** in the virtual presence of proposers or Legal Representatives. The password for the technical offer will be provided by each proposer during the Public Technical Proposal opening session. Therefore, the presence of the Proposer or its legal representative is mandatory. The zoom link for the technical bid opening is as follows:

**Join Zoom Meeting**

<https://zoom.us/j/96675945884?pwd=fr6HCr6L6h2bPcaIK1Ba2vmbDVmDnK.1>

**Meeting ID: 966 7594 5884**

**Passcode: 157897**

**Time:11:30 GMT**

- 11) The pre-bidding conference will be held on 31<sup>st</sup> March 2026 at 11:30 a.m. virtually via the Zoom link provided below.

**Join Zoom Meeting**

<https://zoom.us/j/98870987539?pwd=VBm7KHSw0AiqPNqmum2BoUF0h67Ke.1>

**Meeting ID: 988 7098 7539**

**Passcode: 968379**

**Time :11:00GMT**

- 12) The evaluation method of the proposal is described in detail in **Annex 3**. For this procurement, evaluation will be based on technical proposals. Only bidders, whose technical proposals meet or exceed the minimum qualification points, will be considered for financial negotiations. Proposals that do not satisfy the pass/fail criteria or receive less than the minimum technical score indicated in **Annex 3** will be informed accordingly.
- 13) By submitting their bids, each bidder also warrants that they are legally authorized to perform the services and that they are not in default with the tax and social security obligations in their country. The AfCFTA may, at its sole discretion, ask any bidder to provide documentary evidence establishing the same.
- 14) Technical and Financial Proposals must be submitted through email: [Tender.afcfta@au-afcfta.org](mailto:Tender.afcfta@au-afcfta.org); [Ccjessica.lawson@au-afcfta.org](mailto:Ccjessica.lawson@au-afcfta.org) and [Nadia.Amoako-Gyampah@au-afcfta.org](mailto:Nadia.Amoako-Gyampah@au-afcfta.org).
- 15) 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: .....

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, and including any other information and certification as stated within this RFP on your letterhead.*

### 1) Description of Services and Location

Provision of Event Management Company to assist the AfCFTA Secretariat to prepare for and convene the AfCFTA Biashara Afrika (Business Forum) 2026 in Lome, Togo.

- 2) Currency of Proposal .....
- 3) Services will commence within.....days from date of Contract Signature.
- 4) Services to be completed by..... days from the date of Contract Signature.
- 5) Validity period of this Proposal is.....days from the Return by Date.
- 6) We enclose the following document(s) as required by the Purchaser:
  - Detailed Company profile.
  - Appendix A: Statement of Conformity, Power of Attorney, Proposed Solution, Details of the proposed methodology, Implementation plan, Qualification of proposed personnel.
  - Appendix B: Bid Submission Form
  - Appendix C: Price Schedule
  - Appendix D: Personnel Capabilities
  - Proof of experience in providing similar consultancy services in preparing for and organizing Trade Fairs, business forums, including Business to Business Exchanges (B2B) and Conferences; and
  - Audited Financial statement for three (3) years **(2022 or 2021, 2022 and 2023 as available)**
- 7) By submitting our bids, we also warrant that we are legally authorized to perform the services and that we are not in default with the tax and social security obligations in our country. The AfCFTA Secretariat, at its sole discretion, ask our firm to provide documentary evidence establishing the same.
- 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) 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.
- 10) We confirm that payment terms are acceptable.

### 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**

## TERMS OF REFERENCE (TOR)

### 1. INTRODUCTION

The **African Continental Free Trade Area (AfCFTA) Secretariat** is the world’s largest free trade area, bringing together 55 African Union (AU) Member States and 8 Regional Economic Communities (RECs). Its mandate is to create a single continental market for goods and services, facilitated by the movement of people, capital, and investments — thereby accelerating Africa’s economic integration and transformation.

The AfCFTA Agreement, one of the flagship projects of the AU’s *Agenda 2063: The Africa We Want*, seeks to eliminate trade barriers, boost intra-African trade, and advance industrialization and value-added production across the continent.

To achieve these objectives, the Secretariat hosts the annual **AfCFTA Biashara Afrika** flagship platform for private sector engagement, government dialogue, and investment promotion.

The **2026 edition of Biashara Afrika** will take place in **Lomé, Togo**, under the theme: **“Powering Africa’s Economic Transformation through the AfCFTA.”** It will serve as a premier platform for showcasing trade and investment opportunities, fostering B2B exchanges, and driving actionable partnerships across Africa’s priority value chains.

### 2. PRINCIPAL OBJECTIVES OF THE AfCFTA BIASHARA AFRIKA 2026

**2.1** Creating a successful One African Market bringing together 55 countries, 1.4 billion people, and a combined GDP of more than USD3.5 trillion hinges upon private sector leadership and support. This is vital to accelerating intra-African trade and positioning Africa in the global trading system.

**2.2** **The Biashara Afrika 2026, which will be held under the theme “Powering Africa’s Economic Transformation through the AfCFTA” will provide a platform for public-private engagements among businesses and governments to unlock trade and investment opportunities within the African Continental Free Trade Area (AfCFTA).**

**2.3** The AfCFTA Secretariat, in collaboration with the Government of the Republic of Togo, is organising the AfCFTA Biashara Afrika slated for **18<sup>th</sup> to 20 May 2026** in **Lomé, Togo**.

#### 2.4 Key Sectors:

The key sectors are as follows:

- (i) Agriculture and Agro-processing
- (ii) Automotive
- (iii) Pharmaceuticals
- (iv) Transportation and Logistics
- (v) Trade Facilitation
- (vi) Digital economy
- (vii) Creative Industries, culture and tourism
- (viii) One-on-one business meetings

## **2.5 The Biashara Afrika will provide spaces for:**

- (i) B2B meeting rooms
- (ii) Media Room
- (iii) Investment promotion
- (iv) Masterclasses
- (v) Networking breaks
- (vi) Exhibitions
- (vii) Cultural and social events
- (viii) Gala which includes Welcome Reception.
- (ix) Plenary Room to accommodate 1,500 attendees

2.6 The Secretariat is hosting the Biashara Afrika in line with the Agreement's General Objectives as listed in Article 3:

- Create a single market for goods, services, facilitated by movement of persons in order to deepen the economic integration of the African continent and in accordance with the Pan African Vision of “An integrated, prosperous and peaceful Africa” enshrined in Agenda 2063;
- Contribute to the movement of capital and natural persons and facilitate investments building on the initiatives and developments in the State Parties and RECs;
- Promote and attain sustainable and inclusive socio-economic development, gender equality and structural transformation of the State Parties;
- Enhance the competitiveness of the economies of State Parties within the continent and the global market;
- Promote industrial development through diversification and regional value chain development, agricultural development and food security.

## **3.0 SCOPE OF WORK**

3.1 The scope of the activities of the Events Management Company (Biashara Afrika Organiser) will be required to assist the AfCFTA Secretariat to prepare and organise its annual AfCFTA Biashara Afrika. The Event Management Company must review and evaluate previous Business Forums that have been organised the AfCFTA Secretariat as well as other regional and national Business Forums and use the lessons to ensure that the AfCFTA Biashara Afrika is successful. The Event Management Company will work with the host city/country and the AfCFTA Secretariat to provide the following services:

- (i) Prepare a Detailed Work Plan and Budget covering all the steps from preparation, implementation, evaluation, and post event communication.
- (ii) Reach out to potential participants and partners to assess their needs and better define the nature of the event offering and value proposition.
- (iii) Work with the Secretariat to undertake the following activities:
  - Onsite event master plan (drafted and approved)

- Logistic service providers,
- Mobile internet and ICT services providers,
- Hotels, (negotiate rate and make reservation for delegates)
- Stand build companies, (Venue branding setup, stage design, exhibition booth and floor planning)
- Ushers,
- Catering companies
- Audiovisual production
- Décor
- Printing and production of branding materials
- Onsite transportation
- Interpretation equipment and service
- Entertainment
- Onsite Registration (Printing & Distribution of Accreditation badges)
- Overall onsite event coordination and daily operations

The overall selection process should be in collaboration with the inhouse procurement in accordance with the relevant procurement process.

- (iv) Manage the Forum venue throughout the duration of the event. This includes registration and facilitation at the venue.
- (v) To secure a service provider that will provide interpretation services in all six AU languages (English, French, Arabic, Portuguese, Swahili and Spanish), interpretation booths and interpretation equipment during the Biashara Afrika.
- (vi) Pre-event/electronic registration process:
  - The Event Management Company should work with the Secretariat to manage the online registration page for the Biashara Afrika.
- (vii) Organise the Business to Business (B2B) Exchange. The Organiser should also consider using appropriate technology that could facilitate B2B Meetings.
- (viii) The Event Management Company should work with the Secretariat Protocol Team and the Host Country to manage and facilitate all the protocol arrangements related to countries and VIP guests.
- (ix) Assist with transport arrangements.
  - Assist in coordinating airport transfer services to and from the hotel, including ‘meet and greet’ services as well as transport between hotel(s) and conference venue. This will include both executive cars for ministerial level delegates when not already provided by local embassies), and small mini-buses, as relevant, for other delegates.
  - The above service will also be offered to our Platinum Sponsors
- (x) Work with the host country/city on side events and attractions that could be visited by delegates and visitors.

- (xi) Assist with arranging accommodation in the host country.
- This includes recommending hotels, negotiating prices, making group bookings and managing all reservations for participants.
  - Accommodation will be in 5-, 4- and 3-star hotels that are near each other and the venue of the event.
  - The cost of the hotel services must be commensurate with the services rendered. The Event Management Company will liaise closely and regularly inform the Secretariat on the progress of negotiations and budgetary issues.
- (xii) Work with the host country to ensure that all health services and facilities including emergency services are readily available and accessible.
- (xiii) Work with the host country to ensure that appropriate security services are available.
- (xiv) Work with the host country to ensure that all the relevant permits and licenses are obtained, including from police, fire, health and any other relevant agencies and government and / or municipal departments.
- (xv) Ensure the placement and installation of signage and information to assist delegates.
- (xvi) Manage and contract with third parties for labour, equipment, and ICT according to the Secretariat's policy and procedures. Ensure that there are excellent ICT services which are reliable, efficient and affordable.
- (xvii) Perform any other tasks relevant to the organisation of the AfCFTA Biashara Afrika, as determined by the AfCFTA Secretariat from time to time.

### **3.2 Plan of Work**

The selected Events Management Company will be required to implement the scope of work outlined above immediately upon appointment.

### **4.0 DURATION OF THE ASSIGNMENT**

The assignment will be for a period of ninety (90) to cover review and evaluation of previous Business Forum, other regional and national Business Forums and lessons learned and the Biashara Afrika 2026.

### **5.0 Expected Outcomes**

- Create awareness among the African business community of current business and investment opportunities offered in the AfCFTA, particularly priority value chains;
- Provide a space for government, business, and investor engagement to unlock trade and investment funding for priority value chains;
- Advocate for supportive policies and investment for priority AfCFTA value chains;
- Promote a business-friendly environment for SMEs, with emphasis on Women and Youth owned businesses.

## **5.1 The Events Management Company is expected to:**

- i. Assist the AfCFTA Secretariat to prepare a detailed Plan and Budget for implementing the AfCFTA Biashara Afrika, which will include a B2B event, exhibition and Side (Social) Programmes in November 2026.
- ii. Assist the Secretariat to prepare and convene the AfCFTA Biashara Afrika; and
- iii. Assist the Secretariat to conduct an objective evaluation of the AfCFTA Biashara Afrika.

## **6.0 DELIVERABLES**

The Company shall successfully deliver:

- (i) A detailed Work Plan and Budget showing clearly how the company will assist the Secretariat to plan, prepare, implement and evaluate the AfCFTA Biashara Afrika.
- (ii) A comprehensive conceptual framework and design of the AfCFTA Biashara Afrika.
- (iii) Weekly Reports showing progress made towards implementing the activities on the scope of work.
- (iv) Organise the AfCFTA Biashara Afrika on 18 – 20 May 2026.
- (v) Support in undertaking a post - event evaluation of this edition of Biashara Afrika and identify lessons learnt that will be considered in implementing the next Biashara Afrika.

## **7.0 LOCATION OF WORK**

7.1 The task does require travel to the host country (Lome, Togo) and involves consultation with various stakeholders at the AfCFTA Secretariat HQ as well as in the host country. There will also be consultations with strategic partners and relevant committees.

## **8.0 PAYMENT TERMS**

Payment shall be made as follows: The contractor should propose its payment terms

## **9.0 MINIMUM CRITERIA FOR SUBMISSION OF PROPOSAL**

- (i) The Events Management Company is expected to demonstrate that they have a track record minimum seven years executing similar undertakings.
- (ii) Minimum 10 years of experience in the relevant field.
- (iii) The Events Management Company is expected to have a thorough understanding on how to convene Business Forums, Trade Fairs, B2B events and organising Conferences. The Events Management Company is expected to demonstrate a thorough understanding of the issues involved in hosting a Business Forum and managing relations with senior stakeholders in the private sector as well as the public

sector.

- (iv) The Events Management Company is expected to have proven competence and ability to manage such assignment and consistently meet (or exceed) agreed performance requirements in the context of meaningful and actionable quality benchmarks for organising Business Forums.
- (v) The Events Management Company is expected to have leadership capabilities to highlight and follow through on key decisions as well as help drive decision making on a sound empirical basis, founded on a proven commitment and culture to deliver at pace.
- (vi) The Events Management Company is expected to have high level of knowledge and experience in Africa including some of the key events that are organised in the continent.

## **10.0 LOGISTICS**

10.1 The AfCFTA Secretariat will not provide vehicle, flight, accommodation, office space, computer, copying and printing services, telephone service or facilities for workshops, and the cost of compulsory security. It is hence advisable to include all these costs within prices to be quoted by bidder.

## **11.0 PROVISION OF MONITORING AND PROGRESS CONTROLS**

11.1 The Events Management Company will work under the guidance of representatives from the AfCFTA Secretariat. When tenderers submit their technical and financial proposals, they will also be required to provide a brief presentation of the key contents of the deliverables, duration and breakdown of reporting time table.

## **12.0 REPORTING REQUIREMENTS**

12.1 The Events Management Company is expected to submit status reports every week on the progress under the assignment to the designated AfCFTA Secretariat representatives highlighting progress made. The Secretariat has the right to request for regular updates or reports in order to ensure that the preparations are finalised on time.



## CONTENTS OF THE TECHNICAL PROPOSAL

All submissions must be written in **English**. Any printed literature furnished by the Bidder written in another language shall be accompanied by English translations. Proposals should be organized in the order in which the pertinent passages in which the requirements are presented in the Request for Proposals (RFP). All pages of the proposals should be numbered.

### 1) **Technical Proposal (Technical Folder):**

- (a) In respect of article 5 of Request of Proposal, the bidder must submit the following documents below:
- A statement of conformity (using format as described in Appendix A)
  - Power of Attorney for persons duly authorized to bind the company to the pricing and contract.
- (b) **Proposed solution:** This section should demonstrate the Bidder's responsiveness to the Terms of Reference by identifying the specific components proposed, addressing the requirements, as specified, point by point; and should also include any other value-adding services that were not indicated in the TOR but that the bidder may wish to offer the AfCFTA Secretariat.
- (c) **Details of the proposed methodology**, including but not limited to:
- mobile internet and ICT services providers,
  - hotels, (negotiate rate and make reservation for delegates)
  - stand build companies, (Venue setup, stage, exhibition booth and floor planning)
  - ushers,
  - catering companies
  - audiovisual production
  - décor
  - printing and production of branding materials
  - Entertainment
  - Onsite Registration
  - Overall onsite event coordination.
  - Procedures to be used to meet the AfCFTA service requirements at minimum cost.
- (d) **Implementation Plan:** The Event Management Company shall describe the plan of action. Please include:
- a project plan outlining the timeline of all responsibilities, critical path; action items indicating party responsible for implementation [i.e., Bidder or the AfCFTA Secretariat];

- resource requirements and any other critical item for implementation;
  - period required to commence services.
- (e) **Experience and past performance:** bidder should provide at least three attestations duly signed by the companies for which the bidder provided similar services. The document should include signatory name, telephone and e-mail addresses.
- (f) **Management Plan:** bidder must provide a written general management approach towards the project that clearly provides a practical approach and includes the following:
- Quality Assurance and Control including complaints management process; and lessons learnt.
  - Details of disaster recovery program and business continuity management.
- (g) **Qualification of Proposed personnel:** professional experience and educational qualifications for this project (use format as described in Appendix D and D-1).
- (i) Bidders should provide detailed information on the lead person, attaching his/her curriculum vitae, setting out his/her:
- Suitability for the assignment;
  - Relevant skills and experience;
  - Outline the precise role the lead person will play;
- (ii) For all proposed team members, setting out:
- Suitability of each person for the proposed roles in terms of his/her relevant skills and experience;
  - Professional role that each of them will fulfill in the assignment
- (iii) The bidders must provide a summary chart containing all the proposed people to be used for the assignment (use format in Appendix D-2);

2. **Financial Proposal (Financial Folder):** The financial proposal will include:
- a bid submission form, fully completed and signed (using format as described in **Appendix B**);
  - a general table summarizing pricing (**Appendix C**);
  - any applicable discount; and
  - the draft contract initialed on all pages, but not yet signed
  - All **costs, charges, and services** required to deliver the assignment must be clearly itemized and included in the financial proposal. The **AfCFTA Secretariat will not assume responsibility for, or make any additional payments** for, items or services that are **not expressly captured and budgeted for** in the submitted financial proposal.
3. **Currencies of Bid:** For purpose of evaluation, the AfCFTA Secretariat will convert all bid prices into the United States Dollars average rate for the applicable month (deadline for submission of quotations). The currency that shall be used to convert all bid prices expressed in various currencies into a single currency is: **United States Dollars (US\$)**.

**(To be included in the Technical Proposal)**

**A STATEMENT OF CONFORMITY**

To the African Continental Free Trade Area (AfCFTA)

Dear Madam, Sir,

Having examined the Request for Proposals documents (AfCFTA/COMMS/NC/2026/0006) we, the undersigned, offer to provide the AfCFTA, with the **Provision of Event Management Company to assist the AfCFTA Secretariat to Prepare for and Convene the AfCFTA Biashara Afrika (Business Forum) 2025 at Lome, Togo**, in conformity with the Request for Proposals mentioned above, in the amount indicated in the Price Schedule form included in our Financial Proposal.

We undertake, if our Proposal is accepted, to commence and complete delivery of all services required in this Request for Proposals within the time frame stipulated in our Proposal.

We agree to abide by this proposal for a period of **ninety (90)** days from the date of the submission of the proposals in the Request for Proposals, and it shall remain binding on us and may be accepted by the AfCFTA at any time before the expiration of that period.

Dated

Signature

## PRICE SCHEDULE FORM

### 1. BASE OFFER

S/No.	Type of Service	Number of Unit	Cost per Unit	Total Cost	Currency
1	Conference Infrastructure				
	1.a Personnel				
	1.b Logistics				
	1.c Others				
2	Registration				
	1.a Personnel				
	1.b Logistics				
	1.c Others				
3	Accommodation				
	1.a Personnel				
	1.b Logistics				
	1.c Others				
4	Catering Services				
	1.a Personnel				
	1.b Logistics				
	1.c Others				
5	Information Technology				
	1.a Personnel				
	1.b Logistics				
	1.c Others				
6	Protocol Services				
	1.a Personnel				
	1.b Logistics				
	1.c Others				
7	Communications				
	1.a Personnel				
	1.b Logistics				
	1.c Others				
8	Transportation				
	1.a Personnel				
	1.b Logistics				
	1.c Others				
9	Content Management and meetings facilitation				
	1.a Personnel				
	1.b Logistics				
	1.c Others				
	Please include any other services				
<b>TOTAL</b>					

2. **OPTION – Bidders may propose any other method of remuneration.**

**Personnel Capabilities**

Name of Bidder

The bidder is required to complete this form for key positions who will be in charge of the implementation of the project and who will be the contact person between the bidder and the AfCFTA Secretariat.

The data on their experience should be supplied on separate sheets using one Form D-1 for each candidate and each member of the proposed staff.

Bidders may propose alternative management and implementation arrangements requiring different key personnel, whose experience records should be provided.

1.	Title of position:
	Name of prime candidate:
	Name of alternate candidate:
2.	Title of position:
	Name of prime candidate:
	Name of alternate candidate:
3.	Title of position:
	Name of prime candidate:
	Name of alternate candidate:
4.	Title of position:
	Name of prime candidate:
	Name of alternate candidate:

**Candidate Summary**

**Name of Bidder**

Position		Candidate _Prime _ Alternate	
Candidate	Name of candidate	Date of birth	
		Professional qualifications	
Present  employment	Name of Employer		
	Address of Employer		
	Telephone	Contact(manager/personnel officer)	
	Fax	e-mail	
	Job title of candidate:	Years with present Employer	
Role in AfCFTA's contract:			

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company/Project/Position/Relevant technical and management experience

**Summary chart containing all the people to be used**

<b>Sr No</b>	<b>Name</b>	<b>Position in team</b>	<b>Current position</b>	<b>Years of experience</b>	<b>Relevant specialist areas of knowledge demonstrating suitability for position</b>
1					
2					
3					
4					
Etc.					



## EVALUATION CRITERIA

### 3.1 DETAILS OF THE EVALUATION

- (a) A pass/fail assessment will be carried out to determine whether the proposals meet the minimum pass/fail criteria indicated below.
- (b) Technical proposals determined to meet the minimum pass/fail criteria shall be evaluated as indicated in clause 3.3.
- (c) Firms scoring less than 75 points will be rejected and their financial proposals returned unopened.
- (d) The financial evaluation will be carried for bids which have satisfied the minimum technical evaluation score of 75 points.

### 3.2 PASS/FAIL ASSESSMENT

If the Bidder fails an item they will be disqualified and will not proceed further in the Technical Evaluation.

S/No	PASS/FAIL CRITERIA	YES	NO																
	<i>Offers must meet all the mandatory criteria described below. Incomplete responses or lack of response to mandatory requirements will make the offer non-receivable.</i>																		
1	The bid form (Appendix A) must be completed and signed by a person or persons duly authorized to bind the company to the pricing and contract.  A power of attorney shall be attached to the bid form.																		
2	Must be in business in the role of contractor, subcontractor, or management contractor for at least the last ten years prior to the applications submission deadline and must have a permanent distribution center. Provide three (3) references comparable to the AfCFTA in size whose account the Bidder has for Corporate cards. Please include the following information for each reference provided:																		
	<table border="1"> <thead> <tr> <th></th> <th>Reference no 1</th> <th>Reference no 1</th> <th>Reference no 1</th> </tr> </thead> <tbody> <tr> <td>Company name and address</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Contact name, title, phone number and email address</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Number of Cards</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Reference no 1	Reference no 1	Reference no 1	Company name and address				Contact name, title, phone number and email address				Number of Cards					
	Reference no 1	Reference no 1	Reference no 1																
Company name and address																			
Contact name, title, phone number and email address																			
Number of Cards																			
3	Financial Criteria: Audited Financial Statement for the past three years ( <b>2022 or 2021, 2022 and 2023 as available</b> ) must be provided. The required minimum average turnover shall be equivalent to US\$300,000.00																		

S/No	<b>PASS/FAIL CRITERIA</b> <i>Offers must meet all the mandatory criteria described below. Incomplete responses or lack of response to mandatory requirements will make the offer non-receivable.</i>	YES	NO
4	The Bidder must have experience in preparing for and organizing Business Forums, Trade Fairs, including Business to Business Exchanges (B2B) and Conferences. Please provide details.		
	<b>Remarks (Accept/ Reject for the next Stage)</b>		

### 3.3 TECHNICAL EVALUATION (Please refer to annex 2 for details)

3.3.1 The evaluation shall be based on the criteria and assigned scores specified below.

S/No	CRITERIA	SCORE
1	<b>Bilingual Capability (English &amp; French)</b> Assessment of the firm's ability to operate effectively in both English and French, including bilingual staff, interpreters, and documentation. The firm must demonstrate fluency in both languages across planning, coordination, and client communication.	20
2	<b>Understanding of the requirements and Proposed Solution to achieve the objective of the TOR:</b> (Brief description of procedure to be proposed by the Event Management Firm in order to achieve the objectives of the TOR. Include any other value-adding services that are proposed but was not indicated in the TOR.	15
3	<b>Proposed project methodology:</b> Conference Infrastructure; Registration; Accommodation; Catering Services; Information Technology; Protocol services; Communications; Transportation; Hospitality and Technical Staff; Content Management and Meetings Facilitators; Procedures to be used to meet the AfCFTA Secretariat's service requirements at minimum costs ( <b>Cost Efficiency</b> ).	10
4	<b>Experience and past performance of the Event Management Company:</b> Testimonial from at least three clients showing successful performance of similar services.	15
5	<b>Implementation Plan:</b> Timeline for transition and successful assumption of responsibilities; action times clearly identifying responsible parties; resource requirements or other critical needs for successful implementation; period required to commence services.	15
6	<b>Management Plan:</b> Proposed quality assurance methodology; emergency requests; complaints management; surveys and implementation of survey; findings; disaster recovery and business continuity management.	10
7	<b>Human Resources:</b> <ul style="list-style-type: none"> <li>▪ Proposed Management structure, assignment responsibilities of staff and number of staff proposed for the account</li> <li>▪ Qualifications and experience of proposed Operations or Relationship Manager</li> <li>▪ Experience of other proposed team members</li> </ul>	15
<b>TOTAL</b>		<b>100</b>

3.3.2 An offer is declared technically valid and is considered for the financial analysis if it obtains a minimum score of seventy-five (75) points.

3.3.3 Firms scoring less than 75 points will be rejected and their financial proposals will not be opened.

3.3.4 Bidders obtaining the qualifying minimum technical score will be advised and their financial folders will be opened. The financial proposals will first be checked for completeness and corrected for computational errors.



### **3.4 FINANCIAL NEGOTIATION**

- 3.4.1 The Selection of the Company will be based on technical quality only. The award shall be made to the bidder receiving the highest final technical evaluation score (above 75%) and ranked no “1” and with whom satisfactory price and terms can be negotiated and agreed.
- 3.4.2 If negotiation with the highest bidder is not successfully concluded the AfCFTA Secretariat will enter into negotiation with the next bidder with technical scores of more than 75%.

### **3.5 AWARD OF CONTRACT**

- 3.5.1 The AfCFTA Secretariat will sign contracts with the Bidder(s) with whom the most technical qualify and satisfactory price, terms and conditions have been agreed.
- 3.5.2 The AfCFTA Secretariat will then inform other bidders that their proposals were not selected and return the unopened financial proposals.
- 3.5.3 The successful bidder(s) is expected to begin running services on the date and at the location agreed and specified in the contract.

**Annex 5**

## 1. Definitions

1.1 The following terms shall be interpreted as indicated:

(a) "Contract" means the Purchase Order issued by the Purchaser based on the schedule of requirements, technical specifications, plans, drawings and other documents in the invitation issued by the Purchaser, and the quotation submitted by the Supplier.

(b) "Contract Price" means the price payable to the Supplier under the Purchase Order for the full and proper performance of its contractual obligations.

(c) "Goods" means the equipment, machinery, items, commodities and/or other materials that the Supplier is required to supply to the Purchaser under the Contract.

(d) "Purchaser" means the office of the African Union Commission purchasing the Goods, Works or Services, as named in the Purchase Order.

(e) "Services" means the professional, technical, advisory, or maintenance obligations of the Supplier under a Contract for the provision of Services.

(f) "Supplier" means the individual or firm supplying the Goods, Works or Services, as named in the Purchase Order.

(g) "Works" means the construction, installation, and related activities required under a Contract for the provision of Works as defined in the Schedule of Requirements.

## 2. Country of Origin

2.1 All Goods, Works and Services supplied under the Contract shall have their origin in eligible countries and territories. Eligible countries shall include all member states of the United Nations.

## 3. Standards

3.1 The Goods, Works and Services supplied under the Contract shall conform to all standards and requirements in the Schedule of Requirements, technical specifications, plans, drawings, terms of reference or other documents forming part of the Contract.

## 4. Patent Rights

4.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods, output of the services, performance of the works, or any part thereof in the Country specified for delivery.

## 5. Warranty

5.1 The Supplier warrants that goods and materials supplied under the Contract are new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials.

5.2 The Supplier warrants that all Works and Services performed under the contract shall be of the highest professional and technical standards.

5.3 Warranties shall remain valid for twelve (12) months after final acceptance of the Goods or Works by the Purchaser, unless specified otherwise in the Contract.

5.4 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty, and on receipt of such notice, the Supplier shall, with all reasonable speed, repair or replace the defective goods, works or parts thereof, without costs to the Purchaser.

5.6 If the Supplier, having been notified, fails to remedy any defect within the period specified in the contract documents, the Purchaser may proceed to take remedial action at the Supplier's risk and expense.

## 6. Insurance

6.1 Goods supplied under the Contract shall be fully insured by the Supplier against loss or damage up to the point of delivery and acceptance by the Purchaser.

6.2 For Works contracts, the Supplier shall maintain

insurance cover, from the Start Date to the end of the Defects Liability Period, for the following events:

(a) loss of or damage to the Works, Plant, and Materials;

(b) loss of or damage to Equipment;

(c) loss of or damage to other property in connection with the Contract; and

(d) personal injury or death.

6.3 For Services contracts the Supplier shall maintain:

(a) public liability insurance;

(b) third party insurance;

(c) professional liability insurance, where appropriate;

(d) employer's liability and workers' compensation insurance in respect of the personnel of the Supplier and of any sub-contractor.

## 7. Packing

7.1 The Supplier shall provide such packing of Goods as necessary to prevent damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand rough handling and exposure to extreme temperatures, salt and precipitation during transit, and open storage.

7.2 Packing, marking, and documentation within and outside the packages shall comply with any requirements expressly provided for in the Schedule of Requirements.

## 8. Delivery

8.1 Delivery of Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements.

8.2 The terms "EXW," "CIF," "CIP," and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of Incoterms published by the International Chamber of Commerce, Paris.

## 9. Transportation

9.1 Where the Supplier is required under the Contract to transport Goods to a specified place of destination, transport, including insurance and storage, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.

## 10. Inspections and Tests

10.1 The Purchaser or its representative shall have the right to inspect and/or to test the Goods, Works or Services to confirm their conformity to the Contract at no extra cost to the Purchaser.

10.2 Inspections and tests may be conducted at the premises of the Supplier or its subcontractor(s), at the point of delivery, and/or at the project site. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance shall be furnished to the inspectors at no charge to the Purchaser.

10.3 Should any inspected or tested goods, works or services fail to conform to the Specifications, the Purchaser may reject the Goods, Works or Services and the Supplier shall either replace or make alterations necessary to meet specification requirements free of cost to the Purchaser.

## 11. Payment

11.1 The Supplier's request for payment shall be made to the Purchaser by submission of an invoice describing, as appropriate, the goods delivered, works completed or services performed.

11.3 Payments shall be made promptly by the Purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the Supplier and the issue of a formal inspection report.

11.4 Payments shall be made in the currency specified in the Request for Quotation or Invitation for Bids unless otherwise stated in the Purchase Order.

## 12. Prices

12.1 Prices charged by the Supplier for goods delivered and works or services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid.

## 13. Termination for Default

13.1 The Purchaser may terminate this Contract in whole or in part without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier:

(a) if the Supplier fails to deliver any or all of the goods or to perform the works or services within the period specified in the Contract, or within any extension thereof granted by the Purchaser; or

(b) if the Supplier fails to perform any other obligation(s) under the Contract.

(c) if the Supplier, in the judgment of the Purchaser, has engaged in corrupt or fraudulent, collusive, coercive or obstructive practices in competing for or in executing the Contract.

For the purpose of this Clause:

"corrupt practice" means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

"fraudulent practice" means any act or omission including a misrepresentation that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

"collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

"coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

"obstructive practice" means deliberately destroying, falsifying, altering or concealing of evidence material to any investigation or making false statements to investigators in order to materially impede any investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation;

13.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 15.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the Supplier may be liable to the Purchaser for any excess costs for such similar goods, works or services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

## 14. Settlement of Disputes

14.1 If any dispute or difference of any kind whatsoever shall arise between the Purchaser and the Supplier in connection with or arising out of the Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

14.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration proceedings as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

14.3 Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the goods or performance of the works or services under the Contract.

## **The African Union – General Conditions of Contract (GCC) for Purchase Orders**

14.4 Arbitration proceedings shall be conducted in accordance with the rules of procedure of an authorised arbitration service agreed between the parties to the contract.

14.5 Notwithstanding any reference to arbitration herein,

(a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and

(b) the Purchaser shall pay the Supplier any monies due to the Supplier that are not subject of arbitration.

### **15. Limitation of Liability**

15.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to GCC Clause 4,

(a) the Supplier shall not be liable to the Purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs; and

(b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

### **16. Governing Language**

16.1 The Governing Language of the Contract shall be English.

### **17. Taxes and Duties**

17.1 The African Union (AU) and its organs are exempted from all direct taxes and are exempted from customs duties in respect of articles imported or exported for its official use in conformity with the General Convention on Privileges and Immunities. Accordingly the Supplier authorises AU to deduct from the Supplier's invoice any amount representing such taxes or duties charged to the African Union by the Supplier. In the event that any taxing authority refuses to accept the African Union's exemption from such taxes or duties, the Supplier shall immediately consult with the AU,

17.2 A Supplier shall be responsible for obtaining exemption for the African Union of all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser, unless otherwise agreed in writing by the AU.



**PERFORMANCE EVALUATION OF SERVICE PROVIDER**

**SERVICE CONTRACT**

SERVICE PROVIDER	
PURPOSE OF CONTRACT	
REFERENCE OF CONTRACT	
EFFECTIVENESS DATE	
EXPIRY DATE	
EVALUATION PERIOD	
OVERALL EVALUATION RATING	
TOTAL MARK	
OVERALL RATING IN%	
PERFORMANCE LEVEL	
EVALUATED BY	
APPROVED BY	
ENDORSED BY CHIEF OF STAFF	

EVALUATION CRITERIA	COEFFICIENT (1-3)	RATING (1-10)	TOTAL (Coef.x Rating)	COMMENT
<b>I. CAPACITY OF SERVICE PROVIDER</b>				
1. Quality of Contract Supervision				
2. Compliance with Regulations				
3. Compliance with Timelines				
4. Supply				
5. Human Resources				
6. Technical Resources				
7. Material Resources				
8. Appropriate Measures Proposed				
9. Proactive Handling of Problems				
10. Planning				
11. Compliance with Local Laws				
12. Compliance of Services				
13. Identification of Service Provider (Uniform, Badge, Etc.)				
14. Managerial Effectiveness				
15. Cost Control				
16. Compliance with Standards				
17. Update Capacity of Installed System				
18. Flexible Hours				
19. Compliance with Contract Clauses				
20. Compliance with TOR/ Technical Specifications				
21. Respect for Environment				
22. Innovation of Services				
23. Skills Transfer, Training				
<b>II. STAFF</b>				
1. Availability of Contact Person				
2. Name of Contact Person (Interface)				
3. Performance, Qualification, Competence of Worker				
4. Punctuality				
5. Professionalism				
6. Adjustment Capacity				

<b>EVALUATION CRITERIA</b>	<b>COEFFICIENT (1-3)</b>	<b>RATING (1-10)</b>	<b>TOTAL (Coef.x Rating)</b>	<b>COMMENT</b>
7. Responsiveness				
8. Compliance With Instructions				
9. Confidentiality				
10. Timeliness				
11. Respect For Work Environment				
12. Quality Of Collaboration				
13. Mastery Of Working Software				
14. Conduct/Behaviour				
15. Working Language				
<b>III. SERVICES</b>				
1. Quality of Service				
2. Availability Of Service				
3. Cleanliness				
4. Quantity				
5. Variety				