



**CLARIFICATIONS AND RESPONSES TO THE INVITATION FOR REGISTRATION OF CONSULTANTS, SUPPLIERS AND CONTRACTORS TO THE AFRICAN UNION FOR THE FINANCIAL PERIOD COVERING 2020 -2023**

Find below latest responses to clarifications:

<b>S/N</b>	<b>Clarification Sought</b>	<b>Response Made</b>
1	May I know if the registration of my company is successful	We do not provide acknowledgement email. However, you should see "Your application had been successfully submitted" after you hit the "submit" button.
2	I kindly request the above-mentioned form. Also, would like to know if i could send it back after completion.	It is an online application form.
3	How much will the registration cost?	This is an application to be loaded on the database of Africa Union Supplier Database. There is no cost associated with this registration.
4	Which documents are required to register?	Tax clearance certificate, motivation letter, business registration certificate, Financial statement, work history/profile, Power of attorney
5	May you please assist with the vendor registration form.	The form can be accessed online by following the link <a href="https://www.nepad.org/work-with-us/procurement">https://www.nepad.org/work-with-us/procurement</a>
6	I am an occupational therapist and a human rights law graduate, and I would like to register myself as one of your vendors, however the registration link is not working as it takes me to the procurement page.	Yes, you are on the right path. Scroll down and click on "Supplier Registration Form" tab and complete the relevant fields.
7	We would like to request you to please send us the detailed Terms of Reference (ToR) and formats for submission	There is no addition ToRs. Please follow the link, complete relevant fields and upload all files relevant to your category of work.
8	Kindly assist with the process of getting my company into your database.	Please follow the link <a href="https://www.nepad.org/work-with-us/procurement">https://www.nepad.org/work-with-us/procurement</a> , complete relevant fields and upload all files relevant to your category of work.
9	Kindly advise on the process to register on your supplier database and where to obtain the form.	You may go to <a href="http://www.nepad.org">www.nepad.org</a> , click on work with us, scroll down to and click on "Procurement", scroll down

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		and click on "Supplier Registration Form". Please ensure to upload all relevant documents.
10	Please confirm if we just need to fill-in the online supplier registration form located at: <a href="https://www.nepad.org/work-with-us/procurement">https://www.nepad.org/work-with-us/procurement</a>	Yes, that's correct.
11	Kindly requesting further details pertaining to the advert of vendor registrations. If there are any specific application forms, kindly requesting that information.	The only form required for registration is by completing the online registration form
12	I have tried without success to obtain the online vendor registration from on the AUDA-NEPAD Website link provided below, however, it does not lead me to an online form. Kindly assist me with the correct link	You may go to <a href="http://www.nepad.org">www.nepad.org</a> , click on work with us, scroll down to and click on "Procurement", scroll down and click on "Supplier Registration Form". Please ensure to upload all relevant documents.
13	Do we have to send the hard copy of the online submitted documents and other details to you as well?	No hard copy is required. All application must be submitted online
14	We hereby inform you that we have submitted the online form along with the required details and documents, letter and submitted it successfully. But we have not received any confirmation email or acknowledgement towards submission of our application.	You will see "Your application had been successfully submitted" after you hit the "submit" button. All application will be reviewed, and all suitable vendors will be contacted.
15	What do you exactly mean and expect by " <u>Is your company covered by third party liability insurance?</u> "? Do you want to know if we have a particular insurance for our organisation or do you want to know if a third organisation covers us?	Yes, we want to know if you have a third – party liability insurance

All other terms and conditions of the application document remain unchanged.

Signed by:



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**Acting Head of Procurement**  
**Africa Union Development Agency (AUDA) - NEPAD**  
Date: 14<sup>th</sup> February 2020