



### Section I: Letter of Invitation

APRIL 2020

Dear Sir/Madam,

**REF: REQUEST FOR PROPOSALS -Consultancy Services to formulate and draft the implementation architecture & plan and monitoring & evaluation framework for the Digital Transformation Strategy for Africa (2020-2030).**

1. African Union Commission (AUC), seeks to engage the services of a competent ***and eligible Consulting Firm*** to provide ***Consultancy Services to formulate and draft the implementation architecture & plan and monitoring & evaluation framework for the Digital Transformation Strategy for Africa (2020-2030).***
2. Consequently, the African Union Commission now invites you to submit technical and financial proposals for the assignment as per attached Terms of Reference (TORS).
3. The title of the Procurement must appear as subject of e-mail submissions or on the envelope for hard copy submissions.
4. ***The Consulting Firm(s)*** will be selected under ***Quality and Cost Based Selection Method (QCBS)*** and procedures described in this RFP.
5. The RFP includes the following documents:
  - Section 1 - Letter of Invitation
  - Section 2 - Information to Consultants
  - Section 3 – Data Sheet
  - Section 4 - Terms of Reference
  - Section 5 - Technical Proposal - Standard Forms
  - Section 6 - Financial Proposal - Standard Forms
  - Section 7 - Standard Contract Forms
6. The **TECHNICAL** and **FINANCIAL** offers must be delivered in **TWO SEPARATE** envelopes enclosed in an OUTER to the address below on or before the **12<sup>th</sup> June 2020 at 1500hrs, Addis Ababa Time, East Africa.**
7. Bidders may request for clarifications no less than 7 days from the for submission, from **The Chairperson, Tender Board, African Union Commission, Telephone number (+251) 11 5517700, Ext 4341, Email [tender@africa-union.org](mailto:tender@africa-union.org)**

8. **Proposals shall be valid for a period of 120 days.** Late bids will be rejected and returned unopened to bidders. The Outer envelope should bear the name and address of the bidder.
9. Consultancy Firm(s) or Bidders must comply with the following:
- (i) *Duly completed and signed Technical Proposal submission form (Section 5: Technical Proposal Submission Form) as prescribed and attached*
  - (ii) *Duly completed and signed Financial Proposal (5A. FINANCIAL PROPOSAL SUBMISSION FORM)*
  - (iii) *At least 3 contactable references in the last three (3) years*
  - (iv) *Complete and signed Curriculum Vitae- (use prescribed and attached form F. FORMAT OF CURRICULUM VITAE (CV))*
- (IV) *The proposal is valid for at least the period required (120 days).*
10. The address for deposit of bids is:

**The Chairperson, Tender Board,  
African Union Commission,  
Building C, 3rd floor, TENDER BOX  
Roosevelt Street.  
P. O. Box 3243,  
Addis Ababa, Ethiopia.**

Yours sincerely,

**Head, Procurement, Travel and Stores Division**