AFRICAN MINISTERS’COUNCIL ON WATER (AMCOW)
REQUEST FOR PRE-QUALIFICATION OF SUPPLIERS
FINANCIAL YEAR 2021-2022

Introduction

The African Ministers' Council on Water (AMCOW) is an inter-governmental organization formed to, primarily promote cooperation, security, social and economic development and poverty eradication among member states through the effective management of the continent’s water resources and provision of water supply services.

AMCOW currently representing a Working Group on Water and Sanitation of the Specialized Technical Committee (STC) on Agriculture, Rural Development, Water and Environment (ARDWE) under the African Union Commission (AUC), is pre-qualifying new suppliers for goods and services for the Financial Year ended 31st December, 2020. This exercise will enable all suppliers who are interested in partnering with AMCOW for the supply of goods and services get shortlisted as qualified AMCOW Suppliers/Vendors. This will make them eligible to fairly compete for any business opportunities that may be available at AMCOW for the supply of goods and services.

Pre-qualification Objectives

1) To search for new suppliers of various goods and services in the market.
2) To create a list of suppliers per category who shall be used every time AMCOW has a requirement.
3) To bench mark market rates, quality and competitiveness.
4) Explore Innovative solutions.
5) To develop local suppliers.

Eligibility Requirements

An Applicant, and all parties constituting the Applicant, shall meet the following criteria to be eligible to participate in AMCOW procurement:
1) The applicant must have the legal capacity to enter into a contract;
2) The applicant is not:
   i. Insolvent;
   ii. In receivership;
   iii. Bankrupt; or Being wound up
3) The applicant’s business activities have not been suspended;
4) The applicant is not the subject of legal proceedings for any of the circumstances in (2); and
5) The applicant has fulfilled his or her obligations to pay taxes and social security contributions.
6) **Prospective bidders are to submit pre-qualification / EOI documents for the category desired** with one copy of the Technical bids packaged in sealed envelopes clearly indicating their selected category.

A prospective applicant requiring any clarification of the prequalification documents may notify AMCOW in writing or by cable (hereinafter, the term cable is deemed to include e-mail and telephone) at the client’s address indicated below. AMCOW will respond in writing to any request for clarification on the short-listing documents, which it receives no later than three (3) days prior to the deadline for the submission of Applications.

**Attention:** The Chairperson| Tenders Board Committee| AMCOW| No 11. T.Y Danjuma Street| Asokoro| Abuja
Email: info@amcow-online.org
Tel: +234 9096074166

**Response Methodology**

Suppliers can either send sealed bids or submit responses online before 21\textsuperscript{th} December, 2020.

**Sealed Submission:**

All bids should be submitted at the AMCOW Secretariat, No 11, T.Y Danjuma Street, Asokoro, Abuja.

This is a physical channel for carrying out the RFP related correspondence. The date, place and manner of submission are as given above:

**RFP Timelines**

The timeline for this proposal process is outlined below:

**ACTIVITIES** | **Date & Time**
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1. RFP Response Proposal Deadline | 21\textsuperscript{st} Dec 2020 @ 5.00pm
2. Evaluation | 11\textsuperscript{th} January 2021 - 15\textsuperscript{th} January, 2021
3. Communication to successful bidders | 20\textsuperscript{th} January 2021
## Evaluation Criteria

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<th>Evaluation Criteria</th>
<th>Criteria Description</th>
<th>Weightage (%)</th>
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| 1. Preliminary Evaluation | Is the Vendor/Supplier qualified and registered to offer that Service/Goods? Vendor/Supplier should share:  
❖ Articles & Memorandum of Association.  
❖ Certificate of Incorporation.  
❖ Company income Tax Clearance Certificate.  
❖ Tax Registration Certificate  
❖ Detailed Company Profile, stating current office address, email and phone numbers., with CV of key staffs.  
❖ Audited Financial Statement for three years. | 30%           |
| 2. Technical Competence | Has the Supplier/Vendor fully demonstrated ability to carry out the service/deliver the goods? Supplier should:  
❖ Demonstrate the ability to deliver the goods/service  
❖ Share experience for similar works accomplished.  
❖ Evidence of at least 3 similar jobs successful execution and copies of award letters.  
❖ Evidence of firm’s registration with relevant certification, or licenses.  
❖ Evidence of financial capability, with references from (reputable commercial bank).  
❖ Share innovative Solutions (if any) | 60%           |
| 3. Completeness of Submission | Did the Supplier/Vendor comply with the directions outlined in the pre-qualification document? Is their proposal clear, readable and the material easy to follow?  
All documents for submission must be transmitted with a covering letter under the firms/ company letter head, bearing among others CAC registration number, contact address, phone and email | 10%           |
| **Total** |                                                                                                                                                                                                                 | **100%**      |

### Selection of Individual Consultants:

- **a)** The consultants’ experience and competence relevant to the assignment.
- **b)** The consultant with the most appropriate qualifications.
- **c)** References.
- **d)** Consultants are requested to submit a combined technical and financial proposals.
- **e)** Language requirement, fluent and superior mastery of English or French both through education and work experience in a business context.
Category 1

IT/Computer Equipment and Consumables & Accessories

(i) Supply of IT equipment (Laptops, desktops, Servers, Routers, Switches, IT Accessories and consumables).
(ii) Repair and maintenance of servers, personal computers and laptops.
(iii) This involves provision of IT support services at AMCOW Secretariat. Supplier should have qualified people and ability to respond quickly to demands.
(iv) Supply and maintenance of networking equipment e.g. LAN cabling, Cisco equipment, routers and other accessories. AMCOW occasionally requires Networking equipment and solutions. Supplier should be able to deliver, install and support the equipment. AMCOW is not specific to any Model or Brand.
(v) Supply and Maintenance of deep cycle batteries and accessories, Inverters and solar equipment. Ability to supply and support. AMCOW is not brand specific.

Category 2

Office Supplies and Stationery

(i) Supply of office Stationeries and equipment.
(ii) Supply and maintenance of office furniture & fittings e.g. Chairs, tables, cabinets, cupboards. Ability to supply in both small and large quantities in a timely manner.

Category 3

Transport and Travel Related Services.

AMCOW will award an initial two-year frame agreement to one or two suppliers for the performance of this services:
1- Ticketing services
2- Events and other ground services.

Requirements:

i. Accredited IATA (International Air Transportation Association) Travel agent duly licensed in Nigeria.
ii. Have a good track record of serving international organizations, EU institutions, Embassies, Multinational corporations.
iii. Financial Soundness.
iv. Good reputation, with no involvement in or suspicion of corrupt or other malicious practices.
v. Employs competent and qualified travel consultants, as evident in their cv.
vi. Maintains reliable facilities of online bookings/ airline reservations.

vii. Hotel and Conference facilities.

viii. Events management Services (Public address system, Merchandising, catering, photography/videography, tents and decoration

**Category 3**

**Simultaneous Interpretation and Text Translation Services**

(i) Simultaneous Interpretation Services.

(ii) Text Translation Services.

(iii) Hiring of Interpretation Equipment’s.

**Category 4**

**Internal Audit Services Scope:**

I. Develop an Internal Audit Charter for AMCOW in line with generally accepted best practices for adoption by the Governing Council.

II. Carry out regular internal audit programs on the efficiency and effectiveness of AMCOW’s operations and Procurement activities in accordance with AMCOW’s Internal Audit Charter.

III. Ensure that the audit is conducted in conformity with generally accepted auditing standards and guidelines and subject to any special directions of the Governing Council.

IV. Verify the way and manner in which the Authorizing Officer and those answerable to him/her have performed their accounting duties and responsibilities;

V. Formulate all proposals likely to increase the efficiency of methods of budgetary and financial management, including the accounting system and internal liaisons between the various authorities responsible for the framing, preparation and administration of the annual Budget;

VI. The internal Auditor shall perform certain specific examinations and issue separate reports on the results as may be requested by the Governing Council.

VII. Ensure appropriate supporting documents, records and books of accounts relating to all AMCOW activities have been kept. Clear linkages should exist between the books of accounts and the financial statements presented;

VIII. Comprehensive assessment of the adequacy and effectiveness of the accounting and overall internal control system to monitor expenditures and other financial transactions and ensure safe custody of project-financed assets and that they are being used for the intended purposes;

IX. The audit assignment is a temporary post to work three/ two times a week.
General Information:
   I. EOI must be in English / French languages and signed by an official authorized by the bidder.
   II. EOI submitted after the deadline for submission would be returned un-opened
   III. All cost will be borne by the bidders.
   IV. Suppliers are not allowed to bid for more than one category.
   V. AMCOW is not bound to shortlist any bidder and reserves the right to annul the procurement.