



ECOSOCC
Economic Social & Cultural Council

**The voice of the
African Citizenry**

ECONOMIC, SOCIAL AND CULTURAL COUNCIL (ECOSOCC)

**SUPPLIER REGISTRATION OF SERVICE PROVIDERS FOR SUPPLIES,
SERVICES AND WORKS FOR THE PERIOD 2024 – 2027**

NOVEMBER 2023

The Economic Social and Cultural Council (ECOSOCC) is an advisory organ of the African Union dealing with Civil Society contribution to the development agenda of the African continent. ECOSOCC based in Lusaka, Zambia undertakes routine acquisition of supplies, services and works.

ECOSOCC is in the process of registering eligible and competent firms or individuals, and invites applications from eligible and competent providers of the Supplies, Services and Works for the period 2024-2027. ECOSOCC will register providers for the following categories:

SUPPLIES / GOODS, SERVICES (Non – Consultancy Services) AND MINOR WORKS

SN	ITEM DESCRIPTION
1.	Office Equipment Supplies and Services (Photocopiers, Binding Machines Shredders, Safes etc.)
2.	ICT Equipment, Supplies and Services (Computers, Printers etc.)
3.	Computer servicing and networking
4.	Promotional and Communication materials (T-Shirts Caps, Banners, Other Publicity, etc.)
5.	Reproduction, Printing, Photocopying, Laminating and Binding Services
6.	Office Furniture and Fittings (Office Desks, Filing Cabinets, etc.)
7.	Fire Fighting Equipment (Fire extinguishers etc.)
8.	Supply of Motor Vehicles
9.	Supply of Motor Vehicles Tires, Batteries and Spare Parts
10.	Motor Vehicle Repairs and Maintenance
11.	Stationary and Office Supplies (Toner Cartridges, Printing Paper, Pens etc.)
12.	Electrical Supplies (Air conditioners, electrical appliances etc)
13.	Supply of Generators, Maintenance and Spare Parts
14.	Cleaning services (offices, pool and garden), fumigation and garbage collection services
15.	Minor civil works, electrical works and plumbing services
16.	Interpretation, translation and editing Services
17.	Hire of Simultaneous Interpretation Equipment, video conferencing and photography services
18.	Car Hire Services
19.	Tours, Travel and Ticketing
20.	Courier and Freight Services
21.	Advertising Services (Billboards, social media adverts etc.)
22.	General insurance services
23.	Auctioning Services
24.	Security services

Selection will be conducted in accordance the African Union Procurement Manual and is open to all eligible applicants as defined in the Procurement Manual.

Applicants and all parties constituting the Applicant, shall meet the following criteria to be eligible for registration

- (a) the applicant has the legal capacity to enter into a contract;
- (b) the applicant is not:
 - (i) insolvent;
 - (ii) in receivership;
 - (iii) bankrupt; or
 - (iv) being wound up
- (c) the applicant's business activities have not been suspended by African Union, any International or Government Organizations.
- (d) the applicant is not the subject of legal proceedings for any of the circumstances in (b); and
- (e) the applicant has fulfilled his or her obligations to pay taxes

Applications must be sent by email on or before **12th December 2023, 14:00hrs CAT**. The size of the attachment should not exceed 20MB. Late application will be automatically rejected. Applications will be publicly opened online on **12th December 2023, 14:30hrs CAT** and the link for the opening will be shared on the ECOSOCC website (<https://ecosocc.au.int/>) for applicants' designated representatives and anyone who chooses to attend.

The supplier registration form in English language has been uploaded on the Africa Union Economic Social and Cultural Council web site using the web site address <https://ecosocc.au.int/> applicants can download the supplier registration form and submit their application as instructed.

Interested applicants may obtain further information from The African Union – ECOSOCC Secretariat by sending email to ECOSOCC@africa-union.org and copy to Kwesigabob@africa-union.org and musembij@africa-union.org .

Section 1: General Information

<input type="checkbox"/>		
1. Name of Company:		
1.1 Parent Company (if applicable)		
2. Full address of the company:		
Street:, Post Box No. :		
City:, State:		
Country:		
3. Telephone No. (include Country code): <input type="checkbox"/> <input type="checkbox"/>		
4. Fax /Telex No. (include country code):		
5. Name and title of contact person:		
6. Type of organization: (Tick only one)		
State enterprise: Private company: Other:		
Year established:License no.:		
(Please attach a copy of your license)		
7. Activity Category:		
Manufacturer: <input type="checkbox"/> Consultant: <input type="checkbox"/> Builder: <input type="checkbox"/> Clearing Agent: <input type="checkbox"/>		
Wholesaler <input type="checkbox"/> Retailer <input type="checkbox"/>		
Trading Company: <input type="checkbox"/> Authorized Agent: <input type="checkbox"/> Other (please specify):		
8. Area of Specialisation: (please tick):		
SN	CATEGORY	TICK
1.	Office Equipment Supplies and Services (Photocopiers, Binding	

	Machines Shredders, Safes etc.)	
2.	ICT Equipment, Supplies and Services (Computers, Printers etc.)	
3.	Computer servicing and networking	
4.	Promotional and Communication materials (T-Shirts Caps, Banners, Other Publicity, etc.)	
5.	Reproduction, Printing, Photocopying, Laminating and Binding Services	
6.	Office Furniture and Fittings (Office Desks, Filing Cabinets, etc.)	
7.	Fire Fighting Equipment (Fire extinguishers etc.)	
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21.	Advertising Services (Billboards, social media adverts etc.)	
22.	General insurance services	
23.	Auctioning Services	
24.	Security services	

9. Number of employees (full time):Part time hiring:

10. If Agent/Trading house, do you hold sole/exclusive rights/license? Yes ☐ No ☐

(If yes, please state name and address of Principals and attach documentation):

Name

Title

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Section 2: Financial Statement

11. Registration/Incorporation: (please provide Incorporation Certificate, and Certificate of Name Change, if applicable) Number:

12. Payment methods: Cheque ☐ Account transfer ☐

Preferred Payment Terms

- Payment Upon Delivery ☐ Irrevocable Letter of Credit ☐
Advance Payment Upon Presentation of Bank Guarantee ☐

13. Audited Financial Statement: Yes ☐ No ☐ (please tick correctly)

(Please attach a copy of your latest Audited Financial Statement. If not available, please provide a certified copy of your Income Tax Return)

14. Gross annual turnover: Current year estimate (US\$)
Last year (US\$)

Section 3: Activities

15. Previous contracts (during the last 2 years) with the African Union, United Nations/International or Governmental Organizations/Private Companies, for the products/services/Work:

<u>Date</u>	<u>Value</u>	<u>Product/Service/Work</u>	<u>Organization</u>	<u>Name/address</u>
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(provide at least three references):

- | | | | | |
|------|-------|-------|-------|-------|
| i. | | | | |
| ii. | | | | |
| iii. | | | | |
| iv. | | | | |

16. Provide list of local agents in Zambia (for Foreign Company only)

Section 4: Other Information

17. Storage/warehousing capacity (in square feet):

☐ ☐

Transportation: Yes No (If yes, please specify number, type and capacity)
☐

Any other information (tick as applicable): Yes No (if yes, please specify. Use additional paper if needed)

18. Membership of National/International Associations?

(Tick as appropriate Yes No (if yes, please provide a copy of relevant document)

19. Is your company covered by third party liability insurance?

(Tick as appropriate Yes No (if yes, please provide a copy of relevant document)

I hereby certify that the information provided above and in all the annexes is correct and that no person in any connection with this establishment, as a supplier for providing material, supplies or services, or as a principal or employee, is employed by African Union, or barred by African Union.

Name:

Title:

Date:

Signature:

