



# AfricaCDC

Centres for Disease Control  
and Prevention

Safeguarding Africa's Health

## REQUEST FOR PROPOSAL

PROCUREMENT NO: ACDC/ADMIN/C/FW

### CONSULTANCY SERVICE TO FACILITATE THE RECRUITMENT PROCESS OF SUBSTANTIVE POSITIONS WITHIN THE AFRICA CDC (UNDER TWO YEARS FRAMEWORK CONTRACT)

The Africa CDC invites proposals to provide the above-mentioned consulting services.

Bidders are required to provide, but not limited to the following:

- **Submission of a technical and financial proposal in the format provided in the bid document. (Technical and financial offers must be submitted in two separate Electronic File (PDF))**
- **Where bidders are bidding as a joint venture, a joint venture agreement or Memorandum of understanding is required. It should be clearly indicated who the lead bidder is.**
- **Trade /Registration License**

The deadline for submission of bids is 31<sup>st</sup> May 2024 at 1500hrs local time. Technical bids shall be opened on Friday 31<sup>st</sup> May 2024 at 1500hrs in the presence of bidders or bidders' Representatives who choose to attend, at the Supply Chain Division Africa CDC HQ Haile Garment area: Building A2, 7<sup>th</sup> Floor, Addis Ababa, Ethiopia

The technical and financial offers should be in two separate password protected PDF files saved in one folder the files must be clearly marked with the Title and procurement number. Late bids will be rejected and returned unopened to bidders.

Clarifications should be addressed to email:

[Tender@afriacdc.org](mailto:Tender@afriacdc.org) and  
[tigistB@afriacdc.org](mailto:tigistB@afriacdc.org)

Interested firms can collect the bid documents from the African Union website: Africa CDC websites at:

[www.afriacdc.org/bids](http://www.afriacdc.org/bids) or  
[www.au.int/en/bids](http://www.au.int/en/bids)

The address for submission of bids is:

**The Chairperson, Internal Procurement  
Committee  
The Africa CDC  
African CDC HQ,  
Haile Garmentarea, 7<sup>th</sup> Floor,  
Building A2, Addis Ababa, Ethiopia**

Email: [Tender@afriacdc.org](mailto:Tender@afriacdc.org) and  
[tigistB@afriacdc.org](mailto:tigistB@afriacdc.org)

[www.afriacdc.org](http://www.afriacdc.org)

