



CONSULTANCY SERVICES TO UNDERTAKE VERIFICATION AND TAGGING OF THE FIXED ASSET OF THE PAN-AFRICAN PARLIAMENT

Procurement number: **PAP/PROC/053/22**

TITLE	PAP/PROC/053/22 Consultancy Service to undertake verification and tagging of the fixed asset of the Pan African Parliament
EMPLOYER	African Union, Pan-African Parliament (PAP)
LOCATION	Midrand, Johannesburg, Republic of South Africa

1.0 Background

The **Pan-African Parliament** (PAP) was established in March 2004, by Article 17 of the Constitutive Act of the **African Union**, as one of the nine Organs provided for in the Treaty Establishing the African Economic Community signed in Abuja, Nigeria, in 1991. The Protocol establishing the PAP was ratified by 49 Member States.

The establishment of the Pan-African Parliament is informed by a vision to provide a common platform for African peoples and their grass-roots organizations to be more involved in discussions and decision-making on the problems and challenges facing the continent.

The seat of the Parliament is in Midrand, South Africa. The Pan-African Parliamentarians represent all the peoples of Africa. The aim of the Pan-African Parliament is to evolve into an institution with full legislative powers, whose members are elected by universal adult suffrage.

The specific objectives of the Pan-African Parliament are to:

- 1) Give a voice to the African peoples and the Diaspora;

- 2) Facilitate the effective implementation of the policies and objectives of the African Union;
- 3) Promote the principle of human rights and democracy in Africa;
- 4) Encourage good governance, transparency and accountability in Member States;
- 5) Familiarize the peoples of Africa with the objectives and policies on the political and socioeconomic integration of the continent;
- 6) Promote peace, security and stability;
- 7) Contribute to a more prosperous future for the peoples of Africa by promoting collective self-reliance and economic recovery;
- 8) Facilitate cooperation and development in Africa;
- 9) Strengthen continental solidarity and build a sense of common destiny among the peoples of Africa;
- 10) Facilitate cooperation among Regional Economic Communities and their Parliamentary fora;
- 11) Encourage National and Regional Parliaments to ratify and integrate treaties adopted by the AU into their legal systems;
- 12) Cooperate with National and Regional Parliaments and similar bodies within and outside Africa as well as civil societies, community-based organizations and grassroots organizations;
- 13) Invite and encourage the full participation of the African Diaspora as an important part of the African peoples in the building of the African Union in accordance with modalities approved by the Assembly.

In order to improve asset management and produce accurate financial statements, PAP intends to develop a comprehensive verification and ensure tagging of all its assets.

PAP therefore wishes to procure an asset management company to audit all its assets which are located at Gallagher Convention Centre, Richards Drive, Midrand, Johannesburg.

The 5000 PAP assets include but not limited to the following:

- a) Motor vehicles
- b) Furniture and office equipment
- c) Computers and accessories

2.0 Objective of the Assignment

The objective of the project is to produce an exhaustive asset register and carry out installation, train staff and maintain an Asset Management System.

3.0 Scope of the Assignment

In undertaking this assignment, the Service provider will be expected to:

- Review and update the fixed asset register of the Pan African Parliament
- Perform asset count of all assets at PAP's, a Canteen and those in the Chamber.,
- Ensure that all assets are barcoded and update the fixed assets register accordingly
- Provide each user with an inventory list of assets under his/her responsibility and ensure that each user signs off that register
- Identify assets that are damaged/broken/ to be written off/ scrapped etc
- Reconcile the general ledger to the fixed asset register on SAP system
- Develop proper asset management procedures in terms of movement, write off, etc

4.0 Timeframe

The assignment is tentatively expected to start on 20 November 2022 and end on 9 December 2022.

5.0 Location

The required service of asset management will be rendered at PAP's offices situated at 19 Richard drive, Midrand.

6.0 Working Relationship and Contractual Arrangements

The Consultant will work under the overall supervision of the Head of Administration & Human Resources.

The Consultant shall be under the obligation of confidentiality. Information, data, resources in the form of briefings, reports, proceedings etc. issued by and for the Pan African Parliament shall require permission from the Bureau of PAP for use and disclosure.

7.0 Pan African Parliament will provide

a) Documents

The service provider will have full access to the existing list of assets and all relevant documents as needed to undertake this assignment.

b) Facilities

PAP shall facilitate access to the all the assets. An office and stationeries will be provided to the consultant during the assignment.

8.0 Methodological approach

The Pan African Parliament now invites eligible firms to indicate their interest in providing the services. Interested firms must provide information demonstrating that the firm has required qualifications and relevant experience to perform the Services.

For evaluation of the expressions of interest the following criteria will be applied:

- Experience related to the assignment (50%)
- Technical approach and methodology (30%)
- Timelines (20%)

Interested firms are requested to submit the following for Pan African Parliament consideration:

a) Technical proposal on:

- Understanding and interpretation of the assignment
- Methodology to be used in undertaking the assignment
- Time and activity schedule

b) Financial proposal

Interested consultancy firms may obtain further information from

Mr. Rodin Mvindu, Senior Procurement Officer,
Email: rodin.mayengo@panafricanparliament.org;

Envelopes should be sent clearly marked "**PAP/PROC/053/12: CONSULTANCY SERVICES TO UNDERTAKE VERIFICATION AND TAGGING OF THE FIXED ASSET OF THE PANAFRICAN PARLIAMENT**" and deposited in the Tender Box before **THURSDAY 17th November 2022 at 4:00 pm** local time and Clearly Addressed to:

**The Chairperson,
Internal Procurement Committee,
Pan African Parliament,
19, Richards Drive,
MIDRAND, REPUBLIC OF SOUTH AFRICA**

Bids shall be valid for a period of 90 days. **Late bids will be rejected.**