



CONFÉDÉRATION AFRICAINE DE FOOTBALL

COMMUNICATION ON REGISTRATION OF SUPPLIERS OF GOODS AND SERVICES

IMPORTANT TASK	DATE
PUBLICATION DATE	09 th February 2024
CLARIFICATION PERIOD	15 th February 2024 – 25 th of February 2024
CLOSING DATE OF SUBMISSION	25 th February 2024
OPENING DATE FOR EVALUATIONS	26 th February to 10 th March 2024
PUBLICATION/COMMUNICATION OF APPROVED AND REGISTERED SUPPLIERS	17 th of March 2024
SUBMISSION OF RESPONSES	Submission Should be via email: <ul style="list-style-type: none">▪ procurement@cafonline.com



ABOUT CAF

MISSION STATEMENT

The mission of CAF Procurement Services is to establish a collaborative approach for value creation for all sourcing & Procurement activities. Resulting in responsible stewardship of CAF resources, customer-focused services, innovative suppliers, streamlining of business processes while maintaining CAF compliance, with sustainability and diversity woven into everything we do.

VALUE STATEMENT

Procurement Services strives to be an ethical role model for our organization and peer institutions by demonstrating core values that are essential for building a best-in-class procurement operation. These core values are in direct alignment with CAF's values:

Inclusiveness and diversity through engaging local and international suppliers and utilizing diverse and inclusive suppliers where possible; Integrity and transparency through ethical behaviour, with stated practices and policies, and communication of our goals and results.

Effective stewardship through ongoing financial goal setting to deliver value, emphasizing vendors promoting sustainable products and operating in a manner which supports attainment of the organization's financial objectives.

VISION STATEMENT

Procurement Services vision is to become a world-class procure-to-pay process by creating value through strategic thinking, efficient processes, technology system integrations and exceptional customer care.

As a steward of the resources entrusted to its care by the General Assembly, it is necessary for CAF to achieve Best Value for Money (BVM) in procuring goods & services, according to mandates given to CAF by the General Assembly. It must do so, and be seen to be doing so, with fairness, integrity, and transparency.

These principles are the foundation of CAF procurement. Staff members are expected to comply with these procurement principles in performing their work with a high level of care and professionalism.

These mandates require that the following general principles shall be given due consideration:

- a. Best Value for Money
- b. Fairness, integrity, and transparency
- c. Effective international competition
- d. The interest of CAF

ENVIRONMENTAL STATEMENT

Procurement Services is committed towards the CAF organization to source goods and services from manufacturers and suppliers who share our environmental concern.

We strive to maximize customer value and achieve sustainable competitive advantage. Our procurement decisions respect and support the environment and our organization goal to reduce our carbon footprint. For more information on CAF and its operations please visit; <https://www.cafonline.com/inside-caf/>



OVERVIEW OF REQUIREMENTS

This call for expression of interest is to identify suppliers that will be added to our pre-qualified suppliers for the following categories of goods/supplies and services: *(Please tick the category you are interested in)*

S/N	ENTITY	DESCRIPTION OF ITEMS AND SERVICES	CATEGORY	REFERENCE	TICK
1	CAFHQ	PROVISION OF SERVICE FUMIGATION AND GENERAL OFFICE CLEANING	CLEANING SERVICES	CAFHQ1CLEANING SERVICES	
2	CAFHQ	PROVISION OF POSTAL AND COURIER SERVICES	COURIER SERVICES	CAFHQ2COURIER SERVICES	
3	CAFHQ	PROVISION OF REVALUATION SERVICES OF FIXED ASSETS AND PROPERTIES	ASSET MANAGEMENT	CAFHQ3ASSET MANAGEMENT	
4	CAFHQ	PROVISION OF PPE AND FIRE SAFETY SERVICES	SAFETY	CAFHQ4SAFETY	
5	CAFHQ	PROVISION OF AIR TICKETING SERVICES	TRAVEL	CAFHQ5TRAVEL	
6	CAFHQ	PROVISION OF CONSULTANCY SERVICES	CONSULTANCY	CAFHQ6CONSULTANCY	
6.1	CAFHQ	TAX AND LEGISLATION	CONSULTANCY	CAFHQ6.1CONSULTANCY	
6.2	CAFHQ	MARKETING SURVEY	CONSULTANCY	CAFHQ6.2CONSULTANCY	
6.3	CAFHQ	ARCHITECTURAL SERVICES	CONSULTANCY	CAFHQ6.3CONSULTANCY	
6.4	CAFHQ	ACCOUNTING AND AUDIT FIRMS	CONSULTANCY	CAFHQ6.4CONSULTANCY	
7	CAFHQ	CONSTRUCTION AND CIVIL WORKS	CONSTRUCTION AND MAINTENANCE	CAFHQ7CONSTRUCTION AND MAINTENANCE	
7.1	CAFHQ	BUILDING MAINTENANCE	CONSTRUCTION AND MAINTENANCE	CAFHQ7.1CONSTRUCTION AND MAINTENANCE	
7.2	CAFHQ	CONTRACTORS - FINISHING AND RENOVATION WORKS	CONSTRUCTION AND MAINTENANCE	CAFHQ7.2CONSTRUCTION AND MAINTENANCE	



8	CAFHQ	PROVISION OF HOTEL ACCOMMODATION, WORKSHOP FACILITIES & CATERING SERVICES	ACCOMMODATION AND CATERING	CAFHQ8ACCOMMODATION AND CATERING	
9	CAFHQ	PROVISION OF OUTSIDE CATERING SERVICES	ACCOMMODATION AND CATERING	CAFHQ9ACCOMMODATION AND CATERING	
9.1	CAFHQ	EVENT MANAGEMENT SERVICES	MARKETING	CAFHQ9.1MARKETING	
10	CAFHQ	PROVISION OF INTERNET SERVICES	ICT	CAFHQ10ICT	
11	CAFHQ	PROVISION OF SERVICE CLOSE USER GROUP (CUG)	ICT	CAFHQ11ICT	
12	CAFHQ	PROVISION OF CAR HIRE SERVICES	TRAVEL	CAFHQ12TRAVEL	
13	CAFHQ	DESIGN & SUPPLY OF SPORT AND NON-SPORT BRANDED MATERIALS:	MARKETING	CAFHQ13MARKETING	
13.1	CAFHQ	T-SHIRTS	MARKETING	CAFHQ13.1MARKETING	
13.2	CAFHQ	CORPORATE WEAR	MARKETING	CAFHQ13.2MARKETING	
13.3	CAFHQ	CAPS	MARKETING	CAFHQ13.3MARKETING	
13.4	CAFHQ	BANNERS	MARKETING	CAFHQ13.4MARKETING	
13.5	CAFHQ	TEAR DROPS	MARKETING	CAFHQ13.5MARKETING	
13.6	CAFHQ	BROCHURES	MARKETING	CAFHQ13.6MARKETING	
13.7	CAFHQ	CALENDARS	MARKETING	CAFHQ13.7MARKETING	
13.8	CAFHQ	GIVEAWAYS	MARKETING	CAFHQ13.8MARKETING	
13.9	CAFHQ	PRINTING AND BRANDING.	PRINTING	CAFHQ13.9PRINTING	
13.10	CAFHQ	BALLS	SPORT	CAFHQ13.1SPORT	
14	CAFHQ	PROVISION OF PROPERTY INSURANCE SERVICES AND INSURANCE SERVICES	ASSET MANAGEMENT	CAFHQ14ASSET MANAGEMENT	
15	CAFHQ	SUPPLY OF GENERAL OFFICE STATIONERY	OFFICE CONSUMABLES	CAFHQ15OFFICE CONSUMABLES	
16	CAFHQ	SUPPLY OF OFFICE TABLES, OFFICE CHAIRS, CABINS &	OFFICE CONSUMABLES	CAFHQ16OFFICE CONSUMABLES	



		OTHER OFFICE FITTINGS AND REPAIRS			
17	CAFHQ	SUPPLY AND DELIVERY OF MOTOR VEHICLES	MAINTENANCE AND REPAIRS	CAFHQ17MAINTENANCE AND REPAIRS	
18	CAFHQ	REPAIR AND SERVICING OF MOTOR VEHICLES	MAINTENANCE AND REPAIRS	CAFHQ18MAINTENANCE AND REPAIRS	
19	CAFHQ	SUPPLY OF CHANGE PART MOTOR VEHICLES	MAINTENANCE AND REPAIRS	CAFHQ19MAINTENANCE AND REPAIRS	
20	CAFHQ	SUPPLY AND DELIVERY OF COMPUTERS	ICT	CAFHQ20ICT	
21	CAFHQ	SUPPLY AND DELIVERY COMPUTER HARDWARE	ICT	CAFHQ21ICT	
22	CAFHQ	SUPPLY AND DELIVERY OF PRINTERS	ICT	CAFHQ22ICT	
23	CAFHQ	SUPPLY AND DELIVERY OF PHOTOCOPIERS, CARTRIDGES AND TONERS	ICT	CAFHQ23ICT	
24	CAFHQ	SUPPLY AND DELIVERY OF MOBILE PHONES AND IPADS (TABLETS)	ICT	CAFHQ24ICT	
25	CAFHQ	SUPPLY AND DELIVERY OF IT SERVERS AND ICT RELATED ELECTRONICS	ICT	CAFHQ25ICT	
25.1	CAFHQ	CCTV	ICT	CAFHQ25.1ICT	
26	CAFHQ	PROVISION OF ROUTINE SERVICE OF OFFICE EQUIPMENT, REPAIRS AND MAINTENANCE:	ICT	CAFHQ26ICT	
26.1	CAFHQ	COMPUTERS	ICT	CAFHQ26.1ICT	
26.2	CAFHQ	COMPUTER HARDWARE	ICT	CAFHQ26.2ICT	



26.3	CAFHQ	PRINTERS	ICT	CAFHQ26.3ICT	
26.4	CAFHQ	PHOTOCOPIERS	ICT	CAFHQ26.4ICT	
26.5	CAFHQ	ICT RELATED EQUIPMENT AND PRINTING SERVICES	ICT	CAFHQ26.5ICT	
27	CAFHQ	SUPPLY AND DELIVERY OF AIR CONDITIONS AND HVAC SYSTEM	MAINTENANCE AND REPAIRS	CAFHQ27MAINTENANCE AND REPAIRS	
28	CAFHQ	SERVICE OF A/C SYSTEMS	MAINTENANCE AND REPAIRS	CAFHQ28MAINTENANCE AND REPAIRS	
29	CAFHQ	PROVISION OF VAR SYSTEM	ICT	CAFHQ29ICT	
30	CAFHQ	PROVISION OF VAR SUPPORT SYSTEM	ICT	CAFHQ30ICT	
31	CAFHQ	SUPPLY OF REFEREE WATCHES	ICT	CAFHQ31ICT	
32	CAFHQ	SUPPLY OF TROPHY AND MEDALS	SPORT	CAFHQ32SPORT	
33	CAFHQ	PROVISION OF MEDICAL AND PHARMACY SERVICES	MEDICAL	CAFHQ33MEDICAL	
34	CAFHQ	PROVISION OF AUDIO-VISUAL SERVICES	ICT	CAFHQ34ICT	
35	CAFHQ	PROVISION OF SECURITY SERVICES	SECURITY	CAFHQ35SECURITY	
36	CAFHQ	PROVISION OF TRANSLATION SERVICES	CONSULTANCY	CAFHQ36CONSULTANCY	
37	CAFHQ	DRAW SERVICES FOR COMPETITIONS	SPORT	CAFHQ37SPORT	
38	CAFHQ	ANTI-DOPING SERVICES	MEDICAL	CAFHQ38MEDICAL	
40	CAFHQ	SPORTS CONSULTANCY SERVICES.	CONSULTANCY	CAFHQ40CONSULTANCY	

TERMS AND CONDITIONS

This publication is being conducted under CAF Procurement guidelines and Procedures. The Contracting Authority for any resultant future Contract from this procurement initiative is CAF.

CAF has taken care to be as clear as possible in the language and terms it has used in compiling this Expression of Interest (EOI). Where any ambiguity or confusion arises from the meaning or interpretation of any word or term used in this document or any



other document relating to this call, the meaning and interpretation attributed to that word or term by CAF will be final. CAF will not accept responsibility for any misunderstanding of this document or any others relating to this call.

Any queries about this request for registration of suppliers should be addressed in writing to CAF via email on procurement@cafonline.com.

How to Complete and submit

- The Supplier Registration forms must be completed in English (Please download a copy from the CAF website)
- Where the Directors are more than one. Please add the details of the other Directors in a separate sheet for the Supplier Registration Form
- Suppliers must respond to all requirements set out in this document.
- Failure to submit the Supplier Registration form in the required format will, in almost all circumstances, result in the rejection of the application. Failure to resubmit a corrected document within 2 (two) working days of such a request will result in disqualification.
- Suppliers must disclose all relevant information to ensure that all tenders are fairly and legally evaluated.
- Additionally, suppliers must provide details of any implications they know or believe their response will have on the successful operation of the contract or on the normal day-to-day operations with CAF. Any attempt to withhold any information that the supplier knows to be relevant or to mislead CAF and/or its evaluation team in any way will result in the disqualification of the supplier.
- Any conflicts of interest (including any family relations to CAF staff) involving a supplier must be fully disclosed to CAF particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the supplier as guided in the Supplier Registration Form (SRF).
- CAF will not be liable in respect of any costs incurred by respondents in the preparation and submission of the Supplier Registration Forms or any associated work effort.
- Information supplied by respondents will be treated as contractually binding. However, CAF reserves the right to seek clarification or verification of any such information.
- CAF reserves the right to terminate this call at any stage.
- This initiative should not be interpreted in any way as an offer to contract.
- 3rd party companies may be contracted by CAF to carry out random quality inspections of work carried out by the contracted party. The cost of the quality control inspections will be covered by the supplier.
- In cases of supplier's quality default in addition to Liquidated Damages of CAF Standard Terms and Conditions the costs of the quality inspections and loading surveyor will be charged to the Service Provider.

EVALUATION CRITERIA

Phase #	Evaluation Process Stage	The basic requirements with which proposals must comply with
<i>The first phase of evaluation of the responses will determine whether the application has been submitted in line with the instructions and meets the criteria. Only those suppliers meeting the criteria will be included in the pre-qualified supplier list.</i>		
		1. Closing Date: <ul style="list-style-type: none"> ▪ Proposals must have met the deadline stated on these Instructions to suppliers.



1	Invitation Instructions	<ul style="list-style-type: none"> ▪ Suppliers must note that no applications will be accepted after the deadline. <p>2. Submission Method:</p> <ul style="list-style-type: none"> ▪ Proposals must be delivered in the method specified in this document. ▪ CAF will not accept applications delivered by any other method. ▪ Responses delivered in any other method may be rejected. <p>3. Format and Structure of the Proposals:</p> <ul style="list-style-type: none"> ▪ Proposals must conform to the Response Format laid. ▪ Failure to comply with the prescribed format and structure may result in your response being rejected at this stage.
2	Essential Criteria	<p>4. Minimum mandatory requirements of specifications and completion of the Supplier Registration Form</p>
<i>Above the minimum</i>		
3	Award Criteria	<p>Suppliers will be assessed under each of the award criteria listed in this section to determine pre-qualification for supplies.</p> <ol style="list-style-type: none"> 1. Company legal status and Compliance status with legislation, or Existence - 30% 2. All mandatory requirements attached as per the Supplier Registration Form completed and submitted – 40% 3. Past Work Experience and References – 20% 4. Declarations – 10 %

NB: Suppliers should note that the information requested below will be required under the Essential Criteria.

No	Question	Supplier Response
1	<i>Outline the scope of your business activities, and in particular details of relevant experience regarding to the application.</i>	
2	<i>Provide details of three similar nature of works carried out in the last two years and provide supporting order copies.</i>	



3	<i>Please state number of years the Supplier has been in business in its present form.</i>		
4	<i>A statement of overall turnover and turnover in respect to the goods and services offered under the proposed agreement for the last three years as per the following table:</i>		
	Year	Overall Turnover USD	Offered Goods Turnover USD
	2023		
	2022		
	2021		
5	Any other relevant information		

Acknowledgement By Senior Supplier Representative:

Name: _____

Position: _____

Date: _____

Signature: _____