

African Development Bank Group



Institutional Procurement and Logistics Division
Fax Number : + (216) 71 25 49 11

Date :

REQUEST FOR PROPOSALS

CGSP.2/NCB/XXXX/2004

To,

M. XYZ

Dear Sir/ Madam,

Sub:

1. The African Development Bank (ADB) requests your proposal for the above subject item in accordance with this document and the annexes attached. Proposals are required to be submitted to the ADB no later than (date) at (time).
2. This Request for Proposal (RFP) consists of this document and the following annexes:

Annexure A: Statement of Work/ Specification.
Annexure B: Terms and conditions to Submit a Proposal.
Annexure C: Evaluation Criteria and Special Instructions.
Annexure D: General Terms and Conditions of Purchase
Annexure E: Performance Bond Form.

Please note that the terms set forth in this RFP, including the contents of Statement of Work/ Specification set forth in Annexure A and the General Conditions of Purchase will form part of any contract should the African Development Bank accept your proposal. Any such contract will require compliance with all factual statements and representations made in the proposal.

3. Proposals must be submitted in English language in **Three Copies** (any attachments or appendices and annexes thereto must also be submitted in **Three Copies**). Your proposal must include information in sufficient detail to allow the African Development Bank to consider whether your company has the necessary capability, experience, knowledge, expertise, financial strength and the required capacity to perform the work specified satisfactorily.
4. Your proposal must be submitted in a sealed envelope (containing both the technical and the financial proposals) at the following address:

Postal Address:

Institutional Procurement and Logistics Division (CGSP.2)
African Development Bank
BP 323, 1002 Tunis Belvédère - Tunisia

Address for delivery:

**Institutional Procurement and Logistics Division (CGSP.2)
African Development Bank
Angle des trois rues: Avenue du Ghana , Rue Pierre Coubertin et
Rue Hedi Nouira
Bureau No 0136 1er Etage ATR , Tunis Tunisia**

5. The envelope should have the RFP number and date of opening boldly and conspicuously superscribed.

5.1. It is the exclusive responsibility of the bidders to ensure that the sealed envelope/ package containing the proposal reaches the above address before the time and date indicated in paragraph 1 above. If being delivered by hand, the proposals must be delivered at the above address during the working hours of the ADB from 7.30 hrs to 12.30 hrs and from 14.00 hrs to 16.30 hrs, Monday through Friday except for holidays being observed by the African Development Bank. Delivery to any other office of the African Development Bank will be at the risk of the bidder and will not constitute timely delivery. Proposals received after the above mentioned closing time or deadline will be rejected. If the date of opening happens to be a holiday, the proposals will be opened at the same time on the next working day.

6. Proposals should remain valid for a period not less than 60 days after the deadline date specified for submission.

7. The technical and financial proposals should be submitted in separate envelopes. The envelope containing the technical proposal should contain the following:

- (a) Technical proposal (s) in detail.
- (b) Confirmation of acceptance of the terms and conditions.
- (c) Performance Bond Form.

The envelope containing the financial proposal should contain the Price statement for the technical proposal(s) submitted by the bidders. The financial proposal only of those bidders will be opened whose technical offers have been considered as substantially responsive by the African Development Bank.

9. A public opening of proposals will take place on (date) at (time) in the office of the African Development Bank, at the above mentioned address. The purpose of public opening is to record the proposals submitted by the due date and time and whether they have been accompanied by a valid guarantee. Only technical proposals will be opened. Financial proposals will not be opened at the public opening. Companies submitting offers are welcome to send one representative to observe the recording of the proposals received.

10. By submitting the offer, you will convey your acceptance to the general conditions of supply of goods and the special conditions attached with this RFP.

We look forward to receiving your proposal and thank you for your interest in supplying to the African Development Bank.

African Development Bank Group



Institutional Procurement and Logistics Division
Fax Number : + (216) 71 254 911

Date :

Statement of Work

1. The African Development Bank (the Bank) is a regional multilateral development bank supported by 77 nations from Africa, North and South America, Europe and Asia ; Headquartered in Abidjan, Cote d' Ivoire, the Bank Group consists of three institutions and its mission is to promote economic and social development of the African Continent through loans, equity investments, and technical assistance.

African Development Bank Group



Institutional Procurement Section

Terms and Conditions to Submit a Proposal (01/2003)

Submission of Proposals:

Proposals must be submitted in the English language on the Requirement specified in this RFP. The offers must provide all requisite information under this RFP and clearly and concisely respond to all points set out in this RFP. Any offer, which does not fully and comprehensively address this RFP may be rejected. However, unnecessarily elaborated brochures and other presentations beyond that sufficient to present complete and effective proposals are not encouraged.

Technical Specifications of Requirement:

Bidders must adhere strictly to all requirements of this RFP. No changes, substitutions or other alterations to the technical specifications of requirement stipulated in this RFP will be accepted unless approved in writing by the African Development Bank, .

Performance Bond

Within 4 days of the signature of the contract, the successful contractor shall at its own cost and expense, furnish to the African Development Bank, a Performance Bond in the form attached as Annexure E, or a similar guarantee acceptable to the African Development Bank, in a sum equivalent to 5% of the total contract price. The Performance Bond shall be valid for a period of 3 weeks after the expiration date of the contract. The African Development Bank shall be entitled to claim the performance Bond/ guarantee upon the first written demand without having to prove the liability of the contractor and in accordance with the terms and conditions as set out in Annexure E.

Liquidated Damages

If the successful contractor fails to supply the specified goods / services within the lead time stipulated by his offer, or within the period specified by the Purchase Order or a Contract, the African Development Bank shall, without prejudice to its other remedies under the Purchase Order or the Contract, deduct from the Purchase Order or the Contract price, as liquidated damages, a sum equivalent to 0.5% of the delivered price of the delayed goods/ services for each week of delay until actual delivery, upto a maximum deduction of 5% of the contract price.

No Commitment

This RFP does not commit the African Development Bank, to award a contract or to pay any costs incurred in the preparation or submission of the offers. The African Development Bank, also retains the right to award only a portion of the requirement.

Criteria for Evaluation

All proposals will be evaluated in accordance with the evaluation criteria specified in Annexure C.

Payment Terms

The normal terms of payment of the African Development Bank are 30 days upon satisfactory delivery of goods or performance of services. Deviation from the payment terms are not ordinarily made.

Validity of Proposals

The proposals should remain valid and open for acceptance for a period of at least 60 days from the designated closing date indicated for receipt of offers in this RFP.

Rejection of Proposals and Split Awards

The African Development Bank reserves the right to reject any and all proposals if they are, inter- alia:

Received after the deadline stipulated in this RFP;
Not properly marked or addressed as required in the RFP;
Unsolicited;
Not otherwise in compliance with this RFP.

The African Development Bank also reserves the right to split an award between any proposers in any combination as it may deem appropriate. If the proposal is submitted on a “all or none” basis, it should be clearly stated as such in the offer.

Withdrawal and modification of offers

Offers may be modified or withdrawn in writing, prior to the closing time specified in the RFP. Offers may not be modified or withdrawn after that time. .

Confidentiality

This Request for Proposal or any part thereof, and all copies thereof must be returned to the African Development Bank upon request. It is understood that this RFP is confidential and proprietary to the ADB, contains privileged information, part of which may be copyrighted, and is communicated to and received by proposers on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of the ADB, except that the proposer may exhibit the requirement to prospective sub-contractors for the sole purpose of obtaining proposals from them. Notwithstanding the other provisions of the RFP, proposers will be bound by this contents of this paragraph whether or not their company submits a proposal or responds in any other way to this Request for Proposal.

Contract

Any contract resulting from this RFP will include the General Conditions of Purchase Order.

African Development Bank Group



Evaluation Criteria and Special Instructions

1. **Technical Evaluation:**

(a) Capacity and Capability of the Bidders:

(b) Technical Compliance to the RFP.

2. Financial Evaluation: