

AFRICAN DEVELOPMENT BANK GROUP



SOUTHERN AFRICA REGIONAL RESOURCE CENTER (SARC)

September, 10, 2012

Email: sarc@afdb.org

SARC FUTURE TENDERS

REQUEST FOR EXPRESSION OF INTEREST

ADB/EOI/SARC/2012/0004

1. The African Development Bank (the Bank or AfDB) is a Multilateral Development Organisation established by Agreement, by and among its member states, for the purpose of contributing to the sustainable economic development and social progress of its Regional Member Countries (RMCs) in Africa. The members of the Bank are currently 77, which comprise of 53 African states (RMCs), and 24 non-African states (the "Non-Regional Member Countries").
2. The AfDB intends to shortlist vendors eligible for supply of goods and provision of services and works for its Regional Resource Center Office, based in Eco Park One, 339 Witch-Hazel Avenue, Centurion, South Africa, 0157.
3. The Bank will thereafter make business with only those vendors who have expressed interest and have been shortlisted through this bid **ADB/EOI/SARC/2012/0004**, for the next three years. Interested vendors are hereby invited to express their interests for one or several of the following categories of goods, works and services, which are herewith classified into categories and lots for ease of reference;

CATEGORY 1. SUPPLY, DELIVERY, INSTALLATION & MAINTENANCE OF GOODS

- **Lot No. 1:** Supply of office equipment and maintenance of (photocopiers/printers) etc;
- **Lot No. 2:** Supply of office stationery, office sundries and computer stationery (toner cartridges printing paper, pens, staplers, paper punches etc);
- **Lot No. 3:** Supply and maintenance of radio communication, PABX and other telephone and mobile services);
- **Lot No. 4:** Supply of computer hardware and accessories (hard disks, monitors ,mouse, keyboards, Ipads ,laptops, laptop docks, computer adapters) and Maintenance of computer hardware and IT equipment;
- **Lot No. 5:** Supply and maintenance of Generators, UPS and electrical fittings;
- **Lot No. 6:** -Supply and maintenance of indoor plants, fresh flowers floral arrangement;
- **Lot No. 7:**-Supply of general printing products, publications(including designing services) for example business cards, calendars, banners, branded stationery, publications, flyers, etc;
- **Lot No. 8:** Supply of magazines, newspapers and periodicals.

CATEGORY 2. PROVISION OF WORKS AND SERVICES

- **Lot No. 9:**Provision of photocopy, printing and binding services and video production;
 - **Lot No. 10** -Maintenance of Air-conditioning equipment;
 - **Lot No. 11-** Maintenance of office premises, repairs and renovation services, partitioning and fitout;
 - **Lot No. 12** - Provision of indoor and outdoor catering services;
 - **Lot No. 13** - Provision of Event Management, conference planning and Hospitality;
 - **Lot No. 14:** Provision of hotel and accommodation services;
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- **Lot No. 15**:-Provision of IT equipment rentals(laptops, projectors, cameras);
- **Lot No. 16**: Provision of cleaning, janitorial, fumigation and sanitation services;
- **Lot No. 17**:-Provision of Motor vehicle maintenance, repairs, tyres and general services – authorized dealers only;
- **LotNo.18**:Provision of Broadband Services(Fiber Optic, VSAT Connectivity);
- **Lot No. 19**: - Provision of Car Hire and Car Rental Services;
- **Lot No.20**:- Provision of local mail courier services within Gauteng Province;
- **Lot No. 21**- Removal of office furniture and equipment, provision of casual, labor, storage and auctioning services;
- **Lot No. 22**- Provision of waste management and recycling.

SELECTION CRITERIA

1. Interested Bidders should **emanate from member states** and the link is <http://www.afdb.org/en/about-us/members> ; Provide Certified copy of the original Certificate of Incorporation;
2. Indicate experience in the requested domain(s) **at least minimum three years in the industry**, an added advantage will be with the companies working with International Organizations, Financial Institutions, National and Government Institutions, Large public or private companies;
3. **Audited Financial Accounts** for the past three years, namely, 2009, 2010 and 2011. If the bidder is exempted from filing taxes by the rules of the country, the evidence should be provided; The minimum average turnover should be **USD 100,000** for each company to be eligible for being listed for future tenders;
4. **Referees**, at least list three most important clients, including the contact name, title, e-mail address, the length of contract and contract value;
5. **CVs of the relevant key personnel**, such as the Managing Director or the Project Manager who will be supervising the project, with experience of at least three years in their areas of specialization especially for the provision of maintenance services;
6. **Tax Clearance Certificate** and or provision of evidence **of social security** compliance, if it is a requirement in the country.

SUBMISSION OF EXPRESSION OF INTEREST

Bidders should make a cover letter indicating the number of lot(s) for which they are expressing their interest. If shortlisted, companies shall register on www.ungm.org. The response should be addressed to and as follows;

Response to the Request for Expressions of Interest

Ref: ADB/EOI/SARC/2012/0004

Director;
 African Development Bank (ADB)
 Regional Resource Center (SARC)
 339 Witch Hazel Avenue, Eco Park ONE
 ERF 3080, Ext. 78, Centurion, 0157

The Closing date for this Expression of Interest is **October 12, 2012 at 15.00** hours and Opening shall be on the same date at **15.30 hours**. Late expression of interest bids **shall be rejected**.