

**AFRICAN DEVELOPMENT BANK GROUP
EAST AFRICA REGIONAL RESOURCE CENTRE**



Fax: + (254) 271 2938

ADB/FO/EARC/2012/0057

REQUEST FOR EXPRESSIONS OF INTEREST

1. The African Development Bank (“ADB” or “the Bank”) intends to shortlist eligible firms for supply and installation of various office equipment, stationery, consumables and services required for the newly established East Africa Regional Resource Centre located in Nairobi.
2. The Bank is a regional multilateral development institution, established to promote the economic and social development of its regional member countries (53 African countries) by mobilizing resources for the financing of projects and programs.
3. Interested companies from Kenya are hereby invited to express their interests for one or several of the following lots:
 - Lot No. 1: Supply of office furniture, fixtures and fittings
 - Lot No. 2: Maintenance of office equipment (photocopiers, Printers, faxes and scanners)
 - Lot No. 3: Maintenance of computer hardware and IT equipment
 - Lot No. 4: Supply and maintenance of radio communication, PABX and other telephone and mobile services, conference equipment
 - Lot No. 5: Supply of office and computer stationery (toner cartridges printing paper, pens, staplers, paper punches etc.)
 - Lot No. 6: Supply of computer hardware and accessories (hard disks, monitors ,mouse, keyboards, Ipads ,laptops, laptop docks, computer adapters)
 - Lot No. 7: Supply and maintenance of Generators, UPS and electrical fittings
 - Lot No. 8: Maintenance of Air-conditioning equipment
 - Lot No. 9: Civil works (including construction, quantity surveying, architectural, repairs and renovation services, partitioning, outfitting)
 - Lot No. 10: Supply and maintenance of indoor plants, fresh flowers floral arrangement
 - Lot No. 11: Provision indoor and outdoor catering services
 - Lot No. 12: Provision of hotel and accommodation services in the major County cities, towns and municipalities.

- Lot No. 13:Supply of general printing products and designing services (business cards, calendars, banners, branded stationery)
- Lot No. 14:Supply of photocopy, printing and binding services
- Lot No. 15:Provision of event and conference planning & management services
- Lot No. 16:Provision of IT equipment rentals(laptops, projectors, cameras)
- Lot No. 17: Provision of cleaning, janitorial, fumigation and sanitation services
- Lot No. 18:Provision of photography and video production services
- Lot No. 19:Supply of magazines, newspapers and periodicals
- Lot No. 20:Motor vehicle maintenance, repairs and general services (Authorized dealers)
- LotNo.21:Provision of Broadband Services(Fiber Optic, VSAT Connectivity)
- Lot No. 22: Provision of Car Hire and Car Rental Services
- Lot No. 23: Provision of Taxi/Cab services within Nairobi and its environs.
- Lot No. 24: Provision of Motor Vehicle Insurance Services.
- Lot No. 25: Provision of Security Services for the office premises and international staff residences (physical guards, alarm systems, 911 services)
- Lot No.26: Provision of Courier Services within Kenya.
- Lot No.27: Supply of Office Consumables (milk, tea leaves, chocolate, serviettes, washing soap etc.)

4. If you believe that your company meets our requirements and would like to be considered as a potential supplier of any of the products and services, please submit your details including the following information

- Cover letter indicating the number of lot(s) for which interest is being expressed (please attach brochures, flyers and other promotional material) where available.
- Summary page indicating the following details

| | |
|----|------------------------------------|
| 1 | Supplier Name..... |
| 2 | Physicaladdress..... |
| 3 | Postal address..... |
| 4 | Contact person..... |
| 5 | Town/City..... |
| 6 | Telephone..... |
| 7 | Mobile..... |
| 8 | Fax..... |
| 9 | Email..... |
| 10 | Website (optional) |
| 11 | Goods/services-categor Lot No..... |
| 12 | Certificate of Registration |
| 13 | Business Licence Number |
| 14 | VAT Registration reference |
| 15 | PIN Number |

- Certified copy of the original Certificate of Incorporation and certified copies of the Annual Returns of the company.
- Annual turnover (without taxes) for the last three years. Financial statements will be required if short-listed.
- Indicate experience in the requested domain(s). at least three years
- Provide list of **current clients**, contact name, title, e-mail address, and contract prices without taxes.
- Experience of the company working with International Financing Institutions (e.g. WB, IMF,ADB) UN, National and Government Institutions, Large public or private companies List three most important clients, including the contact name, title, e-mail address, the length of contract and contract value.
- CVs of relevant key personnel with experience of at least three years in their areas of specialization especially for the provision of maintenance services.
- If shortlisted, companies will be obliged to source their products from ADB Member countries
- Companies representing manufacturers or parent companies shall be required to produce manufacturer's authorizations

5. To be eligible, the companies must satisfy all conditions listed below:

Companies or groups of companies established in accordance with the legislation of an ADB member country (reference <http://www.afdb.org/en/about-us/members>)with the majority share capital held by nationals of ADB member countries and with the human and material resource capacities required for proper delivery of the products and/or services above.)

6. The interested companies shall submit their expressions of interest by courier at the address indicated below not later than 02 March 2012
- When a firm is shortlisted it does not guarantee that a firm will get business from the Bank.
 - Firms will remain in the register for a minimum period of two years
 - Current ADB service providers are also encouraged to apply.

The envelope shall indicate « **Response to the Request for Expressions of Interest – LOT/S No X**».

**African Development Bank (ADB)
East Africa Regional Resource Centre
12th Floor Landmark Plaza
Argwings Kodhek Road, Upperhill
P.O Box 4861 00200 Nairobi**

EVALUATION CRITERIA

1. The companies will be evaluated according to the following procedure:

| CRITERIA: Pass/Fail | YES | No |
|---|------------|-----------|
| Registration information: Certified copy of the original Certificate of Incorporation and Certified copies of the Annual Returns of the company. | | |
| Company Profile: Summary indicating the company details | | |
| Financial Information: Turnover of not less than USD 50,000 per annum for the past three years (2009,2010,2011) in the form of audited Financial Statement | | |
| Manufacturer's authorization: (for representative companies) | | |
| Relevant Experience: Experience of the company working with International Financing Institutions (e.g. WB, IMF,ADB) UN, National and Government Institutions, Large public or private companies | | |
| For Maintenance Services: Number of staff members Qualification of staff Experience of staff | | |
| Remarks (Accept/ Reject for the next Stage) | | |