

African Development Bank Group



RWANDA FIELD OFFICE
Fax Number: + (250) 504298

**REQUEST FOR PROPOSAL FOR THE PROVISION OF CLEANING SERVICES FOR THE AFRICAN DEVELOPMENT BANK'S RWANDA FIELD OFFICE
ADB/RFP/RWFO/2014/0037**

The African Development Bank (hereafter referred to as "The Bank") wishes to invite technical and financial proposals from experienced companies for the provision of cleaning services.

- 1) The Request for Proposals is available for downloading from this link: <http://www.afdb.org/en/about-us/corporate-procurement/procurement-notice/current-solicitations/> Alternatively, the document may be obtained by sending a request to earctender@afdb.org
- 2) Bidders must originate from one of the Bank's member countries, list of which is provided at www.afdb.org.
- 3) Evaluation will be conducted based on quality and price according to the criteria published in the Request for Proposal as outlined below:
- 4) **Pass /Fail evaluation criteria**
 - Interested companies must originate from one of the Bank's member countries.
 - Audited Financial Statement for past three years (2011, 2012 and 2013) Minimum annual average turnover is RWF 49,125,000
 - The bidder shall have a minimum of five years' experience with organizations of similar size.
- 5) **Technical evaluation criteria**
 - Description of relevant experience of the bidder supported by at least three references
 - Qualification and level of competency of proposed key personnel
 - Provision of relevant equipment and tools
- 6) Bidders obtaining the qualifying minimum technical score will be considered for Financial Evaluation
- 7) Bidders must visit the sites and attend the pre-bid conference that will take place on Tuesday 8th April 2014 at 10.00 am
- 8) The Proposals shall be submitted in sealed envelopes delivered at the address below by Monday 24th April 2014, 10.00 am hours. The envelopes should be clearly marked:
**THE PROVISION OF CLEANING SERVICES FOR THE AFRICAN DEVELOPMENT BANK'S RWANDA FIELD OFFICE
ADB/RFP/RWFO/2014/0037
RWANDA FIELD OFFICE
KACYIRU ROAD /BOULEVAR DE L'UMUGANDA
3RD & 4TH FLOORS, GLORY HOUSE BUILDING
P.O.Box: 7329
RWANDA**
- 9) The Bank will reject late proposals.
- 10) Bidders will be advised, in due course, of the results of the selection.
- 11) Any amendment or clarifications will be provided through the website on the link provided above