

**African Development Bank Group
Temporary Relocation Agency**



**Corporate Procurement Division
Fax Number: + (216) 71 83 52 49**

Date: 24, February, 2012

**GUARDING, CLEANING SERVICES AND SUPPLY AND INSTALLATION OF OFFICE
EQUIPMENT FOR ZIMBABWE COUNTRY OFFICE**

ADB/JWT/CGSP/2012/0069

- 1) The African Development Bank is a Multilateral Development Institution 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. 77 member countries including all the 53 African countries and 24 non-African countries in the Americas, Europe and Asia own the Bank. For purposes of its operations, the Bank also maintains field offices in some its RMCs, including Zimbabwe. The African Development Bank (AfDB) is seeking to enter into an agreement for cleaning, guarding and maintenance services with a vendor or vendors who have skills in office cleaning, guarding services, supply, installation and maintenance of office equipment.
- 2) The bid has four lots; namely
Lot 1, guarding services to office premises and residential areas for international staff
Lot 2; cleaning and tea services at the offices at Joina City, Harare, Zimbabwe
Lot 3: Supply, delivery, installation and maintenance of office equipment
- 3) Interested companies must originate from one of the Bank's member countries, list of which is provided at www.afdb.org/en/about-us/memebers
- 4) The complete sets of bidding documents will be available from **Friday, 24th February 2012** at the physical address given below and also on <http://www.afdb.org/en/about-us/corporate-procurement/business-opportunities/current-solicitations/> or collect documents from the **African Development Bank Group ZIMBABWE Country Office (ZWFO, 15th Floor, ZB Life Towers, Cnr. Jason Moyo Avenue/Sam Nujoma St. Harare, Zimbabwe.**
- 5) The closing and opening date for this bid is Monday 12th March, 2012 and should be deposited at the **African Development Bank Group ZIMBABWE Country Office (ZWFO, 15th Floor, ZB Life Towers, Cnr. Jason Moyo Avenue/Sam Nujoma St. Harare, Zimbabwe at 10.00 and at 10.30 respectively.**
6. Mandatory Site Visit and pre-bid meeting will be on 1st March, 2012 at the AfDB offices, Joina City, Harare, Zimbabwe, from 10.hrs. Only Bidders who have visited the site will be eligible to bid.
7. The bids in sealed envelopes shall be delivered at the address below by March 12th, 2012 at 10.00hrs Zimbabwe, local time. The envelopes should be clearly marked ADB/JWT/CGSP/2012/0069.

Handwritten signature