

**African Development Bank Group
Temporary Relocation Agency**

**Institutional Procurement and Logistics Division
Fax Number: + (216) 71 83 52 49**

INTERNATIONAL COMPETITIVE BIDDING

**PROVISION OF OFFICE PRODUCTS (OFFICE SUPPLIES, STATIONARY AND COMPUTER
CONSUMABLES AND ACCESSORIES)**

ADB/CGSP/ICBP/2011/0087

- 1) The African Development Bank (hereafter referred to as “The Bank”) intends to select firms for the provision of office products (office supplies, stationary and computer consumables and accessories) to the Bank’s Temporary Relocation Agency in Tunis, Tunisia, its Headquarters in Abidjan, Côte d’Ivoire, and its Field Offices in 29 African countries.
- 2) The African Development Bank (hereafter referred to as “The Bank”), is a regional multilateral development finance institution, established in 1963, with a mandate to further the economic development and social progress of African countries, individually and collectively. 77 member countries including all the 53 African countries and 24 non-African countries in the Americas, Europe and Asia own the Bank.
- 3) The institution maintains an onsite stockroom with three to six months supply of office products for its approximate 1500 staff members. The annual budget for office products for the temporary headquarters is USD 500,000.00 with additional budgets for the supplies required at regional and field offices.
- 4) The Bank is seeking to negotiate a 2-year non-exclusive framework contract with the selected firm(s) with the possibility of a 3-year contract extension on an annual basis.
- 5) Interested bidders must originate from one of the Bank’s member countries, list of which is provided at www.afdb.org.
- 6) The scope of the project and the forms to be completed are described in the tender document that is available for downloading from <http://www.afdb.org/en/about-us/corporate-procurement/business-opportunities/current-solicitations/>. Alternatively, the tender document may be obtained by sending a request to tender@afdb.org.
- 7) Potential Bidders interested in this procurement opportunity shall register by sending an e-mail to tender@afdb.org.
- 8) Selection will be conducted through the procedures prescribed by the Bank’s rules for internal acquisition of goods and services. The minimum requirements for qualification are as follows:
 - a) Minimum average turnover of at least Three Hundred Thousands USD equivalent per annum for the last three years. This amount is calculated as total certified payments received for contracts in progress or completed, in any one of the last three years; soundness of the applicant financial position and its prospective long term profitability and capacity to have a cash flow amount of US\$ 100 000 equivalent;
 - b) Bidders shall demonstrate relevant experience in the role of contractor, subcontractor, or management contractor for at least the last three (03) years prior to the proposals submission deadline. These contracts should have a minimum value of US\$ 50,000 equivalent;
 - c) Electronic ordering or e-procurement capabilities including a web-based catalog of products, online ordering, and online order tracking, inventory, reporting, and supply chain management.

9. A non-mandatory pre-bid conference will be held at 10:00 am (Tunis local time), on **July 15, 2011**. Parties are to meet in the lobby of the EPI building, Bloc B at the address indicated below.
10. The proposals should be submitted in sealed envelopes delivered at the address below by **August 18, 2011** at **1500hrs Tunis, Tunisia, local time**. The envelopes should be clearly marked.

ADB/ICBP/CGSP/2011/0087 (OFFICE SUPPLY PROGRAM)
Institutional Procurement Division, CGSP.2
EPI Block B - Office 2A2
African Development Bank
ADB Temporary Relocation Agency (Tunis)
Angle des trois rues: Avenue du Ghana, Rue Pierre de Coubertin, Rue Hedi Nourira
BP. 323 1002 - Tunis Belvédère, Tunisia
Fax : +216 71 83 52 49
Email : tender@afdb.org

11. The Bank will reject late proposals.