REQUEST FOR EXPRESSION OF INTEREST

1. The African Development Bank intends to shortlist eligible firms for supply and installation of various office equipment, stationery, consumables and services required for the South Africa Office located in Centurion, Pretoria.

2. The Bank is a regional multilateral development institution, established to promote the economic and social development of its regional member countries by mobilizing resources for the financing of projects and programs.

Interested companies from South Africa are hereby invited to express their interests for supply of various goods and services such as, office consumables (tea, milk etc.) office and computer stationery, furniture, computer hardware & software’s, ACs and electrical fittings, general printing products and designing services (business cards, calendars, banners, branded stationery), Provision of civil works such as construction, repairs and renovation services, partitioning outfitting, Provision of services such as maintenance of ACs, UPS, indoor plants, motor vehicles, Provision of services such as hotels and accommodation, event management, motor vehicle insurance services, travel services, cleaning services, Sanitizers and PPEs among others.

3. 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.
   - Supplier name, physical address, contact person, Town/City, Telephone, Mobile, Fax, Email, Website(Optional), Goods/Services Lot No, Certificate of Registration, Business License Number, VAT registration references and PIN Number.
   - Certified copy of the original Certificate of Incorporation, Business license and copies of the Statement for year 2017,2018,2019 or latest .Members must originate from ADB member countries. The list is available on : https://www.afdb.org/en/countries
   - Indicate experience in the requested domain(s), at least three years working with International Financing Institutions ( e.g. WB, IMF, ADB UN), National Government Institutions and Large public or private companies.
   - Provide list of current clients, contact name, title and e-mail address, and the CVs of relevant key personnel with experience of at least three years in their areas of specialization.
   - Manufacturer’s authorization for supply or maintenance of equipment should be provided.

4. To be eligible, interested companies must satisfy the above and the requirements indicated in the Bank’s website by visiting this link : https://www.afdb.org/en/about-us/corporate-procurement

5. When a firm is shortlisted, it does not guarantee that a firm will get business from the Bank.

6. Firms will remain in the register for a minimum period of four years from the date of shortlisting.

7. Current ADB service providers are also encouraged to apply.

8. Companies shall submit their expressions of interest to this email : Tenders_RDGS@AFDB.ORG not later than 19th February 1500hrs

For any correspondence please write to the above provided email address.

The email correspondence shall indicate « Response to the Request for Expressions of Interest – LOT/S No you are interested in ». 

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