REQUEST FOR PROPOSAL
PROVISION OF CLEANING AND HYGIENE SERVICES FOR AFRICAN DEVELOPMENT BANK, SOUTHERN AFRICA REGIONAL DEVELOPMENT AND BUSINESS DELIVERY OFFICE (RDGS) PRETORIA – SOUTH AFRICA
ADB/RFP/RDGS/2019/0148

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 and Hygiene services.

1. The Request for Proposal is available for downloading from this link https://www.afdb.org/en/about-us/corporate-procurement Alternatively, the document may be obtained by sending a request to tenders_rdgs@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 Invitation to Bid as outlined below:

4. Pass/Fail evaluation criteria
   - Bidders must originate from one of the Bank’s member countries.
   - Provide Audited Financial Statements for past three years (2016, 2017 and 2018 or latest). Minimum annual average turnover of ZAR 3,000,000.00
   - The bidder shall have a minimum of 3 years’ experience and shall have successfully or substantially implemented as a prime contractor at least three assignments of a similar nature and complexity
   - Provide a certificate of Incorporation and all other statutory registration
   - Provide Tax clearance certificate of compliance in terms of Tax.

5. Technical evaluation criteria
   - Proposed methodology for implementation of cleaning services and management of the contract
   - Relevant experience of the company, in similar assignment including:
     - Qualifications and level of competency of Supervisor to be assigned to the execution of the contract:
     - Qualifications and level of competency of Cleaning Crew to be assigned to the execution of the contract:
     - Project Management
     - Sustainable Procurement

6. The Bank shall organize a site visit and pre-bid conference to be held on 18 September 2019 at 10:30Hrs local time, Local time at the Bank’s premises address indicated below.

7. Questions for the site visit and pre-bid meeting shall be communicated to tenders_rdgs@afdb.org by 25 September 2019 at 15:30Hrs. The site visit and pre-bid conference is mandatory.

8. The Proposals shall be submitted in sealed two envelopes delivered at the address below by Thursday 11 October 2019, 15.00 hours. The envelopes should be clearly marked:

REQUEST FOR PROPOSAL FOR PROVISION OF CLEANING AND HYGIENE TO THE AFRICAN DEVELOPMENT BANK, SOUTHERN AFRICA REGIONAL DEVELOPMENT AND BUSINESS DELIVERY OFFICE (RDGS)

ADB/RFP/RDGS/2019/0148
SOUTHERN AFRICA REGIONAL DEVELOPMENT AND BUSINESS DELIVERY OFFICE (RDGS)
339 WITCH-HAZEL AVENUE
HIGHVELD, ECO PARK 1
CENTURION 0157
SOUTH AFRICA
TEL: +27 12 003 6900

Email: tenders_rdgs@afdb.org

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.