REQUEST FOR PROPOSAL FOR PROVISION OF TRAVEL AGENCY SERVICES TO THE AFRICAN DEVELOPMENT BANK COUNTRY OFFICE IN TANZANIA

ADB/RFP/COTZ/2019/0027

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

1) The Request for Proposals is available for downloading from this link: http://www.afdb.org/en/about-us/corporate-procurement/procurement-notices/current-solicitations/. Alternatively, the document may be obtained by sending a request to RDGE_Tender@afdb.org

2) Bidders must originate from one of the Bank’s member countries, list of which is provided at www.afdb.org/en/countries/

3) Evaluation will be conducted based on quality and cost according to the criteria published in the Request for Proposal as outlined below:

Pass / Fail evaluation criteria
- Interested companies must originate from one of the Bank’s member countries.
- Audited Financial Statement for the past three years (2015, 2016 and 2017)
- Minimum annual average turnover is USD 450,000
- The bidder shall have a minimum of three years’ experience with organizations of similar size, nature and assignment.

Technical evaluation criteria
- Methodology for implementation of services and management of the contract.
- Description of relevant experience of the bidder supported by at least three references.
- Availability and training of travel personnel.
- Qualification and level of competency of proposed key personnel.
- Have a policy or provision of effective sustainable management, considering economy and efficiency aspects.

4) Bidders obtaining the qualifying minimum technical score will be considered for Financial Evaluation.

5) Proposals shall be submitted in a sealed envelope (with both the technical proposal and financial proposal separate sealed envelopes), delivered at the address below by Monday 18th March 2019, 15.00 hours. The envelopes should be clearly marked:

PROVISION OF TRAVEL AGENCY SERVICES TO AFRICAN DEVELOPMENT BANK COUNTRY OFFICE TANZANIA - REF: ADB/RFP/COTZ/2019/0027
5th FLOOR, INTERNATIONAL HOUSE
GARDEN AVENUE
P.O.BOX. 6024
DAR ES SALAAM.

6) The Bank will reject late proposals.

7) Bidders will be advised, in due course, of the results of the selection process.

8) Any amendment or clarifications will be provided through the website on the link provided above.

9) Bidders are required to attend a mandatory site visit and participate in Pre-Bid conference that will take place on 28th February 2019 at 10.30AM at the above address.

10) Any Clarifications should be received before 01st March 2019.