REQUEST FOR PROPOSAL FOR PROVISION OF CLEANING SERVICES TO AFRICAN DEVELOPMENT BANK’S ETHIOPIA COUNTRY OFFICE PREMISES.

ADB/RFP/COET/2019/0252

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 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 (2016, 2017 and 2018)
- Minimum annual average turnover is ETB 10,000,000
- 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 cleaning personnel.
- Qualification and level of competency of proposed key personnel.
- Availability of equipment and tools for cleaning services.
- Have a policy or provision of sustainable cleaning services considering the environmental, economy and social 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 23, December 2019, 12:30PM EAT. The envelopes should be clearly marked:

**PROVISION OF CLEANING SERVICES TO AFRICAN DEVELOPMENT BANK’S ETHIOPIA COUNTRY OFFICE PREMISES- REF: ADB/RFP/COET/2019/0252**

Ethiopia Country Office
Get House Building, Bole Road
Addis Ababa, Ethiopia
P.O.Box: 25543 Code 1000
Tel: +251 11 554 6336

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 9th December 2019 from 10.00AM at the above address.

10) Any request for Clarifications should be received before 16th December 2019.