African Development Bank

General Services and Procurement Department
Corporate Procurement Division

Date: 28 December 2017

RFP AMENDMENT N° 1

RFP: ADB/RFP/CHGS/2017/0126

BID TITLE: SELECTION OF AN EVENT MANAGEMENT FIRM TO ORGANIZE THE AFRICA INVESTMENT FORUM

The purpose of this amendment is to make changes to the bid document.

1) On page 14, § 20: Alternative proposals are accepted, please delete “NO” and replace it with “YES”. Alternative proposals are accepted under the conditions set out in Article 20 of Instructions to Bidders of the bid document.

2) On page 15, § 48: Advance payment will be provided to the successful bidder, please delete “NO” and replace it with “YES”. Advancement payment will be paid under the conditions set out in Article 48 of Instructions to Bidders of the bid document.

3) On page 17- Scope of the Event - Duration of the event, please delete “November 2017” on this page and wherever it appears in the RFP document and replace it with “November 2018”.

4) On page 18, please delete “500 to 1,000” participants on this page and wherever it appears in the RFP document and replace it with “700”.

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5) On page 23 Technical Evaluation Criteria 1.2, please consider financial stability as follows:
   a. Annual turnover decline: 0 point
   b. Annual turnover stable: 10 points
   c. Annual turnover increasing: 15 points

6) On page 24, the Total Technical Score will be computed as follows: Technical Score (T1 accounting for 70%) + Demonstration (D accounting for 30%).
   \[ \text{Total Technical Score} \text{ Nt} = (T1 \times 70\%) + (D \times 30\%) \]
   The minimum qualifying Total Technical Score is 70 points to be admitted for financial evaluation.

7) On page 24, Final Ranking: Proposals shall be ranked according to the Total Technical Score (Nt) and financial score (Nf) using the weights T + F = 1 (T = the weight given to the technical proposal, 70%), (F = the weight given to the financial proposal 30%).
   \[ \text{Final Score} \text{ (NG)} = (\text{Nt} \times 70\%) + (\text{Nf} \times 30\%) \]

8) On page 67, paragraph 8.3 - During the Event, where the Supplier fails to deliver the Goods or perform the Services within the prescribed period, the Bank reserves the right, after inquiring from the Supplier the reasons for the delay, to apply for each hour of delay, and without prior notice, a penalty of, please delete “Three Thousand Euros” and replace it with “One Thousand Euro”.

(All other terms and conditions remain unchanged)

Corporate Procurement Division

Date

Bidders acknowledge receipt of this RFP amendment by signature and date specified below. Bidders must submit a copy of this amendment with their proposal.

Date

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