AMENDEMENT N° 01
REQUEST FOR PROPOSAL

SERVICE PROVIDER OF COMPREHENSIVE TRAVEL MANAGEMENT SERVICES FOR THE BANK
Ref. : ADB/RFP/CHGS/2021/0182

BID ISSUING DATE : 10 November 2021
BID INITIAL SUBMISSION DATE: 8 December 2021
BID NEW SUBMISSION DATE: 14 December 2021

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

1) On pages 13, § 7 – RFP Data Sheet: - Request for clarification: The date for the request for clarification has been changed to Wednesday, 24 November 2021 at 12:00pm UTC instead of 17/11/2021, at 3:00pm UTC. This change is made on the data sheet and anywhere else in the RFP document where clarification requirement appears.

2) On pages 14, § 8 – RFP Data Sheet: Pre-bid conference: The Bank shall organize a second non-mandatory pre-bid virtual conference: The meeting will take place on Tuesday, 23 November 2021, at 2:00pm UTC. The Connection link is: https://afdb.zoom.us/j/96818634588?pwd=R0diSHZBVfME5WamVQYkw4Qz dUUT09
   • Meeting ID: 968 1863 4588
   • Password: 21088663

   • For logistical arrangements, potential bidders should confirm their participation by sending an email to tender@afdb.org no later than 22/11/2021 at 12:00pm UTC. This change is made on the data sheet and anywhere else in the RFP document where Pre-bid conference requirement appears.

3) On pages 14, § 28 – RFP Data Sheet: Bid Submission deadline: The deadline for submission of proposals initially scheduled on 08/12/2021 at 12:00pm UTC has been changed to Thursday, 16 December 2021 at 12:00pm UTC. This change is made on the data sheet and anywhere else in the RFP document where Bid Submission deadline requirement appears.
ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

Approved: ___________________________ Date 19/11/2021

Corporate Procurement Division

Bidders acknowledge receipt of this RFP amendment by signature and date specified below. A copy of this amendment must be submitted with the bidders technical proposal.

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Date

Request For Proposal
Ref. : ADB/RFP/CHGS/2021/0182
Travel Management Services For The Bank
**RFP DISCLAIMER:**

1. **Clarification of Bid:** The Bank shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of Bank to extend the submission date of the Bid, unless the Bank deems that such an extension is justified and necessary. Bidders shall read carefully all the Clarifications sent by the Bank as Clarifications are considered as part of the tender document.

2. **Second Bidder’s Conference:** All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder’s conference will be either posted on the Bank’s website or disseminated to the individual firms who have registered or expressed interest to participate, whether or not they attended the conference. No verbal statement made during the conference shall modify the terms and conditions of the RFP unless such statement is specifically written in the Minutes of the Conference or issued/posted as an amendment in the form of a Supplemental Information to the RFP.

3. **The Bank’s e-tendering system:** Disclaimer for the submission of electronic documents in the bank’s e-tendering system.

   i. For the Bank’s tenders published in the Electronic Tendering System (hereafter “SRM system”), the Bank will only accept documents received electronically, unless explicitly stated otherwise by the Bank as an additional Instructions to Bidders or upon the Bank’s prior written authorization. The Bank will **NOT ACCEPT** email, mail and/or hand delivery submissions.

   ii. A proposal submitted electronically is deemed for all intents and purposes to be the true and legal version, in writing, duly authorized and executed by the Bidder with binding legal effect.

   iii. If the electronic files containing the proposal are corrupted, contain a virus or are unreadable for any reason, the Bank reserves the right to reject the proposal.

   iv. The Bank accepts no responsibility for Bidders’ misunderstanding of the instructions or incorrect use of the system.

   v. Bidders acknowledge and accept, with respect to electronically transmitted proposals, that:

      • The uploading of large electronic files may take time and as such they must allow for sufficient time to fully transmit all files prior to the bid closing time.

      • The Bank shall not be liable for the loss, damage, destruction, or corruption of any offer/bid/proposer, however caused.

      • Bidders are advised that the Bank may not discover corrupted or unreadable files submitted via the SRM until after the tender submission deadline.

      • The Bank is not responsible for errors or failures in the Bidders’ own systems, and no extension of the submission deadline or time will be granted unless the Bank deems that such an extension is justified and necessary.

      • The Server Clock displayed within the SRM shall govern the time.

      • **WARNING:** All components of an offer must be submitted before the deadline. Once the submission deadline has expired, the system will block any further
uploads, even if partially completed. Depending on the quality of bidders’ internet connection and the size of the files, the upload may require some time. The Bank strongly recommends for offers to be uploaded well in advance (72 hours) of the submission deadline.

4. This is an Open Tender Competitive Process, the bid document is widely advertised by the Bank on the Bank’s website, United Nations Global Market Place, United Nations Development Business and the local newspaper in Abidjan “Fraternité Matin. Hence it is the bidder’s responsibility to ensure easy access to the bid document. The Bank will not be held responsible for the non-receipt of the bid document by the bidders.

5. This tender is not an offer by the African Development Bank (AfDB), but an invitation to receive offer from potential bidders/firm/agency etc. No contractual obligation whatsoever shall arise from this tender process unless and until a formal contract is signed and executed by duly authorized officers of AfDB, with the selected bidder/firm/agency.

6. The Bank operate from Monday to Friday (8am to 5pm), any request for assistance and/or clarifications sent on weekends may not be responded.

Bidders acknowledge receipt of this disclaimer by signature and date specified below. A copy must be submitted in the bidder’s technical proposal.

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Date

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