REQUEST FOR EXPRESSION OF INTEREST (EOI)
ADB/EOI/SNAR/2020/0101

EVENT MANAGEMENT SERVICES FOR
THE THIRD JAPAN-AFRICA BUSINESS FORUM

1) The African Development Bank (hereafter referred to as “The Bank”) intends to engage eligible firms for the event management services to deliver the Third Japan-Africa Business Forum in Tokyo for the External Representation Office for Asia, SNAR.

2) Interested companies are hereby invited to express their interests for:
   • Provision of Event Management Services for the Forum which tentatively plans to comprise (a) six plenary sessions for 1.5 days, (b) a half-day regional session, (c) business exhibition and African countries exhibition, (d) business matching, (e) networking lunch and reception, (f) one-day industrial visit, and (g) live streams; and
   • Identification and arrangement of the forum venue (partially remote) and fixing the date for two-day forum from December 2020 to early 2021 in Tokyo.

3) Interested companies must originate from one of the Bank's member countries, list of which is provided at www.afdb.org

4) Interested companies must demonstrate that they have the skills and capacity required for the successful provision of requested goods and services.

5) Interested candidates must provide the following:
   • The completed vendor response form, which should be dated and signed;
   • The company’s profile with financial statements for three years;
   • Statutory documents to operate as an event management company;
   • A list of similar clients being offered event management services; and
   • Any other relevant document to this Expression of Interest.

6) The qualification criteria are as follows:
   • Be registered in a member country of the Bank;
   • Be in good standing of finance and performance;
   • Have at least three (3) years of relevant experience in event management services.

7) The scope of services and the forms to be completed are described in the Request for Proposals (RFP) document that is available for downloading from http://www.afdb.org/en/about-us/corporate-procurement/procurement-notices/.
   Alternatively, the document may be obtained by sending a request to RDGE_Tender@afdb.org

8) The interested companies shall submit their Expression of Interest by email to RDGE_Tender@afdb.org no later than June 4, 2020 at 3:00pm JST, with the subject line indicating: ADB/EOI/SNAR/2020/0101

9) After reviewing the various Expressions of Interest received, the Bank plans to issue a Request for Proposals (RFP) to the preselected candidates.
10) The Bank reserves the right to modify, amend or cancel this request for expression of interest at any time during this process without any justification.

11) The Bank reserves the right to accept late Expressions of Interest.

12) At the conclusion of this procurement process, the Bank intends to conclude a contract with and initial duration of one (01) year with a renewal option for a maximum of five years upon satisfactory performance.