The African Development Bank (hereafter referred to as “The Bank”) wishes to invite technical and financial proposals from experienced companies for the provision of Air Conditioning Equipment Maintenance 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/](http://www.afdb.org/en/about-us/corporate-procurement/procurement-notices/current-solicitations/) Alternatively, the document may be obtained by sending a request to earctender@afdb.org

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

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

4. **Pass /Fail evaluation criteria**
   - Bidders must originate from one of the Bank’s member countries.
   - Audited Financial Statement for past three years (2011, 2012 and 2013) Minimum annual average turnover is KES 6,000,000
   - The bidder shall have a minimum of three years’ experience.
   - The bidders will have offered similar services to International Organizations similar to the Bank or large corporates
   - Provide a certificate of Incorporation
   - Provide a license issued by the government to operate as a PSV provider.
   - Provide registration by relevant local regulatory authority.

5. **Technical evaluation criteria**
   - Bidder’s Technical response to the RFP particularly the Terms of Reference provided in Annex 2. of the bid document
   - Particular experience (description of similar services provided international organizations similar to the Bank) Curriculum Vitae of Technicians
   - Current number of Corporate Clients (minimum of 10 firms)
   - Number of vehicles in each category
   - Physical condition of the vehicles
   - Number of vehicles comprehensively insured
   - CVs of drivers and the management team dedicated to the Bank.
   - Professional reputation of the firm supported by at least three references.

6. Bidders obtaining the qualifying minimum technical score will be considered for Site Visit.

7. **Site Evaluation Criteria**
   - Staff Conduct and dressing during the visit.
   - Mechanical Condition of vehicles inspected during the site visit.
   - Tyre Condition of vehicles inspected during the site visit
   - Compliance with transport regulation as laid down by the authorities.
   - Insurance of the vehicles inspected during the site visit.
   - Cleanliness of the vehicles inspected during the site visit.
   - Road rescue mechanisms in place in case of break downs.
   - Certificate of Good Conduct for Drivers
8. Bidders obtaining the qualifying minimum technical score will be considered for Financial Evaluation

9. The Proposals shall be submitted in sealed envelopes delivered at the address below by Tuesday **10 June 2014, 14.00 hours**. The envelopes should be clearly marked:

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REQUEST FOR PROPOSAL FOR PROVISION OF MAINTENANCE SERVICES FOR AIR CONDITIONING EQUIPMENT AT THE AFRICAN DEVELOPMENT BANK EASTERN AFRICA REGIONAL RESOURCE CENTER - NAIROBI

ADB/RFP/EARC/2014/0062
Eastern Africa Regional Resource Center (EARC)
African Development Bank Group
Khushee Tower
10, Longonot Road, Upper Hill
P.O. Box 4861 00200
Nairobi, Kenya

10. The Bank will reject late proposals.

11. Bidders will be advised, in due course, of the results of the selection.

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