REQUEST FOR PROPOSAL FOR THE PROVISION OF CLEANING SERVICES FOR THE AFRICAN DEVELOPMENT BANK’S RWANDA FIELD OFFICE
ADB/RFP/RWFO/2014/0037

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 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
   • Interested companies 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 RWF 49,125,000
   • The bidder shall have a minimum of five years’ experience with organizations of similar size.

5) Technical evaluation criteria
   • Description of relevant experience of the bidder supported by at least three references
   • Qualification and level of competency of proposed key personnel
   • Provision of relevant equipment and tools

6) Bidders obtaining the qualifying minimum technical score will be considered for Financial Evaluation

7) Bidders must visit the sites and attend the pre-bid conference that will take place on Tuesday 8th April 2014 at 10.00 am

8) The Proposals shall be submitted in sealed envelopes delivered at the address below by Monday 24th April 2014, 10.00 am hours. The envelopes should be clearly marked:
   THE PROVISION OF CLEANING SERVICES FOR THE AFRICAN DEVELOPMENT BANK’S RWANDA FIELD OFFICE
   ADB/RFP/RWFO/2014/0037
   RWANDA FIELD OFFICE
   KACYIRU ROAD /BOULEVAR DE L’UMUGANDA
   3RD & 4TH FLOORS, GLORY HOUSE BUILDING
   P.O.Box: 7329
   RWANDA

9) The Bank will reject late proposals.

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

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