INVITATION TO BID
SUPPLY AND DELIVERY OF SMART MEETING ROOM SOLUTION (ZOOM ROOM TECHNOLOGY)
REF. : ADB/ITB/CHGS/2020/0224

PRE-BID CONFERENCE
22ND JAN 2021 – 10h00
ABIDJAN, COTE D’IVOIRE
OBJECTIVES OF THE PRE-BID MEETING

1. CLARIFY THE SCOPE OF WORK
2. TO GET BETTER UNDERSTANDING OF THE REQUIREMENTS
3. TO GET CLARIFICATION TO YOUR QUESTIONS
4. TO PREPARE A BETTER SUBMISSION
DIVIDED IN TWO PARTS

➢ PART I – SELECTION PROCEDURES AND REQUIREMENTS

➢ PART II – CONDITIONS OF CONTRACT
PART I

SELECTION PROCEDURES AND REQUIREMENTS

Section 1: Letter of Invitation: letter from the Bank addressed to potential bidders inviting them to submit a proposal for the assignment. The letter includes references to the selection method and applicable guidelines or policies of the Bank that govern the selection and award process.

Section 2: Instructions to Bidders: provides information to help potential bidders prepare their proposals. Information is also provided on the submission, opening and evaluation of proposals, contract negotiation and award of contract.

Section 3: ITB Data Sheet: information that is specific to the current selection process and corresponds to the clauses in “Instructions to Bidders” which requires some selection-specific information to be added.

Section 4: Statement of Work / Technical Specification: scope of services, objectives, goals, specific tasks required to implement the assignment, and relevant background information; provides details on the required qualifications of the key experts.

Section 5: Technical Proposal Questionnaire: forms for technical proposal and financial proposal forms that are to be completed by potential bidders and submitted in accordance with the requirements of Section 2.

Section 6: Eligibility Requirements: contains information regarding company profile and country of domicile.
## Section 7

<table>
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<th>Appendix 7A - Special Conditions of Contract</th>
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<td>Appendix 7B - General Conditions of Contract</td>
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<td>Appendix 7C - Supplier Code of Conduct</td>
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<td>Appendix 7D - Supplier Performance Evaluation Form</td>
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PROCUREMENT TIMELINE

18TH Jan 2021
Launch date

22nd Jan 2021
Pre-bid conference

25th Jan 2021
Last date for bidders to submit request for clarifications

4th Feb 2021
Last date to submit technical and financial proposals/bid opening date
ELIGIBILITY REQUIREMENTS

❑ AFRICAN DEVELOPMENT BANK MEMBER COUNTRIES (54 Regional and 27 Non-Regional member countries)

❑ REF. SECTION 6 OF THE RFP
ONE ENVELOPE

- **TECHNICAL OFFER**
  - Technical proposal forms to be completed and signed + evidences (articles of incorporation, financial statements, reference letters from clients, methodology, CV, work plan, etc.)

- **FINANCIAL OFFER**
  - Financial proposal form + cost breakdown
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<tr>
<th>Appendix 5A</th>
<th>Statement of Conformity (eliminatory)</th>
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<td>Appendix 5B</td>
<td>Bidder Information Sheet</td>
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<td>Appendix 5D</td>
<td>Qualification (Pass/Fail) Assessment</td>
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<td>Financial Capacity</td>
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<td>Experience of the Bidder</td>
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<td>Key Personnel and</td>
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<td>Resume of proposed personnel</td>
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<td>Litigation History</td>
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<td>Appendix 5I</td>
<td>Conflict of Interest Disclosure Form</td>
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<td>Appendix 5K</td>
<td>Bid-Securing Declaration Form (eliminatory)</td>
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<td>Appendix 5L</td>
<td>Letter of bid (eliminatory)</td>
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<td>Appendix 5M</td>
<td>Bill of Quantity / Price Schedule</td>
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ELECTRONIC SUBMISSION ONLY

- Bidders must register prior to submission using the link below:
  https://eprocurement.afdb.org/sap/bc/webdynpro/sap/zsup_reg_submit#

- Link for electronic submission:
  https://eprocurement.afdb.org/irj/portal
EVALUATION METHODOLOGY

- **Stage 1: Examination of Bids**: examination of bids to determine compliance with the requirements of the ITB – this includes checking the validity of bids and completeness of the required documents.

- **Stage 2: Qualification (Section 5)**: Bidders must pass each eligibility and qualification criterion to be considered for stage 3.

- **Stage 3: Technical Evaluation (Section 5)**: examination of the technical bids. Bids that are substantially responsive to the technical requirements and conditions shall be considered for stage 4.

- **Stage 4: Correction of arithmetic errors**: check for completeness and corrected for computational errors.

- **Stage 5: Price Schedule (Section 5)**: Bidders shall be ranked according to price. The bidder offering the lowest evaluated price shall be ranked first.

- **Stage 6: Final Ranking**: The contract shall be awarded to the qualified bidder whose bid is substantially responsive to the requirements and with whom satisfactory price, terms and conditions have been agreed.
Questions on the bidding procedures?

Please send an email to tender@afdb.org

Technical Support contact:

tender_assistance@afdb.org
Questions on the bidding procedures?
Please send an email to tender@afdb.org

Questions on Eprocurement platform?
Technical Support contact: tender_assistance@afdb.org
QUESTIONS ON THE BIDDING PROCEDURES?
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TENDER@AFDB.ORG

QUESTIONS ON EPROCUREMENT PLATFORM?
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THANK YOU
Q & A Session