REQUEST FOR PROPOSAL FOR PROVISION OF FACILITIES MANAGEMENT SERVICES TO AFRICAN DEVELOPMENT BANK’S EASTERN AFRICA REGIONAL CENTER OFFICE

ADB/RFP/RDGE/2020/0025

The African Development Bank (hereafter referred to as “The Bank”) wishes to invite technical and financial proposals from experienced companies for the provision of facilities management services.


2) Bidders must originate from one of the Bank’s member countries, list of which is provided at [www.afdb.org/en/countries/](http://www.afdb.org/en/countries/)

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

**Pass /Fail evaluation criteria**
- Interested companies must originate from one of the Bank’s member countries.
- Audited Financial Statement for the past three years (2016, 2017 and 2018) or the latest
- Minimum annual average turnover is KES 10,000,000.00
- The bidder shall have a minimum of three years’ experience with organizations of similar size, nature and assignment.

**Technical evaluation criteria**
- Methodology for implementation of services and management of the contract.
- Description of relevant experience of the bidder supported by at least three references.
- Availability and training for personnel.
- Qualification and level of competency of proposed key personnel.
- Availability of equipment and tools for contract implementation.

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

5) Proposals shall be submitted in a sealed envelope (with both the technical proposal and financial proposals in separate sealed envelopes), delivered at the address below by Thursday 6th February 2020, 15.00 hours EAT. The envelopes should be clearly marked:

PROVISON OF FACILITIES MANAGEMENT SERVICES TO AFRICAN DEVELOPMENT BANK’S EASTERN ARICA REGIONAL CENTER - REF: ADB/RFP/RDGE/2020/0025
EASTERN AFRICA REGIONAL CENTER
KUSHEE TOWERS
10 LONGONOT ROAD, UPPERHILL
P.O.BOX. 4861-00200
NAIROBI.

6) The Bank will reject late proposals.

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

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

9) Bidders MUST attend a mandatory site visit and attend the pre-bid conference that will take place on 27th January 2020 from 10.00am EAT at the above address.

10) Any Clarifications should be received before COB on 28th January 2020.