The African Development Bank (hereafter referred to as “The Bank”) wishes to invite technical and financial proposals from experienced companies for the provision of travel management 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 RDGE_Tender@afdb.org

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

3) Evaluation will be conducted based on quality and price 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 (2015, 2016 and 2017 or latest)
- Minimum annual average turnover is USD 5 Million.
- The bidder shall have a minimum of three years’ experience with organizations of similar size, nature and assignment.

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

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 proposal separate sealed envelopes), delivered at the address below by Tuesday 09 April 2019, 15.00 hours EAT. The envelopes should be clearly marked:

**PROVISION OF TRAVEL MANAGEMENT SERVICES FOR AFRICAN DEVELOPMENT BANK’S EASTERN AFRICA REGION - REF: ADB/RFP/RDGE/2019/0049**

**EASTERN AFRICA REGIONAL CENTER**
**KHUSHEE 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 are encouraged to attend a pre-bid meeting that will take place on 25th March 2019 from 10.30AM EAT at the above address.
10) Any Clarifications should be received before 26th March 2019 at 12.00hrs EAT.