PROCUREMENT NOTICE:

SELECTION OF A HUMAN RESOURCE AGENCY SERVICES FIRM (RECRUITMENT AGENCY) FOR THE AFRICAN DEVELOPMENT BANK OFFICES IN SOUTH AFRICA (RDGS)
ADB/RFP/RDGS/2018/0080

1. The African Development Bank (the Bank) intends to select an eligible Human Resources Agency Services Firm (Recruitment Agency) to source and identify the Short-Term Staff (STS) requirements for the Southern Africa Regional Development and Business Delivery Office (RDGS), in Pretoria – South Africa.

2. The selected firm will ensure the effective provision of services for the solicitation and management the Short Term Staff as and when required by the Bank, including take over management of the existing STS at our offices in Pretoria.

3. The selected firm will have the responsibility of ensuring adherence to the host country labor laws as the staff shall be employees of the Agency seconded to RDGS, but with a day to day supervision by the Bank.

4. The selected Service Provider will provide necessary support services, to answer questions and to assist the Bank in resolving problems related to the recruitment of Short Term Staff at the RDGS.

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


7. The selected bidder will be required to register at the Bank’s vendor database through [https://eprocurement.afdb.org/sap/bc/webdynpro/sap/zsup_reg_submit#](https://eprocurement.afdb.org/sap/bc/webdynpro/sap/zsup_reg_submit#)

8. The Bank will organize a pre-bid conference on **21st May 2018 at 09h00 hours, South Africa time.**

9. The proposals should be submitted in sealed envelopes and delivered at the following address by **Monday 31st May 2018 at 1500 hours, South Africa local time.**

   **Southern Africa Regional Development and Business Delivery Office (RDGS)**
   339 Witch-Hazel Avenue
   Highveld Extension 78,
   Centurion, 0157
   South Africa, Tel: +27 12 003 6900

10. The Bank will reject late bids.

11. Bidders will be advised in due time of the results of their submissions.