PROCUREMENT NOTICE:

ACQUISITION OF AN INTEGRATED EVENT MANAGEMENT SYSTEM ADB/RFP/CGSP/2016/0126

1. The African Development Bank (the Bank) intends to select an eligible firm for the supply of an integrated Event Management System.

2. The system should provide end-to-end event management process efficiency from delegate invitation to online registration, accommodation and participant’s approval, Correspondence management, Event content management, On-site registration, Badges management, Venue and floor-space management, Meetings management and Participants networking.

3. The Bank is seeking to negotiate a three (3) year contract with the selected firm with the possibility of two one (1) year extensions upon satisfactory performance with a maximum duration of five (5) years.

4. The Bank is therefore requesting proposals from experienced companies for the provision of the above solution.

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

6. The scope of the project and the forms to be completed are described in the Request for Proposals (RFP) document that is available for downloading from http://www.afdb.org/en/about-us/corporate-procurement/

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#

8. The Bank will organize a pre-bid conference on 12 January 2017 at 11:00 A.M. local time in Abidjan. Bidders may attend the pre-bid conference in person or remotely via video-conference.

9. The proposals should be submitted in sealed envelopes and delivered at the address below by Thursday 26 January 2017 at 1500 hours, Abidjan local time.

   Corporate Procurement Division, CGSP.2
   HQ Building, South Tower, Office N° 17-S24
   6 Avenue Joseph Anoma
   01 BP 1387 Abidjan 01
   Cote d'Ivoire
   City: Abidjan Plateau
   Country: Cote d'Ivoire

10. The Bank will reject late bids.

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