African Development Bank
General Services and Procurement Department
Division
E-mail: tender@afdb.org

PROCUREMENT NOTICE:

COMPETITVE BIDDING: PROVISION OF GLOBAL TRAVEL AGENCY SERVICES FOR THE AFRICAN DEVELOPMENT BANK
ADB/RFP/CHGS/2020/0014

1. The African Development Bank desires to enter into a long-term contract with a provider of comprehensive Travel Management Services, with worldwide capabilities to provide full travel management services at its Headquarters offices in Abidjan, Cote D’Ivoire and covering all other Bank offices.

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

3. 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/procurement-notices/current-solicitations/.

4. 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#.

5. The Bank will organize a pre-bid conference on **27 January 2020 at 10h00 hours local time in Abidjan**. Bidders may attend the pre-bid conference in person or remotely via videoconference.

6. The proposals should be submitted in sealed envelopes delivered at the address below by **27 February 2020 at 1200 hrs, Abidjan local time**. The envelopes should be clearly marked as follows:

   “ADB/RFP/CHGS/2020/0014 Provision of Global Travel Agency Services for the African Development Bank”
   Corporate Procurement Division, CHGS.2
   HQ Building, South Tower, Office N° 17-S24
   Avenue Joseph Anoma
   01 BP 1387 Abidjan 01
   Cote d’Ivoire
   City: Abidjan Plateau
   Country: Cote d’Ivoire

7. The Bank will reject late bids.

8. Bidders will be advised in due time of the results of the procurement process.