PROCUREMENT NOTICE:

SELECTION OF A SERVICE PROVIDER FOR THE DIGITIZATION OF AFRICAN DEVELOPMENT BANK AUDIO AND VIDEO RECORDS ADB/RFP/CHGS/2020/0038

1. The African Development Bank (the Bank) intends to select an eligible firm for the provision of digitization services. The project’s main objective is to convert all existing Bank records currently in audio and video recordings of Boards Sessions and conferences, and secondarily of Executives events or speeches into digital files.

2. The Bank is seeking to negotiate a six (6) month contract with the selected firm with the possibility of a three (3) month extensions upon satisfactory performance.

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

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

5. 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/.

6. The selected bidder will be required to register at the Bank’s vendor database through http://www.afdb.org/en/about-us/corporate-procurement/vendor-kiosk/.

7. The procurement process will be conducted in two (02) stages:

   • Under the First Stage, bidders are invited to submit a technical proposal with no price consideration.

   • Under the Second Stage, after the evaluation of the first stage, qualified bidders will be invited to submit a revised technical proposal and a financial proposal.

8. The Bank will organize a pre-bid conference on 26 February 2020 at 1400 hours local time in Abidjan. Bidders may attend the pre-bid conference in person or remotely via video-conference.
9. The proposals under the First Stage should be submitted in sealed envelopes and delivered at the address below by Thursday 19th March 2020 at 12h00 hours, Abidjan local time.

Corporate Procurement Division, CHGS.2

African Development Bank
Corporate Procurement Division, CHGS.2
HQ Building, South Tower, Office N° 17-S24
01 BP 1387 Abidjan 01
Cote d'Ivoire
City: Abidjan Plateau
Country: Côte d'Ivoire

10. The Bank will reject late bids.

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