EVENT MANAGEMENT SERVICES FOR JAPAN-AFRICA BUSINESS FORUM

ADB/RFP/SNAR/2017/001

1) The African Development Bank (hereafter referred to as “The Bank”) would like to acquire, implement and maintain a complete email services management solution that will improve accessibility, monitoring and diagnostics of the email infrastructure.

2) The Bank therefore wishes to invite technical and financial proposals from experienced companies for provision of the above services.

3) Interested Bidders must originate from one of the Bank’s member countries, list of which is provided at www.afdb.org.

4) The scope of services 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/.
Alternatively, the document may be obtained by sending a request to SNAR_Tender@AFDB.ORG.

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

6) The Bank will organize a pre-bid meeting on March 10, 2017 in Tokyo. The pre-bid meeting is a mandatory requirement. The Vendors wish to attend the pre-bid meeting shall contact ADB, External Representation Office for Asia at the address below by Telefax (at the fax number [+81-(0)3-4589-8725] or e-mail: SNAR_Tender@AFDB.ORG

7) The technical and financial proposals should be submitted in four (4) copies (1 original + 3 copies) in sealed envelopes delivered at the address below by March 27, 2017 at 12:00pm JST. The envelopes should be clearly marked:

“EVENT MANAGEMENT SERVICES FOR THE JAPAN-AFRICA BUSINESS FORUM”
REF.: ADB/RFP/SNAR/2017/001
External Representation Office for Asia
African Development Bank
NBF Hibiya Bld. 7F, Uchisaiwai-cho,
Chiyoda-ku,
Tokyo 100-0011
Japan

8) The Bank will reject late proposals.

9) Bidders will be advised, in due course, of the results of their proposals.