The African Development Bank (hereafter referred to as “The Bank”) wishes to invite technical and financial proposals from experienced companies for the provision of cleaning services.

1) The Request for Proposals is available for downloading from this link: [http://www.afdb.org/en/about-us/corporate-procurement/procurement-notices/current-solicitations/](http://www.afdb.org/en/about-us/corporate-procurement/procurement-notices/current-solicitations/) Alternatively, the document may be obtained by sending a request to RDGE_Tender@afdb.org

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

3) Evaluation will be conducted based on quality and cost according to the criteria published in the Request for Proposal as outlined below:

   Pass /Fail evaluation criteria
   • Interested companies must originate from one of the Bank’s member countries.
   • Audited Financial Statement for the past three years (2014, 2015 and 2016)
   • Minimum annual average turnover is KES 30,000,000.00
   • The bidder shall have a minimum of three years’ experience with organizations of similar size, nature and assignment.

   Technical evaluation criteria
   • Methodology for implementation of services and management of the contract.
   • Description of relevant experience of the bidder supported by at least three references.
   • Availability and training of cleaning personnel.
   • Qualification and level of competency of proposed key personnel.
   • Availability of equipment and tools for cleaning services.
   • Have a policy or provision of sustainable cleaning services considering the environmental, economy and social aspects.

4) Bidders obtaining the qualifying minimum technical score will be considered for Financial Evaluation.

5) Proposals shall be submitted in a sealed envelope (with both the technical proposal and financial proposal separate sealed envelopes), delivered at the address below by Friday 13th October 2017, 14:00 hours. The envelopes should be clearly marked:

   PROVISION OF CLEANING SERVICES TO AFRICAN DEVELOPMENT BANK’S EASTERN AFRICA REGIONAL CENTER OFFICE PREMISES- REF: ADB/RFP/RDGE/2017/0112
   EASTERN AFRICA REGIONAL CENTER
   KHSHEE TOWERS
   10 LONGONOT ROAD, UPPERHILL
   P.O. BOX. 4861-00200
   NAIROBI.

6) The Bank will reject late proposals.

7) Bidders will be advised, in due course, of the results of the selection process.

8) Any amendment or clarifications will be provided through the website on the link provided above

9) Bidders are required to attend a mandatory site visit and participate in Pre-Bid conference that will take place on 26th September 2017 from 10.00AM at the above address.

10) Any Clarifications should be received before 3rd October 2017.