African Development Bank
General Services and Procurement Department

Corporate Procurement Division
E-mail: tender@afdb.org

EXPRESSION OF INTEREST FOR THE PROVISION OF MOBILITY AND STAFF SERVICES FOR THE AFRICAN DEVELOPMENT BANK

Request for Expression of Interest (EOI) No. ADB/EOI/CHGS/2018/0192

1. The African Development Bank (the "AfDB" or the "Bank") hereby requests Expressions of interest from eligible companies or groups of companies for the provision of Mobility and Staff Services at its Headquarters in Abidjan, in Regional Directorates and Country Offices (see list at www.afdb.org).

2. The scope for this assignment includes, but is not limited to the following:
   a) Airport arrival and departure assistance;
   b) Moving: shipment of personal effects and vehicles, including packing, warehousing/storage and shipping;
   c) Housing: short term furnished, preferred neighbourhoods, real estate agents, lease contracts;
   d) Education - list of institutions and admission procedures;
   e) Health services overview;
   f) Gyms and other sporting facilities;
   g) Banks services;
   h) Other: domestic help, local administrative matters, car purchase.

3. At the conclusion of the procurement process, the Bank intend to conclude several nonexclusive framework contracts with an initial duration of one (01) year with an option to renew for two (2) years upon satisfactory performance.

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

5. Eligible companies or group of companies must provide the following:
   - The completed vendor response form; dated, signed; stamped with the seal of company.
   - A certificate of registration in a domain similar to the activities of the requirements.
   - A summary of relevant experience in the subject services with documentary proof (list of contracts including the types of services provided, amounts and duration of the contracts).
6. The qualification criteria are as follows:
   ✓ Be registered in a member country of the Bank
   ✓ Have at least five (05) years of experience in similar activities
7. Eligible companies or group of companies meeting the qualification criteria listed above are requested to send their Expression of interest by email to tender@afdb.org no later than 08 November 2018 at 12:00 P.M., Abidjan local time with the following reference on the subject line.
   • The EOI may be submitted by email to tender@afdb.org with the subject line indicating:
     Response to the Expressions Of Interest:- Ref: ADB/EOI/CHGS/2018/0192
8. After reviewing the various Expressions of Interest received, the Bank plans to issue a Request for Proposal to the preselected candidates.
9. Only eligible companies will be contacted and will receive the Request for Proposal.
10. The Bank reserves the right to modify, amend or cancel this request for expression of interest at any time during this process.
11. The Bank reserves the right to accept late Expressions of Interest.
VENDOR RESPONSE FORM

TO: tender@afdb.org
FROM: 
EOI Number: ADB/EOI/CHGS/2018/0192

SUBJECT: REQUEST FOR EXPRESSION OF INTEREST FOR THE PROVISION OF MOBILITY AND STAFF SERVICES FOR THE AFRICAN DEVELOPMENT BANK

Closing date: 08 November 2018 at 12:00 P.M., Abidjan local time

To be completed by the Vendor (All fields marked with an “*” are mandatory)

<table>
<thead>
<tr>
<th>COMPANY’S INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANK’s Vendor ID Number (if any):</td>
</tr>
<tr>
<td>Legal Company Name (Not trade name) *:</td>
</tr>
<tr>
<td>Company Contact *:</td>
</tr>
<tr>
<td>Address* :</td>
</tr>
<tr>
<td>City* :</td>
</tr>
<tr>
<td>Country*:</td>
</tr>
<tr>
<td>Telephone number* :</td>
</tr>
<tr>
<td>Email address *:</td>
</tr>
<tr>
<td>Company’s website (if any)</td>
</tr>
<tr>
<td>Number of years of experience*:</td>
</tr>
<tr>
<td>Company registration documents * (please attach a copy)</td>
</tr>
<tr>
<td>Other(specify)</td>
</tr>
</tbody>
</table>

Signature: -------------------------------------------- Date -----------------------------------
Name and title: -----------------------------------------------