PROCUREMENT NOTICE - REQUEST FOR PROPOSALS
TENDER FOR THE SELECTION OF AN EVENT MANAGEMENT COMPANY (EMC)
FOR THE 7TH KOAFEC MINISTERIAL CONFERENCE
REF.: ADB/RFP/CHGS/2022/0147

1. The African Development Bank (hereafter referred to as “The Bank”) intent to select an event management firm to organize the 7th KOAFEC ministerial conference. The Bank therefore wishes to invite technical and financial proposals from experienced companies for provision of the above services.

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

3. This procurement process is being conducted through the online tendering platform of the Bank and interested Bidders must be registered in the Bank system using the link below: https://eprocurement.afdb.org/sap/bc/webdynpro/sap/zsup_reg_submit#;

4. Detailed Request for Proposal are available on the Bank’s website at: https://www.afdb.org/en/about-us/corporate-procurement. Companies or groups of companies can also obtain a copy of the RFP document by sending a request to tender@afdb.org;

5. Site Visit and Pre-bid conference will be organized in person; eligible companies or groups of companies fulfilling the qualification criteria detailed in the RFP document, are strongly encouraged to participate in the site visit and conference as important information will be communicated related to the RFP and its submission method. The Date and Time of the site visit and conference is 19 July 2022 at 10:00 (Korea local time).

6. Questions related to the pre-bid meeting can be submitted to tender@afdb.org.

7. Submission of offers. Eligible companies or groups of companies meeting the qualification criteria listed in the RFP, are requested to submit their offers through the Bank’s e-procurement portal at https://eprocurement.afdb.org/irj/portal on or before 5 August 2022 at 1200hrs Abidjan (GMT).

8. Any submission sent via any other channel or link other than the above link and/or submissions after the bid closing date, will be deemed inadmissible. Bidders will be advised, in due course, of the results of their submissions.

9. Offers must be valid for a period of ninety (90) days from the deadline for submission of offers.

10. AfDB reserves the right to modify, amend or cancel this RFP at any time during this process.