TENDER FOR THE SELECTION
OF AN EVENT MANAGEMENT FIRM
TO ORGANIZE THE AFRICA
INVESTMENT FORUM

REF: ADB/RFP/CHGS/2021/0167

September 13, 2021
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SUMMARY DESCRIPTION

PART I – SELECTION PROCEDURES AND REQUIREMENTS

Section 1: Letter of Invitation (LOI)
This Section is a letter from the Bank addressed to potential bidders inviting them to submit a proposal for the assignment. The LOI includes references to the selection method and applicable guidelines or policies of the Bank that govern the selection and award process.

Section 2: Instructions to Bidders
“Instructions to Bidders” contains provisions that are to be used without modifications. This Section provides information to help potential bidders prepare their proposals. Information is also provided on the submission, opening and evaluation of proposals, contract negotiation and award of contract.

Section 3: RFP Data Sheet
“RFP Data” contains information specific to the current selection and corresponds to the clauses in “Instructions to Bidders” that call for selection-specific information to be added.

Section 4: Terms of Reference (TORs)
This Section describes the scope of services, objectives, goals, specific tasks required to implement the assignment, and relevant background information; provides details on the required qualifications of the key experts.

Section 5: Evaluation Criteria and Methodology
This Section provides information and evaluation of proposals

Section 6: Technical Proposal Questionnaire
This Section includes the forms for Technical Proposals that are to be completed by potential bidders and submitted in accordance with the requirements of Section 2.

Section 7: Financial Proposal Questionnaire
This Section includes the financial forms that are to be completed by potential bidders, including bidders’ costing of their technical proposal, which are to be submitted in accordance with the requirements of Section 2.

Section 8: Eligibility Requirements
This Section contains information regarding eligible countries.

PART II – CONDITIONS OF CONTRACT

This section describes the resulting contract terms and includes as appendices the Code of Conduct (Appendix 9), the General Terms and Conditions for the Purchase of Goods and Services (Appendix 10), the draft contract Agreement (Appendix 11), the special conditions (Appendix 12) and Sample Supplier Evaluation Report (appendix 12 A).
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PART I – SELECTION PROCEDURES AND REQUIREMENTS

SECTION I – LETTER OF INVITATION

Dear Sir/Madam,

1. The African Development Bank (the “Bank”) invites proposals for the provision of goods and services as described in this Request for Proposal (RFP). To qualify for award, a bidder shall meet the qualification criteria set out in the present RFP.

2. The proposals submitted by bidders shall be received by the Bank on or before the date and time and in the manner specified in Section 2. The Bank’s requirement is set out in Section 4.

3. The Bank is an ‘AAA’ rated regional multilateral development finance institution, established in 1963, with a mandate to further economic development and social progress of African countries, individually and collectively. 81 member countries including all the 54 African countries and 27 non-African countries in the Americas, Europe and Asia own the Bank.

4. The Bank's principal functions include: (i) using its resources for the financing of investment projects and programs relating to the economic and social development of its Regional Member Countries (RMCs); (ii) the provision of technical assistance for the preparation and execution of development projects and programs; (iii) promoting investment in Africa of public and private capital for development purposes; and (iv) to respond to requests for assistance in coordinating development policies and plans of RMCs. In its operations, the Bank is also required to give special attention to projects and programs that promote regional integration.

5. The Bank began its operations from its headquarters, in Abidjan, Côte d’Ivoire on July 1, 1966. For purposes of its operations the Bank also maintains field offices in certain of its RMCs.

6. The information contained in the RFP is designed to enable bidders complete and submit proposals. Bidders shall read the RFP carefully and ensure proposals comply with the instructions provided in the RFP. Bidders are required to complete and submit the Technical Proposal Questionnaire (Section 6) and Financial Proposal Questionnaire (Section 7) in accordance with the Instructions to Bidders (Section 2), RFP Data Sheet (Section 3), Description of Goods/Technical Specification/Terms of Reference (Section 4), Eligibility Criteria (Section 8) and General and Specific Conditions (Section 9). The Bank shall evaluate proposals in accordance with the evaluation criteria and methodology (Section 5). The Bank is not bound by any other terms and conditions unless agreed in writing by the Bank.

7. Any eligible bidder interested in doing business with the Bank shall register at: https://eprocurement.afdb.org/sap/bc/webdynpro/sap/zsup_reg_submit#


9. We look forward to receiving your proposal and thank you for your interest in doing business with the Bank.

______________________________
Marcelle AKPOSSO
Acting Division Manager
Corporate Procurement Division
SECTION 2 - INSTRUCTIONS TO BIDDERS

GENERAL

1. Eligibility of Bidders, Goods and Services- Goods and services procured by the Bank shall be produced in a member country of the Bank and supplied by bidders from a member country of the Bank as defined in the Presidential Directive concerning the Rules for Corporate Procurement activities of the Bank. The Bank’s eligibility criteria as defined in the Presidential Directive are set out in the RFP.

2. Procurement Ethics, Integrity, Anti-corruption and Fairness

   2.1. It is the Bank’s policy that bidders/suppliers to the Bank observe the highest standard of ethics during the procurement process and execution of such contracts. In pursuance of this policy, the Bank shall reject a proposal if it determines that the bidder, or any of its personnel, agent, consultant, subcontractor or service provider, has, directly or indirectly, engaged in “Corrupt”, “Fraudulent”, “Collusive”, “Coercive” or “Obstructive” practices in competing for the contract in question. These terms are defined in the General and Specific Conditions. The Bank may also declare the bidder ineligible for participation in future procurement and award of contracts, either indefinitely or for a stated period of time.

   2.2. A bidder/supplier who offers any gift of any value to Bank staff will be considered to be influencing the procurement process. The Bank shall reject a proposal if it determines that any such gift has been offered.

   2.3. All bidders/suppliers are required to comply with the Code of Conduct for Suppliers in the General and Specific Conditions.

3. Conflict of Interest - A bidder shall not have a conflict of interest that would call into question its participation in the procurement process and award of contract. Bidders shall disclose any potential or actual conflict of interest in the disclosure form and during execution of any contract. All bidders found to have a conflict of interest may be disqualified.

4. Joint Venture

   4.1. Where a joint venture or any other form of partnership (JV) approach is proposed, bidders are required to provide full details of the JV and nature of relationship with other JV members. Bidders forming a JV shall nominate an authorized representative of the JV (duly evidenced by submitting a power of attorney signed by a legally authorized representative of the JV) who shall have the authority to conduct all business for and on behalf of all members and enter into the contract. Each member shall meet the eligibility criteria as defined in the Presidential Directive.

   4.2. A JV shall comprise no more than four partners. At least one member shall provide 40% of the contract sum and each of the other members shall provide at least 20% of the contract sum.

   4.3. All members shall be jointly and severally liable for the performance of any resulting contract.

CLARIFICATION OF THE PROCUREMENT PROCESS

5. Bidders are solely responsible, at their own cost and risk, for obtaining information that may be necessary for preparing proposals and entering into the contract.

6. Amendment of RFP – The Bank reserves the right to modify any content of the RFP without incurring any liability to any bidder. Any such amendment shall be posted on the Bank’s website. It is the sole responsibility of bidders to ensure they are aware of any amendment and take the amendment into account in preparing proposals.

7. Clarification of RFP

   7.1. A bidder requiring any clarification shall notify the Bank in writing at the details provided in the RFP Data Sheet and within the period for clarification in the RFP Data Sheet. Written copies of the Bank’s response (including the questions raised without identifying the source) shall be posted on the Bank’s website.

   7.2. If a bidder feels that any provision in the RFP will be unacceptable, such issue and any request for change to the RFP shall be raised at the earliest opportunity in writing at the details provided in the RFP Data Sheet.
Sheet and in any event no later than the deadline in the RFP Data Sheet. The Bank shall not consider any request to change the General Conditions.

7.3. The Bank shall determine, in its sole discretion, to accept or reject any query or request for change. Any response from the Bank shall be binding on bidders.

7.4. A bidder who contacts any member of Bank staff directly or indirectly in relation to the procurement (except staff specified in the RFP) shall be disqualified.

7.5. The Bank shall not respond to any query or request received after the deadline in the RFP Data Sheet.

8. Site Visit / Pre-Bid meeting

8.1. If provided in the RFP Data Sheet, bidders are invited to attend a site visit and pre-bid meeting. The purpose of the meeting will be to clarify issues and answer questions on any manner relating to the Bank’s requirements. The cost of the site visit and pre-bid meeting shall be at the bidder’s own expense.

8.2. Bidders are requested to submit any questions in writing to the address in the RFP Data Sheet, to reach the Bank no later than one week before the meeting.

8.3. If provided in the RFP Data Sheet that attendance at the site visit and pre-bid meeting is mandatory, any bidder wishing to submit a proposal shall attend the site visit and pre-bid meeting. The Bank shall not consider a proposal from a bidder who does not attend the mandatory site visit and pre-bid meeting.

8.4. Minutes of the meeting (including the text of the questions raised without identifying the source together with the Bank’s response) shall be posted on the Bank’s website.

PREPARATION OF PROPOSALS

9. Cost of Bidding - Bidders shall bear all costs associated with the preparation and submission of proposals. The Bank shall not be responsible or liable for any costs regardless of the conduct or outcome of the procurement process.

10. Language of Proposals

10.1. The proposal and all correspondence and documents relating to the proposal exchanged by the bidder and the Bank shall be written in the language specified in the RFP Data Sheet. A proposal submitted in a language not specified in the RFP Data Sheet shall be rejected.

10.2. Any printed literature furnished by the bidder written in another language other than the language specified in the RFP Data Sheet shall be accompanied by a certified translation in the language in the RFP Data Sheet of its pertinent passages in which case, for the purpose of interpretation of the proposal, the translation shall govern.

11. Subcontractors and service providers – Bidders shall identify any sub-contractors that will play a significant role in the bidder’s performance of the contract. The Bank reserves the right to obtain the same level of information from subcontractors as from bidders.

12. Documents comprising the Proposal – Proposals shall comprise the following documents, completed in full and supported with evidence and information requested:

- Technical Proposal Questionnaire; and
- Financial Proposal Questionnaire.

13. Statement of Conformity, Bid Submission Form and Price Schedule – Bidders shall sign the Statement of Conformity and Bid Submission Form and complete the price schedule using the forms provided. The forms shall be completed without alterations to its format and content. No other substitutes shall be accepted.

14. Publicity Material – Unless expressly permitted in the RFP, bidders shall not submit brochures, general marketing or promotional material with proposals. Publicity brochures shall not be accepted as answers to questions. Bidders shall respond fully to the questions in the RFP.

15. Meeting the Bank’s requirements

15.1. Unless otherwise provided, bidders shall meet the Bank’s requirements by the deadline for submission of proposals.
15.2. Bidders shall respond in sufficient detail and provide evidence and supporting documentation to enable the Bank determine whether the bidder has the required capability, experience, knowledge and expertise to satisfactorily perform the contract.

16. Mandatory Requirements – The RFP may include mandatory requirements. The classification of a requirement as mandatory gives an indication of its significance to the Bank. A proposal that does not meet any mandatory requirement shall be rejected as non-responsive.

17. Samples and Inspection

17.1. The Bank may request samples at any time during the procurement process. If requested, bidders shall provide samples free of charge. A bidder who fails to provide the required samples shall be disqualified. The Bank makes no guarantee that the samples will be returned or the condition of samples upon completion of evaluation. Samples shall be returned at the bidders own cost.

17.2. If provided in the RFP, the Bank shall conduct an inspection of the goods and services during the procurement process either at the bidder’s premises or at the Bank’s offices. Such inspection shall not relieve the bidder from any of its obligations under the contract. The Bank shall notify bidders in writing of the details of any inspection. The Bank shall not be responsible for the expenses incurred by the bidder for such inspection.

18. Demonstration – If provided in the RFP, the Bank shall require bidders to provide a live demonstration of the proposed solution. The bidder shall provide the demonstration free of charge and the Bank shall not accept any liability for any damage to or loss of bidders’ property in connection with such demonstration.

19. Sustainable Procurement (SP) – the Bank is committed to managing its business and executing contracts in an environmentally and socially responsible manner. Bidders should set out how they will deliver the contract in a sustainable manner. The Bank’s SP guideline is available on its website.

20. Alternative Proposals - The Bank shall not consider any variation to its requirements (“Alternative Proposal”) unless expressly permitted in the RFP Data Sheet. If an Alternative Proposal is permitted, the Alternative Proposal shall be accompanied by a fully compliant proposal, i.e. one that meets the minimum technical requirements. The bidder shall quote the price for the fully compliant proposal and then separately provide the technical specification, methodology and adjustment in price that can be offered if the Alternative Proposal is accepted. The nearest functional equivalent or closest standard shall be offered as an alternative. Only the Alternative Proposal of the successful bidder shall be considered.

21. Acceptance of the General and Specific Conditions - It shall be clearly understood that by submitting a proposal in response to the RFP, a bidder shall be deemed to have accepted the General and Specific Conditions. A proposal that does not accept the General and Specific Conditions shall be rejected as non-responsive.

22. Taxes - The prices quoted shall be net free and clear of all applicable taxes including withholding tax duties, fees, levies or indirect taxes, such as customs duties, as the Bank, by virtue of its status as an international organization, is exempt from paying any direct or indirect taxes, by virtue of Article 57 of the Agreement establishing the Bank. If the bidder is unable to quote or invoice exclusive of all applicable taxes, such taxes shall be separately set forth on the quote or invoice.

23. Bid Prices

23.1. The prices submitted by bidders shall, except insofar as it is otherwise provided in the contract, include all labour, supervision, materials, transportation, insurance, profit, general risks, liabilities and obligations set out or implied in the contract.

23.2. The Bank shall award the contract based on value for money that takes into account the whole life costing (i.e., life-cycle costs of the goods and services, maintenance, spare parts, warranty, training, disposal, shipment, insurance) of the requirement.

24. Currency of Proposal - The prices shall be expressed in the currency in the RFP Data Sheet. A bidder shall express all prices in the same currency.

25. Lots – If the Bank’s requirement is sub-divided into separate units (“lots”), bidders can submit a proposal for one or multiple lots unless otherwise stated in the RFP Data Sheet.
26. Period of Validity of Proposals – Proposals shall remain valid for a period not less than the period stated in the RFP Data Sheet. Proposals valid for a shorter period shall be rejected as non-responsive. The Bank may require bidders to extend the period of validity of proposals. If the bidder does not extend the period of validity of proposals, the bidder’s proposals may be rejected. A bidder granting the request shall not be required or permitted to modify its proposal.

27. Bid Security

27.1. If provided in the RFP Data Sheet, the bidder shall furnish, as part of its proposal, the signed Bid-Securing Declaration form or bid security in the amount, form and valid for the period in the RFP Data Sheet.

27.2. The bid security shall be in the form of a certified cheque or a bank guarantee from a bank located in a member country of the Bank and acceptable to the Bank. Any proposal not accompanied by a substantially responsive bid security shall be rejected.

27.3. The Bank may require bidders to extend the period of validity of a bid security. If the bidder does not extend the validity of the bid security, the bidder’s proposal shall be rejected unless the bidder submits a new bid security acceptable to the Bank before expiration of the bid security.

27.4. The bid security of a joint venture shall be issued in the name of the joint venture submitting the proposal and shall list all members of the joint venture.

27.5. The bid security shall be returned to bidders in the circumstances specified in the RFP Data Sheet.

SUBMISSION AND OPENING OF PROPOSALS

28. Deadline for Submission of Proposals

28.1. The Bank shall receive proposals no later than the deadline in the RFP Data Sheet. It is the sole responsibility of bidders to ensure timely receipt of proposals by the Bank.

28.2. The Bank shall extend the deadline for submission of proposals at any time without incurring any liability to bidders.

29. Late Proposals – The Bank shall not consider any proposal received after the deadline for submission of proposals. Any proposal received by the Bank after the deadline for submissions shall be declared late and rejected by the Bank.

30. Proposals rejected by the Bank - Proposals rejected by the Bank shall be destroyed or returned to bidders, at its own cost, if so requested.

31. Proposals submitted electronically via AfDB e-Procurement portal

31.1. If provided in the RFP Data Sheet, proposals shall be submitted electronically via AfDB e-Procurement portal.

31.2. Bidders shall obtain guidance on submitting proposals electronically in the user manual in AfDB e-Procurement portal.

31.3. The Bank reserves the right to request the original of any form, document or authorization submitted electronically by any bidder.

32. Proposals submitted by mail, courier or hand-delivery

32.1. If provided in the RFP Data Sheet, proposals shall be submitted by mail, courier or hand-delivery.

32.2. Proposals shall be submitted in a sealed envelope (with both the technical proposal questionnaire and financial proposal questionnaire in separate sealed envelopes) and delivered to the address provided in the RFP Data Sheet.

32.3. Each bidder shall submit proposal in one original and four copies (any attachment, appendix and annex thereto shall also be submitted in one original and four copies): the original proposal shall carry the mention “Original” and each of the four copies the mention “Copy”. The technical proposal (one original and four copies) and the financial proposal (one original and four copies) shall each be placed in two separate sealed envelopes (the “internal envelopes”).
32.4. The following mention shall appear on each internal envelope:
   a) the RFP reference;
   b) the mention “Technical Proposal” or “Financial Proposal” as the case may be; and
   c) the name and address of the bidder.

32.5. The internal envelopes shall be placed together in a large single envelope called “external envelope” which shall be anonymous and carry the label in the RFP Data Sheet that should be photocopied and placed on the external envelope.

32.6. Any alternative proposal shall be prepared, sealed, marked and dispatched as per the instructions in this paragraph and clearly be identified as “Alternative”.

32.7. All pages of the proposal shall be numbered. Each copy of the proposal shall be bound in a single volume where practical. All documentation submitted with the proposal shall be bound in a single volume.

32.8. The person or persons signing the proposal shall initial all pages of the proposal where correction has been made.

32.9. When delivered by hand, the proposal shall be delivered at the address during the working hours of the Bank from 8.00 hrs. to 12.00 hrs. and from 14.00 hrs. to 18.00 hrs., Monday through Friday except for holidays observed by the Bank. Delivery to any other office of the Bank shall be at the risk of the bidder and shall not constitute timely delivery.

33. Modification / Withdrawal of Proposals – Bidders may modify or withdraw proposals prior to the deadline for submission. Bidders shall not be permitted to modify or withdraw proposals after the deadline for submission.

33.1. Proposals submitted electronically via AfDB e-Procurement portal - Bidders can obtain guidance on modifying or withdrawing proposals in the user manual.

33.2. Proposals submitted by mail, courier or hand-delivery - The bidder’s modification or withdrawal shall be prepared, sealed, marked and dispatched as per the instructions set out in Section 1 and accompanied by a written notice duly signed by an authorized representative. Any modification or withdrawal shall clearly be identified as “Modification” or “Withdrawal”.

34. Bid Opening – Proposals shall be opened as soon as possible after the deadline for submission. The record of the bid opening shall be made available as soon as possible on the Bank’s website.

EXAMINATION OF PROPOSALS

35. Confidentiality and Disclosure of Information - The Bank is committed to make public all information in its possession unless there is a compelling reason for confidentiality in accordance with its policy on Disclosure and Access to Information. Bidders shall notify the Bank if the information provided is confidential and shall not be disclosed to the public. The Bank shall endeavor to maintain confidentiality of confidential information and evaluation of proposals. The Bank reserves the right to disclose information in accordance with its policy on Disclosure and Access to Information.

36. Clarification of Proposals

36.1. To assist in the examination and evaluation of proposals and qualification of bidders, the Bank may, at its discretion:
   36.1.1. Require any bidder to clarify any part of its proposal;
   36.1.2. Require any bidder to provide further information or documentation;
   36.1.3. Undertake site visit to any bidder; or
   36.1.4. Contact referees provided by any bidder.

36.2. Any clarification submitted by a bidder that is not in response to a request by the Bank shall not be considered. No change in the price or substance of the proposal shall be sought, offered or permitted. Where a bidder does not provide the information requested the proposal shall be evaluated as presented.

37. Determination of Responsiveness
37.1. The Bank’s determination of a proposal’s responsiveness is to be based on the contents of the proposal itself, as defined in the RFP. A substantially responsive proposal is one that meets the requirements of the RFP without material deviation, reservation or omissions.

37.1.1. “Deviation” is a departure from the requirements specified in the RFP;
37.1.2. “Reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the RFP; and
37.1.3. “Omission” is the failure to submit part or all of the information or documentation required in the RFP.

37.2. A material deviation, reservation or omission is one that,

37.2.1. If accepted, would:
   37.2.1.1. Affect in any substantial way the scope, quality or performance of the requirements as specified in the RFP;
   37.2.1.2. Limit in any substantial way, inconsistent with the RFP, the Bank’s rights or the bidder’s obligations under the proposed contract; or
   37.2.1.3. If rectified, would unfairly affect the competitive position of other bidders presenting substantially responsive proposals.

37.3. The Bank shall examine the technical proposals to determine whether proposals are substantially responsive with the requirements.

37.4. If a proposal is not substantially responsive to the requirements of the RFP, it shall be rejected by the Bank and may not subsequently be made responsive by correction of the material deviation, reservation or omission.

BID EVALUATION

38. Conversion to Single Currency - For the purpose of evaluation, the Bank shall convert all prices into the Bank’s Units of Accounts (UA) by using the Bank’s monthly moving average rate for the applicable month (deadline for submission of proposals).

39. Acceptance or Rejection of Proposals – The Bank reserves the right to accept or reject any or all proposals, cancel the procurement process and/or reject all proposals at any time prior to contract award, without incurring any liability to bidders.

AWARD OF CONTRACT

40. Award Methodology

40.1. The Bank shall evaluate proposals in accordance with the evaluation criteria and methodology and may discuss proposals with bidders.

41. Contract Award

41.1. By issuing the RFP, the Bank is not committed to award a contract for all or part of the requirements.

41.2. The Bank reserves the right to award a contract for part of the requirements. Bidders shall indicate if they would not accept a contract for part of the requirements.

41.3. If the requirement is divided into lots, the Bank reserves the right to award a contract to a bidder to satisfy the entire requirement.

41.4. The Bank reserves the right to increase or decrease the volume of goods or services, usually not to exceed 20%, without any change in unit price or other terms and conditions.

42. Best and Final Offer – Following evaluation of proposals, the Bank may decide to obtain Best and Final Offers from qualified bidders whose proposals are substantially responsive with the requirements. If such a decision is made, the Bank shall notify bidders in writing of the process. The Bank may use e-Auction for this process.
43. **Notification of Award** - Following a recommendation to award the contract, the Bank shall issue a notice of consideration for award to the successful bidder and regret letters to unsuccessful bidders.

44. **Debriefing** - Unsuccessful bidders may request debrief within seven (7) days from receipt of the regret letter.

45. **Award Protest Procedure** – The Bank has a complaint procedure about the conduct of the procurement process as set out in the Presidential Directive. An unsuccessful bidder wishing to make a complaint must inform the Bank within seven (7) days of notification of the Bank’s contract award decision.

46. **Contractual Relationship** - The contractual relationship shall be governed by the General and Specific Conditions and shall include the description of goods/technical specification/terms or reference, the successful bidder’s technical and financial proposal. **No other terms and conditions put forward at any time by the bidder shall form part of the contract.**

47. **Performance Security**

   47.1. If provided in the **RFP Data Sheet**, the successful bidder shall furnish the performance security within the period, amount and form stipulated in the **RFP Data Sheet**. The performance security shall be in the form of a bank guarantee from a bank located in a member country of the Bank and acceptable to the Bank.

   47.2. The performance security shall be returned to the bidder as set out in the General and Specific Conditions.

   47.3. Failure of the successful bidder to comply with the requirements of performance security shall constitute sufficient grounds for cancellation of the award to the bidder without any right of action against the Bank.

   47.4. In lieu of bank guarantee, the Bank may retain 10% of the contract sum that shall be returned to the bidder as set out in the General and Specific Conditions.

48. **Advance Payment**

   48.1. If provided in the **RFP Data Sheet**, the Bank shall provide advance payment to the successful bidder, subject to a maximum amount not to exceed 30% of the contract sum. The advance payment request shall be accompanied by an advance payment guarantee from an insurance company or bank located in a member country of the Bank and acceptable to the Bank. The advance payment guarantee shall be in the form specified in the **RFP Data Sheet**.

   48.2. For the purpose of receiving the advance payment, the bidder shall make an estimate of, and include in its proposal, the expenses that will be incurred during the first month beginning with the date of the Bank’s notice to proceed or contract signature, whichever is earliest.

   48.3. The advance payment shall be repaid to the Bank by deducting proportionate amounts from payments due to the bidder as set out in the General and Specific Conditions.

   48.4. The advance payment guarantee shall be returned to the bidder as set out in the General and Specific Conditions.

49. **Defects Liability Period and Retention Fee** – If provided in the **RFP Data Sheet**, the Bank shall retain 10% of the contract sum until the end of the defects liability period. This is the pre-determined period after practical completion of the project when the successful bidder is responsible for making good any faults which appear and which are due to defective materials or work. The defects liability period is set out in the General and Specific Conditions. The Bank shall pay the successful bidder the retention fee as set out in the **RFP Data Sheet**.

**FURTHER ASSISTANCE**

50. **Authorized Representative** - Bidders shall provide the Bank with up to two authorized representatives. The Bank shall contact bidders through the authorized representative. The Bank shall assume that the representative is authorized to act on behalf of the bidder and bind the bidder to any response.

51. **Assistance** – For assistance on using AfDB e-Procurement portal, bidders shall refer to the user manual. Alternatively, bidders can contact [tender@afdb.org](mailto:tender@afdb.org) and quote the tender reference.
The numbering below refers to the appropriate numbering of the introduction

| § 1 | The goods and services to be provided is to recruit an Event Management Firm to ensure the effective preparation, management and execution of the 2021 Africa Investment Forum (AIF) due to take place in Abidjan – Côte d’Ivoire during December 2021, as outlined in Section 4. |
| § 1 | To qualify for award, bidders (including each partner in a joint venture or partnership, subcontractors) shall meet the following pass/fail qualification criteria: |
| | **Appendix 6A - Statement of Conformity**: completed and signed |
| | **Appendix 6H - Bid-Securing Declaration Form**: completed and signed |
| | **Eligibility of Bidders, Goods and Services**: Goods and services procured by the Bank shall be produced in a member country of the Bank and supplied by bidders from a member country of the Bank. |
| | **Eligibility Criteria**: a bidder shall not normally be eligible if any of the situations in the Presidential Directive concerning the rules for corporate procurement activities of the Bank apply. |
| | **Eligibility Criteria**: the majority of a bidder’s capital shall be held by nationals from a Member Country of the Bank. |
| | **Financial Standing**: An average turnover of at least USD 3,000,000 for the last three years [2017, 2018, 2019 or the latest]. A bidder shall demonstrate current soundness of financial position and its long-term profitability. |
| | **General and Specific Experience**: a bidder shall have a minimum of five (5) years’ experience and successfully or substantially implemented as a prime contractor at least two (2) projects of a similar nature and complexity (the contracts cited shall be at least 70% complete) in the last Seven (7) years. |
| | **Historical Contract Performance and Pending Litigation**: a bidder shall demonstrate the ability to successfully complete previous contracts and has no pending litigation to impede its ability to perform the contract. |
| | **Conflict of Interest**: a bidder shall have no actual or potential conflict of interest that would call into question its participation in the procurement process and award of contract. |

The numbering below refers to the appropriate numbering of the instructions to bidders

| § 7 | **Request for clarification** shall be sent in writing: by electronic mail: tender@afdb.org. The request shall be received by the Bank no later than: 20/09/2021 at 12:00 pm, Abidjan time. |
| § 8 | **Pre-bid meeting**: The Bank shall organize a non-mandatory pre-bid meeting on Friday, 17/09/2021 at 12:00 pm, Abidjan time. Potential bidders can join the meeting by video or teleconference. Details about the conference will be provided upon request and the meeting minutes will posted on the Bank’s website. Questions for pre-bid meeting shall be submitted to tender@afdb.org. The pre-bid conference is a mandatory requirement: [NO] but recommended. |
| § 10 | **Language of the Bid**: The language of proposals and all correspondence is: English; however, considering the bilingual nature of the institution, proposals submitted in French will be considered. |
| § 20 | Alternative proposals are accepted: [NO] |
| § 24 | **Bid Currency**: The prices shall be expressed in US Dollar or any freely convertible currency. |
| § 25 | The Bank’s requirement is divided into lots [NO] |
| § 26 | **Bid Validity**: The minimum period of validity of proposals is ninety (90) days, from the deadline for submission of proposals. |
| § 27 | **Bid security** is required: YES, in the form of a Bid-Securing Declaration, see Appendix 6H in Section 6. |
| § 28 | **Bid submission deadline**: The deadline for submission of proposals is 27/09/2021 at 12:00, Abidjan time. |
| § 31 | Proposals shall be submitted electronically: **YES**  
The link for electronic submission is: [https://eprocurement.afdb.org/irj/portal](https://eprocurement.afdb.org/irj/portal)  
**In order to submit a bid, Bidders must register using the link below:**  
| § 32 | Proposals shall be submitted by mail, courier or hand delivery: **[NO]** |
| § 47 | Performance security is required: **[NO]** |
| § 48 | Advance payment will be provided to the successful bidder: **YES.**  
Upon request from the successful bidder, the Bank will provide advance payment, subject to a maximum amount not to exceed 30% of the contract sum. The advance payment request shall be accompanied by an advance payment guarantee from a bank located in a reputable Bank from a member country of the Bank and acceptable to the Bank. |
| § 49 | The Bank shall retain 10% of the contract sum until the end of the defects liability period: **[NO]**. |
| § 50 | In addition to the User Manual for electronic submission available on the Bank’s website, bidders can obtain further support by sending an email to tender_assistance@afdb.org. |
SECTION 4 – TERMS OF REFERENCE
FOR THE SELECTION AN EVENT MANAGEMENT FIRM TO ORGANIZE
THE AFRICA INVESTMENT FORUM (AIF)

1. BACKGROUND/CONTEXT

1.1. According to the African Development Bank, Africa faces a huge investment dearth. The continent’s annual financing gap for infrastructure alone is between US$ 68 billion and US$ 108 billion.

1.2. With national budget deficits widening, and Official Development Assistance (ODA) to the continent stagnating, Africa must tap on existing and new sources of private capital to accelerate its transformation. Presently, global and African Assets Under Management (AUM) are recording a steep increase. Globally, assets under management are expected to almost double in size by 2025, from US$84.9 trillion in 2016 to US$145.4 trillion by 2025.

1.3. African nations ascribe a special role to the African Development Bank as the premier financing institution on the continent to support its transformation. Through its convening power, specialized knowledge and strong presence on the ground, the Bank is well positioned to lead a collaborative effort among key actors - governments, MDBs and the private sector, to crowd in financing and leverage resources for the continent’s development.

1.4. This is why the Bank Group championed the Africa Investment Forum - an innovative and fully transactional platform, alongside its Founding Partners (Development Bank of Southern Africa, AfreximBank, Islamic Development Bank, Trade and Development, Africa 50, Africa Finance Corporation, and European Investment Bank), driven by a new mind-set that a coordinated approach for raising capital and a greater focus on high-impact deals will help bridge the continent’s investment gap.

1.5. The Africa Investment Forum (AIF) is a multi-stakeholder, multi-disciplinary platform dedicated to advancing private and public-private-partnership deals to bankable stages, raising capital, and accelerating their financial closure, whilst tracking investments in these deals.

1.6. The Forum is Africa’s investment marketplace, through which the African Development Bank, along with its partners, originate and structure deals, credit-enhance these deals, and attract investors to close Africa’s investment gaps while developing infrastructure as an asset class. The Forum’s objectives are to reduce intermediation costs, improve the quality and number of bankable deals, and increase active and productive engagements between African governments and the private sector.

1.7. Whilst the success of the first two editions of the Forum has proved the novel concept of the platform, it has also raised high demands and expectations of the platform to deliver its full potential.

2. OBJECTIVE

2.1. The unprecedented lockdowns, strict travel bans and “social distancing” measures that followed the global COVID-19 pandemic saw many highly anticipated major international events, including the 2020 edition of Africa Investment Forum market days cancelled and postponed.

2.2. The Africa Investment Forum has decided to hold the 3rd edition of its market days event in a hybrid format under strict social distancing rules. In this respect, AIF is seeking the services of a world-class Event Management Company to provide end-to-end planning, management, organization, and logistics of the 3rd edition of the Africa Investment Forum which will be held from December 1-3, 2021.

2.3. The conference will be held at the Sofitel Hotel Ivoire, Abidjan, Cote d’Ivoire, with an estimated 200 in person participants and between 1,000 to 2,000 participants through an online platform, which should be professional, reliable, and engaging.

2.4. There are two critical components of the hybrid event.

a. One is the on-site location where about 200 in-house participants and presenters must be able to present audibly, connect to the event to engage with the online participants, and discuss with them via chat. Interpretation needs to be provided in 3 languages (EN, FRA, PT) for onsite participants and virtual participants.

1 African Economic Outlook 2018
2 PWC Press release Global Assets under Management set to rise to $145.4 trillion by 2025
b. The second component requires livestreaming of the sessions on a secure video conferencing platform so between 1000 and 2000 participants can connect remotely. Ideally the connection will be straightforward using commonly accepted software (Teams, Zoom, etc) and not requiring opening ports on web browsers.

2.5. The Event Management Company is expected to advise and engage with the Africa Investment Forum and other relevant Departments of the African Development Bank on all aspects of the Event in a cost-effective manner while keeping the highest possible international standards.

3. THE AFRICA INVESTMENT FORUM MARKET DAYS

3.1. The credibility of the Africa Investment Forum remains its ability to match deals to investors and ensure successful Boardroom outcomes. The Market Days include the following work streams:

   a. **Boardrooms**: Deals focused, invitation-only physical Boardroom meetings between project sponsors, investors and key government officials with objectives of securing investor interests and achieving financial closure. These need to be recorded and interpretation in ENG, FRA and PT needs to be provided.

   b. **Virtual Business-to-Business (B2B) Meetings**: Innovative and organized virtual bi-lateral Business-to-Business meetings among investors and project sponsors. To be provided in the platform for all participants.

   c. **Public sessions**: Two physical events - Plenary and Boardrooms will hold each day, while the public sessions aimed at discussing thematic and important elements on Africa’s investment and economic development will hold virtually. Each day begins with a plenary session which will be livestreamed. Followed by two public sessions and will end with a closed Boardroom session. The timeframe for the plenary to public sessions is estimated to be four hours. These sessions are livestreamed, interpretation is required in ENG, FRA and PT.

3.2. **Scope of the Market Days (Event)**

The purpose of this contract is to provide and manage a hybridized event - the physical and virtual platform for the 3rd Edition of the AIF Market Days with strong internet capacity, livestream and chat features that can be seen by all participants. The event will be held on **December 1-3, 2021** with an **estimate of 200 live participants** including VIPs (Heads of State and Government Officials, Heads of Institutions, and private sector CEOs) **between 1,000 to 2,000 participants** through an online platform.

4. **EVENT MANAGEMENT COMPANY SCOPE OF WORK (the “ASSIGNMENT”)**

Under the close supervision of the Africa Investment Forum, the Event Management Company will carry out the following responsibilities before, during, and after the event:

The first component is the on-site location where the in-house participants and presenters must be able to present audibly, connect to the virtual event to engage with the online participants, and discuss with them via chat.

4.1. **Before the Market Days**

   i. Present 3D renders with a detailed innovative concept of the Market Days work streams including Virtual Event signage, in close coordination with the Bank’s Communication and External Relations Department.

   ii. Create, prepare and enforce a robust COVID-19 compliance program measures in accordance with global health and safety protocol on social distancing guidelines and restrictions to ensure international best practices for corporate compliance programs during the event for participants, staff and organizers.

   iii. Design an efficient local transportation plan for shuttling delegates, media and VIPs from the airport / to the hotels/Event Venue, and from the hotels to the Airport.

   iv. Provide a white glove “delegate experience”, which includes logistics, brand interaction, transportation, accommodation, and Market Days engagement.

   v. Provide an implementation plan with clear timeline, and milestones, for the Market Days including Logistics plan – Transportation, Hotel etc. in addition to a comprehensive contingency plan.

   vi. Ensure timely implementation aligned with approved plan and timelines.

   vii. Obtain and comply with all necessary approvals, regulatory requirements, and clearance for the Event from the relevant authorities of the Host Country and the Event Venue.

   viii. Ensure that world class facilities, goods, and services are provided for the Market Days work streams. Make sure accommodation, transport (air and land –road), information technology (including Event App), media, catering etc. are in line with or above approved requirements of the Bank, and bench-marked at par and/or above similar events such as the Annual Meetings of Multilateral Development Banks, and other major global conferences or fora.
(viii) Work closely with the team at the Africa Investment Forum as well as collaborate effectively with other departments of the Bank (Office of the Secretary General, Communications team, Procurement, IT, and Security teams amongst others) to ensure timely preparation, management and execution of the Event, in accordance with the highest international standards aligned with the established timelines;

(ix) In addition to requisite periodic report, promptly inform the Africa Investment Forum team regularly of any critical issue or risk that may delay or adversely impact adherence to deadline and targets.

(x) Negotiate and review contracts with third party suppliers especially the Event Center and the Hotels in line with the Bank’s Approved procedures and procurement/settlement guidelines.

(xi) Ensure a coordinated media campaign – online and offline leading to the event. Work closely with the Africa Investment Forum Team and the Bank’s Communications department.

(xii) Provide a seamless and simplified but robust invitation, registration and accreditation platform invitation ONLY event (Online and Offsite). Invitation, registration and accreditation process should include normal and exceptions processes.

4.2. During the Market Days - Delegates’ Invitation, registration and accreditation, and reservation management

(i) Provide an informative, security proof registration Event website for the Africa Investment Forum Market Days.

(ii) Issue ONLY vetted online and physical invitations to delegates, except for VIP delegates recognized by the Bank.

(iii) Identify, vet, and categorize and color code all delegates using delegate domiciliation as a key identifier- investors, partners (founding & institutional), government official, project sponsors, staff (AfDB), Protocol, organizers, event sponsors (platinum, gold & silver), etc. Agree on a categorization schema with the team at the Africa Investment Forum. Such schema should align with the schema used for identifying delegates’ participation at the Boardroom rooms, the Africa Investment Forum MIS, and the Event App

(iv) Periodic exchange of delegate list (invitation/registered and accredited) with the Africa Investment Forum team before, during, and after the Market Days

(v) Develop/Build a physical registration center or rent a location for registration center within the premises of the Event venue - equipped with French and English-speaking staff. The registration center should be operational 2 days prior to the event.

- Provide enough smart badges and lanyards for speakers, officials, delegates, media, security, and staff.
- Provide smart badge readers with access control capabilities to identify and grant access to requisite category of delegates – particularly access to Entrance Point(s), Boardroom Area, and other security bound area(s). Boardroom Access should synchronize with the Investors’ Blast process (granting access to identified and vetting investors to concerned boardrooms)
- Provide pins for VIP’s easy identification.
- Registration center should have differentiated areas for VIP’s, Partners, Delegates, Media and Security.
- Provide a separate counter/room to manage onsite registration.

(vi) Propose Registration Kits (Conference bag) and make them available for delegates and VIPs prior to the event.

(vii) Ensure adherence to COVID-19 health guidelines and safety protocols by ensuring the following:

- Erect Barrier/Partitioned controls during registration and accreditation. The screener should stand behind a physical barrier, such as a glass or plastic window or partition, that can protect the screener’s face and mucous membranes from respiratory droplets that may be produced when the employee sneezes, coughs, talks, or breathes. Upon arrival, the screener should wear a mask and wash hands with soap and water for at least 20 seconds or, if soap and water are not available, use hand sanitizer with at least 60% alcohol.
- Ensure that all delegates after the mandatory screening, wear face masks. All delegates, upon their arrival, should stand at least 6 feet away from other delegates.
- Ensure that the seating arrangements complies with social distancing protocols.
- Health officials to confirm that their temperature is less than 100.4°F or (37.00 C).
- The positioning of FFP2 face masks and hand sanitizers in all major entry points of the venue.
(viii) Hotel Accommodation

- Identify hotels to be used during the Market Days for 200 delegates that will be present physically (sponsored media and Bank staff: security, protocol, etc.)
- Assess the capacity and suitability of the hotel facilities proposed for the accommodation of delegates. All hotel facilities must be vetted by the Bank’s relevant Departments.
- In consultation with the Africa Investment Forum Team, negotiate the maximum possible discount rates and other terms of conditions for all delegates, staff and service providers with the identified and cleared hotels.
- Make block bookings in official hotel.
- Establish a clear process/protocol for hotel booking, cancellation, and no show. This should also include release and resale of hotel rooms.
- In close collaboration with the Africa Investment Forum team, manage and allocate hotel rooms for the physically invited delegates.
- In close collaboration with the Africa Investment Forum team and the Bank’s Protocol team, manage and allocate hotel rooms for VIP delegates.

(ix) Transport

- Execute approved logistics plan – Transport and Hotel
- Establish and resource (bilingual – English and French Hostess) Welcome Desks at Airport during the event.
- Provide transport from the airport to the hotels for invited delegates and sponsored media.
- Assist the Bank to arrange VIP vehicular transport.

(x) Hostesses

- Make available 30 hostesses (both English and French speaking) at the airport and official hotels.
- Establish a help desk and have hostesses assist delegates at the help or information desk, registration desk and the plenary.
- Provide them with adequate Africa Investment Forum branded t-shirts / polos as well as masks for 3 days.

(xi) Venue installation and Decoration: The Event Management Company will be expected to:

- present a novel layout in 3D of the Plenary room and the two rooms used for Parallel Sessions.
- present a novel layout in 3D of the 6 Boardroom Sessions rooms (the layout, decoration and style of the Boardrooms should clearly be identified as Boardrooms and not meeting rooms).
- propose and provide fully installed, decorated, and furnished spaces with world class look and feel (ambiance) in collaboration with the Africa Investment Forum team and other Bank Departments as may be applicable.
- provide directional Signage and Branding (room signage, general branding, banners, bus branding, airport and hotel signage, session nameplates, branding for Press conferences, hostesses)
  ➢ Plenary, Parallel Sessions and Boardrooms with digital signage at the entrance to display program.
  ➢ 20 monitors 55” distributed over the venue to display content remotely.
- Provide a registration desk for delegates, VIP’s and media.
- Provide appropriate event furniture for all areas as prescribed by the Africa Investment Forum.
- Provide a red carpet forVVIP access.
- Provide charging stations for phones and laptops throughout the venue.
- Provide external back-up power for plenary and parallel sessions.
- Provide high speed internet backup via Satellite for the streaming of sessions in program.
(xii) Boardroom Sessions

- Smart Boardroom: Badge Access control to admit cleared Boardroom delegates
- Color code to identify investors in line with approved color schema for delegates boardroom refreshment area
- **6 Large Boardrooms, capacity: 5-25 seats per boardroom** – with enough space to observe social distancing guidelines.
- **Table seats** (5-25 seats) to be equipped with table mics.
- Each Boardroom to be equipped with **Interpretation/translation booth for 2/3 languages**: English, French, and Portuguese
- **1 laptop with clicker, WIFI, and WIFI enabled printer per boardroom**
- **Boardroom stationeries**: Printer Paper, Branded Jotters, Pens, USB sticks and 1 Flat Plasma screen / Projector with audio & video capability per boardroom for presentation
- **IPADs** - each per Boardroom to support staff for delegate check-in/admission

(xiii) Public Session

- **1 fully branded Multipurpose plenary room for 200-300 delegates**: The studio will host participants onsite with a live feed for TV. It will also serve as a room for the plenaries, moderator and will host the fireside chat.
  - LED screen in 16:9 ratio with PIP system (P2-P3 resolution)
  - Stage with lectern, one to one ITW area and up to 9 speaker positions
  - Interpretation booths for 3 languages: English, French, Portuguese.
  - 200 translation headsets
  - HD Cameras and a Luma
  - Sound system with HF microphones
  - Lighting for TV broadcast, livestreaming and recording
  - VIP seats for front row (opening and closing ceremonies)
  - Media boxes
  - Provision to produce name tags for seating arrangement
  - Electronic nameplates with I-pads or alike
  - 20-30” Timer screens for panelists / moderators in the studio room
  - Live streaming of sessions
  - Show caller

- **2 Parallel Sessions Room**: The rooms serve as a small plenary for parallel sessions in the program, Capacity from 75-100
  - LED screen in 16:9 ratio or projector with PIP system
  - Stage with lectern, one to one ITW area and up to 6 speaker positions
  - Interpretation booths for 3 languages: English, French, Portuguese.
  - 200 translation headsets
  - HD Cameras
  - Sound system with HF microphones
  - Lighting for TV broadcast, livestreaming and recording
  - Media boxes
  - Provision to produce name tags for seating arrangement
  - Electronic nameplates with I-pads or alike
  - 20-30” Timer screens for panelists / moderators in the studio room
  - Live streaming of sessions
  - Show caller
• 1 Physical Studio Media/Press Conference room - with an extra room for signature signing

  o **Studio Press** Conference room
  o Branded backdrop
  o **Interpretation** booths for Studio Media Conference room:
    ✓ Branded backdrop
    ✓ Interpretation booths for 4-5 languages: English, French, Portuguese
    ✓ 50 Translation headsets
    ✓ Sound system with table mics and HF microphones
    ✓ Media boxes
    ✓ 2 HD Cameras and recording capability
    ✓ Light for proper TV shots and broadcasting
    ✓ Name plates
    ✓ Wi-Fi and wired internet
    ✓ Media Boxes
    ✓ Live Streaming
    ✓ equipped with laptops and printing facilities (capacity 100 workstations)
    ✓ Live feed from plenary and virtual sessions
    ✓ Permanent coffee break area
    ✓ Interview area with TV Lighting

  o **Signatures** room:
    ✓ Branded backdrop
    ✓ Set-up for signatures
    ✓ Lectern
    ✓ Sound system with table mics
    ✓ 3 languages: English, French, Portuguese.
    ✓ Translation headsets
    ✓ Sound system with table mics
    ✓ Media boxes
    ✓ 2 HD Cameras and recording capability
    ✓ Light for proper TV shots and broadcasting
    ✓ Name plates
    ✓ Wi-Fi and wired internet
    ✓ Media Boxes
    ✓ Live Streaming

  o **Support Facilities**
    ✓ **1 Studio room** for the President of the African Development Bank.
    ✓ **1 Office** for the PRST office of the African Development Bank
    ✓ **1 Meeting room** for the President of the African Development Bank with dedicated Printer/Scanner
    ✓ **1 Office** for the Principal of the Host Government.
    ✓ **1 Holding room** for dignitaries.
    ✓ **1 Office space** for core Africa Investment Forum staff.
    ✓ **1 Office space** for the Director, Africa Investment Forum.
    ✓ **1 Office space** for the Bank’s Protocol
    ✓ **1 Office space** for the Bank’s communications team (Editorial)
    ✓ 2 sound-proof booths for Bank multimedia team and production film crews (30 working space each, with badge access due to high value equipment stored therein)
    ✓ **1 Office space** for African Development Bank staff
    ✓ **1 Office space** for interpreters.
    ✓ **1 Office space** for Vice Presidents, Secretary General, Chief of Staff, Advisors and Director of Communications.
✓ 1 Office space for Africa Investment Forum Partners.
✓ 1 Office space for host government including a police command center.
✓ Staff Canteen
✓ Business Cozy Networking areas
✓ Provide Shared printers for designated offices.

(xiv) Technology and Audiovisual

- The Event Management Company will work closely with the Africa Investment Forum and other technical teams in the Bank to provide ALL the event infrastructure, technology, and audiovisual equipment for the plenary room and all boardrooms (See Boardroom Session requirement above).
- The Event management company will be expected to provide proper documentation and seek due written clearance on any request for technical infrastructure, technology and audiovisual equipment with the designated authority at the Africa Investment Forum in line with the Bank’s policies and guidelines. The Event management company will assist with the management of each session (Boardroom & Plenary).
- The EMC should provide TÜV or Bureau Veritas Certification about the safety of the installation for technical equipment, décor and the use of fireproof materials.

(xv) Opening Ceremony

- In close collaboration with the Bank’s relevant Departments and the Africa Investment Forum, provide event infrastructure, technology, and audiovisual equipment to address the requirements of the opening ceremony in line with the above guidance.

(xvi) Media and Communication

- Assist in the coordination and production of the press conference launching the Africa Investment Forum (equipped venue and branding)
- Assist the Bank in providing an adequate conference pack for delegates and journalists (bags, notepads, pens, USB flash drives, etc.)

(xvii) Catering

- Manage the catering services including (i) proposal of menus; and (ii) arrangements of the coffee/tea breaks, official lunches and dinners in collaboration with the Bank;
- Negotiate the best possible rates for catering services with the conference Centre while ensuring the best quality of both products and services
- Manage private side events for partner organizations (breakfasts, lunches and dinners)
- Manage flower arrangements in venue
- Additional aspects could be called upon the event management firm to manage (TBD) such as:
  ✓ Pre-event press conference in collaboration with the Communications team
  ✓ Issues related to change of layout, securing new venues which might be dictated for Security reasons by the Police

(xviii) Virtual event

- The second component requires enabling 1000 to 2000 participants globally to see and hear presentations projected from the on-site location on their computer, tablet or phone, or to have the ability to join the conference via call-in line at no additional charge to them. The system must be iOS and Android devices compatible.
- Prepare ‘virtual’ presentations and the virtual part of the event
  ✓ Provide a sophisticated stable virtual platform to host over 2,000 participants, enabling attendees to interact, learn from and engage with one another. Platform allows participants to chat with each other, see PowerPoint presentations and video, play video within the platform, mute the audience and run polls (optional); can be integrated with social media; display presenter name during the presentation and hashtag on screens during Q&A and discussions.
Maximize online registration with an eye-catching, effective and beautiful landing page.

Cater the virtual platform to a diverse group of attendees or sub-platforms (lobbies; exhibit halls; auditorium; In-events webinars; networking and real time chat tools; info desk; event inside; etc.) with a rich environment that is mobile friendly and highly interactive with features and localization software for English, Spanish, French, and Arabic, or other the audience’s preferred languages.

Conduct a pre-test session with AIF to assess whether the platform meets the event needs.

- **Livestream the event from the Event Venue**
  - Set up all equipment and staff for at start time and date of the event.
  - Record the event using audio-visual very high equipment (for example, display screen, wireless microphones, lighting, sound, video converters, and expendables such as additional cables, gaffing tape, batteries etc.);
  - Host poster if required sessions for an added layer of engagement through 3D poster halls that allow event participants to compile content and share with ease and conveniently browse through posters and engage with organizers in real time.
  - Provide a website integrated to the livestream that can display and provide a mechanism for feedback on 10-20 full screen ‘posters’ in a ‘virtual poster session’ with the ability to comment on posters (optional multimedia content);
  - Record the event and provide a file of the recording for posting online.
  - Provide detailed reports that help organizers quickly measure the event’s impact, break down event performance and attendee participation.
  - Provide an industry-leading customer support from beginning to end.

- Develop a world class, user friendly, and novel look and feel, **Event App** with the following key features among others:
  - Categorized delegates based on approved delegate schema
  - Delegates’ ability to register for plenary sessions, and book virtual bilateral meeting rooms
  - Virtual B2B meeting room timeslot booking and management
  - Virtual Delegate to Delegate chat and connection capability as well as Delegate to Delegate B2B meeting invite request
  - Ability to display and segment virtual Boardroom Deals from projects in the Deal Gallery
  - Ability to segment and target specific categories of virtual delegates – particularly for notification messages
  - Ability to display/segment Boardroom Deals to concerned investor delegates
  - Ability to send manual and auto periodic notification reminders to concerned delegates for plenary and boardroom meetings, plenary, and virtual session appointments.
  - Align/integrate Event App module with the AIF MIS Investors’ blast module – work closely with the Investment operations team on full requirement
  - Send auto and manual periodic notification on boardroom appointment with details
  - Enable investor delegates to express interest in particular deals and seek participation in the related boardrooms.
  - Enable Sponsors to give consent (Yes/No) to the interest expressed by investors

4.3. After the Market Days

(i) The Event Management Company shall be required to submit ALL payment receipts, appropriate supporting documentation, and certified invoices within 2 weeks after the Event, for payment processing in line with the Bank’s Policy and procurement guidelines.

(ii) A project completion meeting shall be held between the Africa Investment Forum and the Event Management Company within a week after the Event.
5. PROJECT MANAGEMENT

5.1. The Event Management Company will set up a well-resourced project management team to execute the scope of work of this TOR in line with global best practice.

5.2. The Event Management Company will submit to the Africa Investment Forum after contract award, the full composition (which shall be headed by a senior management staff of the Event Management Company), designation, and contacts of the project management team for validation. The Project management team will interface with the Africa Investment Forum Team.

5.3. The Event Management Company and its project management team shall submit if deemed necessary an updated work plan for implementation before the day of inception.

6. ADMINISTRATION/REPORTING

6.1. The Event Management Company shall report to the Management team of the Africa Investment Forum with a global oversight from the Senior Director, Africa Investment Forum. The following reporting requirements shall apply

   (i) The Event Management Company shall submit biweekly reports on progress of work, deliverables, and achievement of milestones. This report shall also include a risk assessment report.
   (ii) Provide a biweekly event budget and/or expenditure report and projections aligned with the agreed scope of work
   (iii) Any additional expenses out of the approved budget should be discussed and approved by the Bank before execution.
   (iv) A comprehensive final Report is due 2 weeks after the Event detailing the above 2 points and lessons learned.

7. CONSULTATION AND INTERACTION WITH THE HOST GOVERNMENT/CITY

Within the Framework of the Memorandum of Understanding signed between the Bank and the Host Country, and under the guidance of the Africa Investment Forum, the Event Management Company will work closely with the host city and other agencies and institutions in the country that may have to provide facilities or services to ensure a successful Event. The Head of the Project Management Team shall in close collaboration with the Africa Investment Forum visit the host country regularly to monitor activities on the ground. The presence of the Head of the Project Management Team will be required in the country in the last weeks to the event.

8. EQUIPMENT AND FURNITURE

The Event Management Company shall as much as possible outsource equipment, furniture in the host country.

9. INSURANCE REQUIREMENTS

   (i) The selected Event Management Company shall assume all responsibility for its actions and those of anyone else working for it while engaged in or travelling to or from any activity connected with this contract. The Event Management Firm shall subscribe to adequate insurance coverage to protect it and the Bank from any property damage, bodily injury, or other claims arising from their execution of this contract.

   (ii) The Event Management Company shall procure and maintain adequate General Liability (CGL) providing for a total combined single limit for bodily injury, property damage and financial loss either consequential or not, of USD 2,000,000.00 per each occurrence at a minimum. Whatever the limit insured by the Contractor it will never constitute a waiver of recourse from the Client for that part of the loss over the sum insured. This policy shall provide coverage for any claim whatever its nature and date, either occurring during the provision of services or because of the provision of services (claim basis).

   (iii) The insurance package taken out by the Event Management Company must include the risk of cancellation of the event, irrespective of the cause (climatic, political or health (pandemic).

   (iv) The Event Management Company shall provide and thereafter maintain insurance against all risks in respect of its own property and equipment, and other property and equipment in its custody, used for the execution of this Agreement.
(v) The Event Management Company shall provide and thereafter maintain all appropriate Workmen’s Compensation and Employer’s Liability Insurance, or their equivalent as prescribed by applicable laws of the country of work, with respect to its employees to cover claims for personal injury or death in connection with this Agreement.

(vi) The Event Management Company shall also be responsible for medical insurance coverage for its experts and employees performing the Services hereunder in accordance with relevant industry norms and standards. The Bank shall have no responsibility whatsoever for such coverage or for any medical expenses that the Firm or its employees, agents, affiliates, contractors, subcontractors or other persons deriving authority from the Firm may incur.

(vii) Evidence of the insurance coverage shall be provided in the form of a certificate or policy, which shall be submitted no later than ten (10) days after receipt of notice of intent to award contract.

10. DISASTER RECOVERY

The Bank requires that contractors take measures to ensure their capability of continuing to provide services in accordance with the requirements of any contract in the event that the contractor’s normal place of business is threatened or affected by a disaster, labor dispute or other unforeseen circumstances. The company should provide details of the current disaster recovery and business continuity program they may have in place and how this would ensure continuous provision of the required services if contract is awarded.

11. CONTRIBUTION OF THE BANK

In order to assist the Event Management Company to successfully complete the assignment, the Bank will provide information and assistance as necessary or appropriate.
SECTION 5 – EVALUATION CRITERIA AND METHODOLOGY

1) A qualification (pass/fail) assessment will be carried out to determine whether proposals meet the eligibility and qualification criteria. Proposals determined to meet the eligibility and qualification criteria shall be considered for the next stage. Proposals not meeting the eligibility and qualification criteria shall be rejected. The qualification (pass/fail) questionnaire is set out in Section 6.

2) A two-stage process shall be adopted in evaluating proposals. Proposals shall be ranked according to technical score (Nt) and financial score (Nf) using the weights (T = the weight given to the technical proposal, 70%), (F = the weight given to the financial proposal 30%) (T + f = 1).

3) The final score shall be calculated as follows:

\[ \text{Final Score \ (NG)} = (N_t \times T\%) + (N_f \times F\%) \]

4) TECHNICAL EVALUATION (weight 70 %)

Following Pass/Fail assessment, responsive offers will be subject to a technical analysis. The Bank shall carry out evaluation applying the evaluation criteria and point systems specified below. Each responsive proposal shall be attributed a technical score.

Bidders shall obtain a minimum of 70 points following evaluation of technical proposals (“Qualifying Technical Score”) to be considered for financial evaluation. Bidders obtaining less than the Qualifying Technical Score shall be rejected.

Evaluation shall be based on the evaluation criteria and point system specified below.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Technical Competence and Experience of the Bidder</td>
</tr>
<tr>
<td>1.1</td>
<td>General Experience</td>
</tr>
<tr>
<td></td>
<td>Experience in hosting planning, and managing of high profile and world Class Events with over 15 years at global/regional</td>
</tr>
<tr>
<td>1.2</td>
<td>Relevant Experience of the Event Management Company</td>
</tr>
<tr>
<td></td>
<td>Experience in high-level hybrid events execution</td>
</tr>
<tr>
<td></td>
<td>[experience should be supported by copy of contract/ Purchase Orders, certificate of satisfactory performance or other contractual documents detailing list of current and previous assignments indicating name of client, period and duration of the contract, contact person and telephone. Each client will earn 3 points with maximum of 2 clients.]</td>
</tr>
<tr>
<td></td>
<td>Experience in hosting, planning, and managing global/regional in-person Events only with minimum of 500 participants</td>
</tr>
<tr>
<td></td>
<td>– (1.5pt per project).</td>
</tr>
<tr>
<td></td>
<td>Experience in hosting, planning and managing global/regional virtual Events only with minimum of 2 000 participants</td>
</tr>
<tr>
<td></td>
<td>– (1.5pt per project).</td>
</tr>
<tr>
<td></td>
<td>NB: (documentary proof submitted by bidders for experience in hybrid events, should not be the same presented for in-person or virtual events).</td>
</tr>
<tr>
<td></td>
<td>Experience with Multilateral institutions such as the Africa Development Bank, World Bank, Major Commercial Banks, Large corporates, and other International Organizations</td>
</tr>
<tr>
<td></td>
<td>Knowledge of the Region: Experience in planning, and managing global/regional Events in at least 5 African cities</td>
</tr>
<tr>
<td>2</td>
<td>Proposed Methodology and Approach</td>
</tr>
<tr>
<td>2.1</td>
<td>Adequacy of the proposed technical approach and methodology for implementation of the assignment to deliver the expected outputs and the degree of detail of such outputs.</td>
</tr>
<tr>
<td>2.2</td>
<td>Proposed Disaster recovery plan as articulated in Methodology.</td>
</tr>
</tbody>
</table>
An offer is declared technically valid and is considered for the financial analysis if it obtains a minimum score of seventy (70) points.

5) **FINANCIAL EVALUATION** *(weight 30%)*

The financial proposals shall be evaluated in accordance with the formula below. The bidder or bidders with the lowest financial proposal (Fm) shall be given 100 points. The financial scores of the other bidders (F) shall be computed as follows:

\[
N_f \text{ (financial score) } = 100 \times \frac{F_m}{F}
\]

\(F = \text{amount of financial proposal converted in the common currency}\).

6) **FINAL RANKING**

The bidder with the highest combined technical and financial score will be ranked first and eligible for award of the contract.

7) **AWARD OF CONTRACT**

The Bank will sign the contract with the bidder who attained the highest combined technical and financial score and with whom satisfactory price, terms and conditions have been agreed.

**POST-QUALIFICATION**

8) Prior to award of the contract, the Bank may undertake a site visit to a prospective bidder’s premises, contact referees and carry out due diligence review in order to validate the information provided in the proposal.

9) The selected bidder will be required to provide an insurance certificate for professional liability of the bidder.
Appendix 6A STATEMENT OF CONFORMITY

(To be included in the Technical Proposal)

To the African Development Bank
Abidjan, Cote d’Ivoire

Dear Sir/Madam,

We, the undersigned, declare that:

(a) We have examined the Request for Proposal (RFP) No ADB/RFP/CHGS/2021/0167 and have no reservation to the RFP including addendum issued;
(b) We have read and understood the general and specific conditions and accept to be bound by the general and specific conditions;
(c) We offer to provide the goods and services in conformity with the RFP;
(d) We agree that any other terms or conditions or any general reservation that may be provided on any correspondence emanating from us in connection with the RFP shall not be applicable to any resulting contract;
(e) Our proposal shall be valid for the period indicated in the RFP and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
(f) We, including any subcontractors or suppliers for any part of the contract, do not have any conflict of interest which will call into question our participation in the procurement process and award of contract;
(g) We understand that the Bank’s policy requires bidders and suppliers to observe the highest standard of ethics, as such we have not offered any gift to Bank staff;
(h) We understand that if we withdraw our proposal after the deadline for submission, the Bank may decide to exclude us from future procurements;
(i) We, including our subcontractors or suppliers for any part of the contract, have nationalities from member countries of the Bank;
(j) Our firm, its affiliates or subsidiaries (including any subcontractors or suppliers for any part of the contract) has not been declared ineligible by the Bank;
(k) We are not under sanction by the World Bank, Asian Development Bank, Inter-American Development Bank or European Bank for Reconstruction and Development.

We undertake that, in competing for (and, if the award is made to us, in executing) the contract, we will strictly observe the laws in force in our country of registration and the country where the contract is performed.

We understand that you are not bound to accept the most advantageous proposal or any other proposal that you may receive.

We confirm that the undersigned are authorized to commit the bidder(s) to the obligations contained in the RFP and the contract.

Name __________________________ In the capacity of __________________________

Signature _________________
Email _________________

Duly authorized to sign this proposal for and on behalf of: __________________________
Dated on __________________________ Official Stamp
### Appendix 6B  BIDDER INFORMATION SHEET

*To be included in the Technical Proposal*

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Bidder’s Legal Name:</td>
<td></td>
</tr>
<tr>
<td>2. In case of joint venture or any other form of partnership (JV), legal name of each party:</td>
<td></td>
</tr>
<tr>
<td>3. Bidder’s actual or intended Country of Registration, Constitution or Incorporation:</td>
<td></td>
</tr>
<tr>
<td>4. Bidder’s actual or intended Year of Registration, Constitution or Incorporation:</td>
<td></td>
</tr>
<tr>
<td>5. Bidder’s legal address in Country of Registration, Constitution or Incorporation:</td>
<td></td>
</tr>
<tr>
<td>6. Bidder’s Authorized Representative Information:</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Telephone/Fax numbers:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>7. Attached are copies of original documents of:</td>
<td></td>
</tr>
<tr>
<td>☐ Articles of Incorporation or Registration of firm named and information on the capital structure.</td>
<td></td>
</tr>
<tr>
<td>☐ In case of JV, letter of intent to form a legally enforceable JV including a draft agreement, or JV agreement</td>
<td></td>
</tr>
<tr>
<td>☐ In case of government owned entity from the Bank’s member country, documents establishing legal and financial autonomy and compliance with the principles of commercial law.</td>
<td></td>
</tr>
<tr>
<td>☐ Organizational chart of the company and list of current staff</td>
<td></td>
</tr>
</tbody>
</table>
Appendix 6C PARTY TO JOINT VENTURE INFORMATION SHEET

*(To be included in the Technical Proposal, if applicable)*

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bidder’s Legal Name:</td>
</tr>
<tr>
<td>2.</td>
<td>JV’s Party legal name:</td>
</tr>
<tr>
<td>3.</td>
<td>JV’s Party Country of Registration, Constitution or Incorporation:</td>
</tr>
<tr>
<td>4.</td>
<td>JV’s Party Year of constitution or registration into a legally enforceable JV:</td>
</tr>
<tr>
<td>5.</td>
<td>JV’s Party Legal address in Country of Registration, Constitution or Incorporation:</td>
</tr>
<tr>
<td>6.</td>
<td>JV’s Party Authorized Representative Information:</td>
</tr>
<tr>
<td></td>
<td>Name:</td>
</tr>
<tr>
<td></td>
<td>Address:</td>
</tr>
<tr>
<td></td>
<td>Telephone/Fax numbers:</td>
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<td></td>
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</tr>
<tr>
<td>7.</td>
<td>Attached are copies of original documents of:</td>
</tr>
<tr>
<td></td>
<td>Articles of Registration, Constitution or Incorporation of firm named and information on the capital structure.</td>
</tr>
<tr>
<td></td>
<td>A letter of intent to form a legally enforceable JV including a draft agreement, or JV agreement and power of attorney nominating an authorized representative of the JV</td>
</tr>
<tr>
<td></td>
<td>In case of government owned entity from the Bank’s member country, documents establishing legal and financial autonomy and compliance with the principles of commercial law</td>
</tr>
<tr>
<td></td>
<td>Organizational chart of the company and list of current staff</td>
</tr>
</tbody>
</table>
Appendix 6D QUALIFICATION (PASS/FAIL) ASSESSMENT

*(To be included in the Technical Proposal)*

Bidders shall complete all sections in the questionnaire in sufficient detail and provide evidence and supporting documentation to demonstrate compliance. Bidders shall meet each criterion by the deadline for submission of proposals.

<table>
<thead>
<tr>
<th>PASS/FAIL CRITERIA</th>
<th>Bidders Compliance Requirements</th>
<th>Bidders Response</th>
<th>Comments / Evidence provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joint venture and any other form of partnership (JV)</td>
<td>Must meet requirement</td>
<td>Existing or intended JV must meet requirement</td>
<td>Must meet requirement</td>
</tr>
<tr>
<td>All partners combined</td>
<td>Each partner</td>
<td>At least one partner</td>
<td></td>
</tr>
</tbody>
</table>

**STATEMENT OF CONFORMITY AND BID SUBMISSION FORM**

- Must meet requirement
- Must meet requirement
- Must meet requirement
- Must meet requirement
- Must meet requirement

A person or persons duly authorized to bind the bidder to the price and contract has completed and signed the statement of conformity and bid submission form in the format provided.

A power of attorney shall be attached, if applicable.

**The bidder shall sign and return the documents in the format provided for a PASS.**

**ELIGIBILITY CRITERIA**

- Must meet requirement
- Existing or intended JV must meet requirement
- Must meet requirement
- Must meet requirement

The bidder is from a member country of the Bank.

If yes, provide evidence, such as, articles of incorporation or registration of firm.

<table>
<thead>
<tr>
<th>Must meet requirement</th>
<th>Must meet requirement</th>
<th>Must meet requirement</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must meet requirement</td>
<td>Must meet requirement</td>
<td>Must meet requirement</td>
<td>N/A</td>
</tr>
</tbody>
</table>
## PASS/FAIL CRITERIA

<table>
<thead>
<tr>
<th>Bidders Compliance Requirements</th>
<th>Bidders Response</th>
<th>Comments / Evidence provided</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Joint venture and any other form of partnership (JV)</strong></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Single Entity</strong></td>
<td><strong>All partners combined</strong></td>
<td><strong>Each partner</strong></td>
</tr>
<tr>
<td>memorandum of association (if available), information on the capital structure and legal status of the bidder.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The goods and services offered are produced in a member country of the Bank. If yes, provide evidence, such as, operating license, information on origin of goods and services.</td>
<td>Must meet requirement</td>
<td>Must meet requirement</td>
</tr>
</tbody>
</table>

**The bidder, goods and services offered shall meet the eligibility criteria on the basis of nationality for a PASS.**

<p>| The bidder has become bankrupt, is insolvent or is in the process of winding-up; is being administered by an administrator appointed by a competent court of law that has entered into an arrangement with creditors; has suspended business activities; or is in any analogous situation arising from a similar procedure provided for in the relevant national legislation or regulation. | Must meet requirement | Must meet requirement | Must meet requirement | N/A |
| The bidder has not fulfilled obligations relating to the payment of social security contributions, pension fund premiums, payment of taxes or similar legal statutory payments under the law of the country in which the bidder is established or where the contract is to be performed. | Must meet requirement | Must meet requirement | Must meet requirement | N/A |</p>
<table>
<thead>
<tr>
<th>PASS/FAIL CRITERIA</th>
<th>Bidders Compliance Requirements</th>
<th>Bidders Response</th>
<th>Comments / Evidence provided</th>
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<tbody>
<tr>
<td></td>
<td>Joint venture and any other form of partnership (JV)</td>
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</tr>
<tr>
<td></td>
<td>Single Entity</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>All partners combined</td>
<td>Each partner</td>
<td>At least one partner</td>
</tr>
<tr>
<td>The bidder has been convicted of a criminal offence relating to the conduct of its business of profession in the last ten (10) years?</td>
<td>Must meet requirement</td>
<td>Must meet requirement</td>
<td>Must meet requirement</td>
</tr>
<tr>
<td>The bidder has been subject of a judgment for professional misconduct, fraud, corruption, involvement in a criminal organization or any other illegal activity.</td>
<td>Must meet requirement</td>
<td>Must meet requirement</td>
<td>Must meet requirement</td>
</tr>
<tr>
<td>The bidder has been debarred or cross-debarred by the Bank on the basis of corrupt, fraudulent, collusive, coercive and obstructive practices.</td>
<td>Must meet requirement</td>
<td>Must meet requirement</td>
<td>Must meet requirement</td>
</tr>
<tr>
<td>The bidder has been evaluated as having provided unsatisfactory performance under a previous contract with the Bank within the last 3 years.</td>
<td>Must meet requirement</td>
<td>Must meet requirement</td>
<td>Must meet requirement</td>
</tr>
<tr>
<td>The bidder, or any of its affiliates, has not been engaged to provide consulting services for the preparation or implementation of the procurement.</td>
<td>Must meet requirement</td>
<td>Must meet requirement</td>
<td>Must meet requirement</td>
</tr>
</tbody>
</table>

The bidder shall not be subject to any of the situations above for a PASS

| JV (if applicable) | N/A | Existing or intended JV must meet requirement | Must meet requirement | N/A |
| The bidder has included a JV agreement, or letter of intent to form a legally enforceable JV including a draft agreement. | N/A | Must meet requirement | Must meet requirement | N/A |
**PASS/FAIL CRITERIA**

### Bidders Compliance Requirements

<table>
<thead>
<tr>
<th>Single Entity</th>
<th>Bidders Response</th>
<th>Comments / Evidence provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joint venture and any other form of partnership (JV)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All partners combined</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Each partner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>At least one partner</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**The bidder has nominated an authorized representative of the JV who has the authority to conduct all business for and on behalf of all partners and enter into the contract.**

Provide contact details of authorized representative of the JV and power of attorney signed by a legally authorized representative of the JV.

| The bidder shall provide a JV agreement or letter of intent to form a legally enforceable JV and draft agreement, contact details of the authorized representative of the JV and power attorney for a PASS. |

**FINANCIAL STANDING**

See below

**The bidder has a minimum average turnover of at least USD 3,000,000 USD for the last three years 2017, 2018, 2019 or latest**

- Must meet requirement
- Existing or intended JV must meet requirement
- Must meet at least 20% of the requirement
- Must meet 40% of the requirement

**The bidder can demonstrate sound financial performance?**

- Must meet requirement
- Existing or intended JV must meet requirement
- Must meet requirement
- N/A

01 BP 1387, Abidjan 01 Côte d’Ivoire, Tel : +225 20 26 29 71 – e-mail: tender@afdb.org - Internet: www.afdb.org
### PASS/FAIL CRITERIA

<table>
<thead>
<tr>
<th>Bidders Compliance Requirements</th>
<th>Bidders Response</th>
<th>Comments / Evidence provided</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Joint venture and any other form of partnership (JV)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Single Entity</strong></td>
<td><strong>All partners combined</strong></td>
<td><strong>Each partner</strong></td>
</tr>
<tr>
<td><strong>Yes</strong></td>
<td><strong>No</strong></td>
<td></td>
</tr>
</tbody>
</table>

- **If the laws of the bidders’ country of establishment do not require audits, bidders may submit their balance sheets certified by a registered accountant and supported by copies of tax returns for the past three years [2017, 2018 and 2019 or the latest].**  
**Bidders Response:**  
**No**  
**Comments / Evidence provided:**

- **The bidder can demonstrate access to and availability of financial resources to meet the overall cash flow requirements for the contract and its current work commitments?**  
**Bidders Response:**  
**No**  
**Comments / Evidence provided:**

- **If yes, provide evidence, such as, liquid assets, unencumbered real assets, lines of credit and other financial means, other than contractual advance payments or other documents to demonstrate financial resources.**  
**Bidders Response:**  
**No**  
**Comments / Evidence provided:**

- **The bidder shall demonstrate current soundness of its financial position and its long-term profitability for a PASS.**  
**Bidders Response:**  
**No**  
**Comments / Evidence provided:**

### GENERAL AND SPECIFIC EXPERIENCE

| **The bidder has been in business for the past Five (5) years.** | **Must meet requirement** | **Existing or intended JV must meet requirement** | **N/A** | **Must meet requirement** |
| **The bidder shall demonstrate current soundness of its financial position and its long-term profitability for a PASS.** | | | | |

**GENERAL AND SPECIFIC EXPERIENCE**  
**See below**  

**The bidder has been in business for the past Five (5) years.**  
**Bidders Response:**  
**No**  
**Comments / Evidence provided:**

- **Must meet requirement**  
- **Existing or intended JV must meet requirement**  
- **N/A**  
- **Must meet requirement**
<table>
<thead>
<tr>
<th>PASS/FAIL CRITERIA</th>
<th>Bidders Compliance Requirements</th>
<th>Bidders Response</th>
<th>Comments / Evidence provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Entity</td>
<td>Joint venture and any other form of partnership (JV)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>All partners combined</td>
<td>Each partner</td>
<td>At least one partner</td>
</tr>
</tbody>
</table>

- Services offered, organizational chart, number of staff and list of current staff, number of years in business.
- Bidder has: 

  - The bidder has experience in at least [two (2)] similar contracts in the management of events (within the last seven (7) years), which have been successfully or substantially completed (the contract shall be at least 70% completed). The similarity shall be based on the physical size, complexity, methods/technology or other characteristics as described in the RFP.
  - If yes, provide description of similar contracts undertaken as a prime contractor (including name of customer) in the last 7 years.

  - The bidder shall have been in business for the last five (5) years and has the experience and capability to provide the goods and services required for a PASS.

- Historical Contract Performance and Pending Litigation

  - The bidder has had a contract(s) terminated in the last three (3) years for unsatisfactory performance or default. Bidders shall complete the litigation history form.

  - Must meet requirement
  - Existing or intended JV must meet requirement
  - Must meet requirement
  - N/A

01 BP 1387, Abidjan 01 Côte d’Ivoire, Tel : +225 20 26 29 71 – e-mail: tender@afdb.org - Internet: www.afdb.org
### PASS/FAIL CRITERIA

<table>
<thead>
<tr>
<th>Bidders Compliance Requirements</th>
<th>Bidders Response</th>
<th>Comments / Evidence provided</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Joint venture and any other form of partnership (JV)</strong></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Single Entity</strong></td>
<td><strong>All partners combined</strong></td>
<td><strong>Each partner</strong></td>
</tr>
<tr>
<td>The bidder is involved in litigation that represents more than 50% percent of the bidder’s net worth.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bidders shall complete the litigation history form.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The bidder shall demonstrate ability to successfully complete previous contracts and has no pending litigation to impede its ability to perform the contract for a PASS.

### CONFLICT OF INTEREST

<table>
<thead>
<tr>
<th>Must meet requirement</th>
<th>Existing or intended JV must meet requirement</th>
<th>Must meet requirement</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>The bidder has declared any actual or potential conflict of interest in the conflict of interest declaration form.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The bidder shall have no actual or potential conflict of interest to call into question its participation in the procurement process and award of contract for a PASS.

A bidder shall PASS all above criteria to be considered for the next stage.

Remarks (Accept/Reject for the next stage) |
**Appendix 6E LITIGATION HISTORY**

*(To be included in the Technical Proposal)*

Name of Bidder: ________________________________

RFP Reference: ADB/RFP/CHGS/2021/0167

Bidders shall provide information on any history of litigation or arbitration resulting from contracts executed in the last three years or currently under execution. A separate sheet shall be used for each partner of a joint venture.

<table>
<thead>
<tr>
<th>Year</th>
<th>Outcome as Percent of Total Assets</th>
<th>Contract Identification</th>
<th>Total Contract Amount (current value, US$ equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Name of Purchaser:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Address of Purchaser:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contract description:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contract award date:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Termination date:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reason for termination:</td>
<td></td>
</tr>
</tbody>
</table>

Non-Performing Contracts – contracts terminated in the past three (3) years for unsatisfactory performance or default

☐☐☐ Contract non-performance did not occur during the stipulated period

☐☐☐ Contract non-performance during the stipulated period

<table>
<thead>
<tr>
<th>Year</th>
<th>Outcome as Percent of Total Assets</th>
<th>Contract Identification</th>
<th>Total Contract Amount (current value, US$ equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Name of Purchaser:</td>
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<td>Address of Purchaser:</td>
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<td></td>
<td></td>
<td>Contract description:</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Contract award date:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Termination date:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reason for termination:</td>
<td></td>
</tr>
</tbody>
</table>

Pending Litigation

☐☐☐ No pending litigation

☐☐☐ Pending litigation

<table>
<thead>
<tr>
<th>Year</th>
<th>Outcome as Percent of Total Assets</th>
<th>Contract Identification</th>
<th>Total Contract Amount (current value, US$ equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Name of Purchaser:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contract description:</td>
<td></td>
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<td></td>
<td></td>
<td>Address of Purchaser:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contract award date:</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Matter in dispute:</td>
<td></td>
</tr>
<tr>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Outcome as Percent of Total Assets</th>
<th>Contract Identification</th>
<th>Total Contract Amount (current value, US$ equivalent)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Name of Purchaser:</td>
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<td></td>
<td>Contract description:</td>
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<td></td>
<td></td>
<td>Address of Purchaser:</td>
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<tr>
<td></td>
<td></td>
<td>Contract award date:</td>
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<td>Matter in dispute:</td>
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<td></td>
</tr>
</tbody>
</table>
## Appendix 6F  CONFLICT OF INTEREST DISCLOSURE FORM

*(To be included in the Technical Proposal)*

<table>
<thead>
<tr>
<th>Name of Bidder:</th>
<th>RFP Reference:</th>
</tr>
</thead>
<tbody>
<tr>
<td>It is the Bank’s policy to ensure fairness and integrity in its procurement process. All bidders (including affiliates, partners in joint venture, suppliers and subcontractors) are required to disclose any actual or potential conflict of interest. Bidders shall respond to the questions below and provide further information pertaining to any relationship/connection with the Bank.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bidders Response</th>
<th>Comments /Information provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are you connected to a person employed by the Bank who is involved in the procurement process? This could be a personal or business relationship.</td>
<td></td>
</tr>
<tr>
<td>Have you been engaged in providing consulting services for the preparation or implementation of an assignment relating to the procurement?</td>
<td></td>
</tr>
<tr>
<td>Are you an employee or stakeholder of the Bank?</td>
<td></td>
</tr>
<tr>
<td>Has the Bank offered you a contract of employment in the last 12 months?</td>
<td></td>
</tr>
<tr>
<td>Are you participating in more than one proposal in the procurement process?</td>
<td></td>
</tr>
<tr>
<td>Have you hired any Bank staff involved in the preparation or implementation of the assignment relating to the procurement in the last 12 months?</td>
<td></td>
</tr>
<tr>
<td>Have you held a position in government in the last 3 years? For example, a ministerial position</td>
<td></td>
</tr>
<tr>
<td>Has a member of your family held a position in government in the last three years? This includes your spouse, parent, brother, sister or child.</td>
<td></td>
</tr>
</tbody>
</table>

We hereby certify that: a) we have read and understood the contents of this disclosure form; and b) we have disclosed all actual or potential conflict of interest.

We understand that the Bank shall determine, in its sole discretion, whether any conflict of interest disclosed shall result in rejection of our proposal from the procurement process.

<table>
<thead>
<tr>
<th>Name:</th>
<th>In the capacity of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signed:</td>
<td>Duly authorized to sign this proposal for and on behalf of:</td>
</tr>
<tr>
<td>Dated on:</td>
<td></td>
</tr>
</tbody>
</table>

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Appendix 6G
PROPOSAL / METHODOLOGY / DESCRIPTION OF THE APPROACH / SOLUTION

(To be included in the Technical Proposal)

In this section, the Bidder should provide a comprehensive description of how he will provide the required Services in accordance with the Terms of Reference (TOR) included in this RFP. A framework is provided below to guide and assist the Bidders in structuring their Technical Proposals.

a) Technical Approach, Methodology, and Organization of the Bidder’s team: {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team. Please do not repeat/copy the TORs in here.}

b) Work Plan and Staffing: {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), critical path, method for monitoring and reporting, action items indicating party responsible for implementation [i.e., Bidder or the Bank], period required to commence services, and tentative delivery dates of the reports. The proposed work plan should proposed service levels and related indicators, Quality assurance procedures, complaint management process, warranty, etc. and should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}

c) Technical Competence and Experience: {Please provide the client with the list of major customers and description of type of services provided. Provide data/information on, at least three previous contracts of a similar nature.}

d) Comments (on the TOR and on counterpart staff and facilities): {Your suggestions should be concise and to the point, and incorporated in your Proposal. Please also include comments, if any, on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.}

e) Bidders should provide details of the current disaster recovery and business continuity program they may have in place and how this would ensure continuous provision of the required services if contract is awarded.
Appendix 6H BID-SECURING DECLARATION FORM

(To be included in the Technical Proposal)

Date: [insert date (as day, month and year)]

Bid No.: [insert number of bidding process]

To the African Development Bank

Headquarters
P.O. Box: 1387; BP 01
Abidjan,
Cote D’Ivoire

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Bank for the period of time of three (3) years starting from the bid submission date, if we are in breach of our obligation(s) under the bid conditions, because we:

(a) have withdrawn our Bid during the period of bid validity specified in the Letter of Bid; or

(b) having been notified of the acceptance of our Bid by the Employer during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, if required.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Signed: [insert signature of person whose name and capacity are shown] In the capacity of [insert legal capacity of person signing the Bid-Securing Declaration]

Name: [insert complete name of person signing the Bid-Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on ____________ day of __________________, _______ [insert date of signing]

Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid]
Appendix 6I  AVERAGE ANNUAL TURNOVER

(To be included in the Technical Proposal)

RFP Reference: ADB/RFP/CHGS/2021/0167

[The Bidder’s financial capacity to mobilize and sustain the Services is imperative. In the Proposal, the Bidder is required to provide information on its financial status. This requirement can be met by submission of one of the following: 1) audited financial statements for the last three (3) years, supported by audit letters, 2) certified financial statements for the last three (3) years, supported by tax returns, or if not required by the law of the Bidder’s country, other financial statements acceptable to the Bank. If the Proposal is submitted by a joint venture, all parties of the joint venture are required to submit their financial statements.

Additionally, the following financial data form shall be filled out for the Bidder and all named associates. The Bank reserves the right to request additional information about the financial capacity of the Bidder. A Bidder that fails to demonstrate through its financial records that it has the financial capacity to perform the required Services may be disqualified.]

Bidder’s Legal Name: ___________________________  Date: ___________________

JVCA Partner Legal Name: ___________________________  No.: __________________

### Annual turnover data (construction only)

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount and Currency</th>
<th>US$ equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Services may be disqualified.]

<table>
<thead>
<tr>
<th>Financial Information (US$)</th>
<th>Historical information for the previous three (3) years (most recent to oldest in USD equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information from Balance Sheet</td>
<td>Year 2019</td>
</tr>
<tr>
<td>(1) Total Assets (TA)</td>
<td></td>
</tr>
<tr>
<td>(2) Current Assets (CA)</td>
<td></td>
</tr>
<tr>
<td>(3) Total Liabilities (TL)</td>
<td></td>
</tr>
<tr>
<td>(4) Current Liabilities (CL)</td>
<td></td>
</tr>
</tbody>
</table>

Information from Income Statement

(5) Total Revenue (TR)

(6) Profits before Taxes (PBT)

Net Worth (1) – (3)

Current Ratio (2) / (4)
Appendix 6J  FINANCIAL RESOURCES  

*(To be included in the Technical Proposal)*

**RFP Reference:** ADB/RFP/CHGS/2021/0167

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as indicated in Section III, Evaluation and Qualification Criteria

<table>
<thead>
<tr>
<th>Source of financing</th>
<th>Amount (US$ equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
</tbody>
</table>
Appendix 6K  LIST OF PERSONNEL

Curriculum vitae of proposed personnel

The Bidder will provide all the information requested below. Entries with an asterisk (*) will be used for the evaluation.

<table>
<thead>
<tr>
<th>Bidder’s Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title*</td>
<td></td>
</tr>
<tr>
<td>Personal information</td>
<td></td>
</tr>
<tr>
<td>Name*</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>Professional qualifications</td>
<td></td>
</tr>
<tr>
<td>Current employer</td>
<td></td>
</tr>
<tr>
<td>Name of employer</td>
<td></td>
</tr>
<tr>
<td>Employer's address</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>Contact (HR Officer)</td>
</tr>
<tr>
<td>Fax</td>
<td>E-mail</td>
</tr>
<tr>
<td>Job held</td>
<td>Number of years with this employer</td>
</tr>
</tbody>
</table>

Summarize work experience in reverse chronological order. Indicate the relevant technical and managerial experience for the project.

<table>
<thead>
<tr>
<th>From*</th>
<th>To*</th>
<th>Company / Project / Position / relevant technical and managerial experience *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Other

Written and spoken languages
Computer skills
Appendix 6K Bis     PERSONNEL PROPOSED

The Bidder must provide the names of personnel with the required qualifications as required in Section III Evaluation and Qualification Criteria. The information concerning their experience must be indicated in the form below to be completed for each candidate.

<table>
<thead>
<tr>
<th></th>
<th>Job Designation</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
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<td>3.</td>
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<td>4.</td>
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<tr>
<td>5.</td>
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<td>6.</td>
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<tr>
<td>Etc.</td>
<td></td>
<td></td>
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</tbody>
</table>
## Appendix 6L BIDDER’S EXPERIENCE

Reference: ADB/RFP/CHGS/2021/0167

### General Experience

[Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the Terms of Reference included in this RFP. The Proposal must demonstrate that the Bidder has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement].

Page _______ of _______ pages

<table>
<thead>
<tr>
<th>Starting Month / Year</th>
<th>Ending Month / Year</th>
<th>Years*</th>
<th>Contract Identification</th>
<th>Role of Bidder</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Contract name:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Brief Description of the Service performed by the Bidder:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Name of Client:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Address:</td>
<td></td>
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<td>Email:</td>
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<td></td>
<td>Contract name:</td>
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<td></td>
<td>Brief Description of the Service performed by the Bidder:</td>
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<td>Name of Client:</td>
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<td>Email:</td>
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<td>Contract name:</td>
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<td></td>
<td>Brief Description of the Service performed by the Bidder:</td>
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<td>Name of Client:</td>
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<td>Address:</td>
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<td>Email:</td>
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<td></td>
<td></td>
<td>Contract name:</td>
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<td></td>
<td></td>
<td></td>
<td>Brief Description of the Service performed by the Bidder:</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Name of Client:</td>
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<td></td>
<td></td>
<td>Address:</td>
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<tr>
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<td></td>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>
Appendix 6L BIS  SPECIFIC EXPERIENCE

(Please complete one form per assignment)

<table>
<thead>
<tr>
<th>Assignment name:</th>
<th>Approx. value of the contract (in current US$):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country:</td>
<td>Duration of assignment (months):</td>
</tr>
<tr>
<td>Location within country:</td>
<td>Total No. of staff-months of the assignment:</td>
</tr>
<tr>
<td>Name of client</td>
<td>Address:</td>
</tr>
<tr>
<td></td>
<td>Approx. value of the services provided by your firm under the contract (in current US$):</td>
</tr>
<tr>
<td>Start date (month/year):</td>
<td>Completion date (month/year):</td>
</tr>
<tr>
<td>Completion date (month/year):</td>
<td>No. of professional staff-months provided by associated consultants:</td>
</tr>
<tr>
<td>Name of associated consultants, if any:</td>
<td>Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader):</td>
</tr>
<tr>
<td>Narrative description of project:</td>
<td></td>
</tr>
<tr>
<td>Description of actual services provided by your staff within the assignment:</td>
<td></td>
</tr>
</tbody>
</table>

Name of Bidder: ______________________
Appendix 6M RECEIPT ACKNOWLEDGEMENT LETTER

This document must be sent to the Corporate Procurement Division upon receipt of this RFP document. Please do not include it with your offer.

Send by email tender@afdb.org

Date: __________

Dear Sir/Madam,

SUBJECT: Request for Proposal ADB/RFP/CHGS/2021/0167 – Selection of an event management firm to organize the Africa Investment Forum

We, the undersigned, acknowledge receipt of your Invitation to Bid (RFP) No. ADB/RFP/CHGS/2021/0077 and hereby confirms that we:

[ ] INTEND [ ] DO NOT INTEND
to submit our offer to the Bank by the deadline of September 27, 2021 12:00 PM, Abidjan time and that we:

[ ] INTEND [ ] DO NOT INTEND
to send one (1) authorized representative to the pre-bid conference.

Name & Title of Authorized Representative:________________________________________________________

Company Name and Address:________________________________________________________

Telephone No: (____) ________________________________

Email __________________________________ Signature: ________________________________

If you do not to submit an offer to the Bank please indicate the reason:
[ ] We do not offer this product or service.
[ ] Specifications too “tight”,
[ ] Specifications are unclear (please explain below)
[ ] We are unable to meet specifications.
[ ] Insufficient time to response to RFP but keep our name on your bidder’s list for future reference.
[ ] We are unable to meet insurance requirements.
[ ] Remove us from your bidder’s list for this particular commodity or service.
[ ] Others: (Please specify_______________________________________)

FURTHER REMARKS: (e.g., name change, address, phone,)
Appendix 6N  

PRE-BIDDING CONFERENCE EXPRESSION OF INTEREST

<table>
<thead>
<tr>
<th>No.</th>
<th>Company</th>
<th>Representative’s name</th>
<th>Phone number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE:

REF.: ADB/RFP/CHGS/2021/0167
Selection of an event management firm to organize the Africa Investment Forum

Pre-bidding conference date: HEUR: 10.00 hrs
SECTION 7 – FINANCIAL PROPOSAL QUESTIONNAIRE
Appendix 7A BID SUBMISSION FORM

To the African Development Bank
Headquarters
P.O.Box: 1387; BP 01
Abidjan,
Cote D'Ivoire

Dear Sir/Madam,

We, the undersigned, declare that:

(a) We have examined the Request for Proposal (RFP) No ADB/RFP/CHGS/2021/0167 and have no reservation to the RFP including addendum issued;

(b) We offer to provide the goods and services in the amount indicated in the Price Schedule form included in our proposal;

(c) If provided in the RFP, the prices quoted shall remain fixed for the duration of the contract;

(d) Our proposal shall be valid for the period indicated in the RFP and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept the most advantageous proposal or any other proposal that you may receive.

We confirm that the undersigned are authorized to commit the bidder(s) to the obligations contained in the RFP and the contract.

Name __________________________

In the capacity of ________________

Signature __________________________

Duly authorized to sign this proposal for and on behalf of: __________________________

Dated on __________________________

Official Stamp __________________________
Appendix 7B  PRICE SCHEDULE FORM
**PROPOSED Price Schedule**

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Description</th>
<th>Estimated Quantities</th>
<th>Unit Price (USD) VAT free</th>
<th>Total (USD) VAT free</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fees of the Event Service Provider</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Charge for a management support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Charge for a technical support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Charge for an administrative and logistics support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Other (Please specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Costs related to the provision of Conference Infrastructure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Conference facilities/Partitioning/Installation and decoration; etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Meeting facilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Translation facilities and equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Other (Please specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Costs related to Registration of Participants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Production and printing of Name badges</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Help Desk (at least French and English speakers at all times)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Registration Kits (Conference bag) available for all delegates and VIPs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Other (Please specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>COVID-19 health guidelines and safety protocols</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Covid-19 utilities (face masks, hand sanitizers, thermo flash, etc. for participants and other PPE related costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Other (Please specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 The Bidders are requested to estimated quantities of the inputs (e.g. personnel, equipment, facilities, etc.) for satisfactory delivery of the related expense category that shall be aligned with their technical proposals.

4 Only for in-person participants
| 5 | Costs related to Accommodation |
|--------------------------------|
| *Insert description and details of all costs elements:*  
1. Negotiate room rates with hotels agree terms and conditions  
2. Manage hotel reservations  
3. Other *(Please specify)*  
*Note: Actual costs will be paid either by the participants or the Bank for those sponsored* |

| 6 | Costs related to Catering Services |
|-----------------------------------|
| The cost of actual meals will be covered by the Bank |
| *Insert description and details of all costs elements:*  
1. Negotiate catering services terms and conditions  
2. Manage catering services at venue  
3. Other *(Please specify)* |

| 7 | Costs related to Information Technology |
|-----------------------------------------|
| *Insert description and details of all costs elements:*  
1. Advisory services and coordination  
2. Equipment rental costs  
3. Other *(Please specify)* |

| 8 | Costs related to Hospitality and Transportation Services |
|---------------------------------------------|
| *Insert description and details of all costs elements:*  
1. Arrangement for an orientation desk at the Airport with at least French and English speaking agents at all times from the 28 Nov to the 4 December 2021  
2. Transportation of delegates, VIP, media, security, etc…  
3. Other *(Please specify)* |

| 9 | Costs related to External Communication (bidders are encouraged to propose innovative solutions) |
|---------------------------------------------|
| *Insert description and details of all costs elements:*  
1. Media campaign – online and offline leading to the event;  
2. Printing  
3. Other Media and Communications Requirements in the ToR *(Please specify)* |

| 10 | Online component costs |
|---------------------------------|
| *Insert description and details of all costs elements:*  
1. Web site, Event App creation and expenses for necessary equipment and Devices  
2. Cost for live streaming  
3. Other *(Please specify)* |

**TOTAL AMOUNT**

---

5 For in-person participants
**Appendix 7B(Bis)  SUMMARY OF PAYMENT CURRENCIES**

Table: Alternative A

Separate tables may be required if the various sections of the required services will have substantially different foreign and local currency requirements. The names of each Section of the services should be inserted.

<table>
<thead>
<tr>
<th>Name of Payment Currency</th>
<th>Amount of Currency</th>
<th>Rate of Exchange to Local Currency</th>
<th>Local Currency Equivalent</th>
<th>Percentage of Net Bid Price (NBP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local currency</td>
<td></td>
<td>1.00</td>
<td></td>
<td>100xC</td>
</tr>
<tr>
<td>Foreign Currency #1</td>
<td></td>
<td></td>
<td></td>
<td>NBP</td>
</tr>
<tr>
<td>Foreign Currency #2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign Currency #3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Bid Price</td>
<td></td>
<td></td>
<td></td>
<td>100.00</td>
</tr>
<tr>
<td>Provisional Sums</td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expressed in Local</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Currency</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BID PRICE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SECTION 8 \hspace{1cm} PRESIDENTIAL DIRECTIVE CONCERNING THE RULES FOR CORPORATE PROCUREMENT ACTIVITIES OF THE BANK

ARTICLE 3: ELIGIBILITY

3.1 Goods, Services, Real Estate and Works procured by the Bank shall be produced in a Member Country and supplied by Contractors from a Member Country, as described in paragraphs 3.2 and 3.3, unless a waiver of Article 17(1)(d) of the Agreement establishing the Bank is granted by the Board of Directors.

3.2 The eligibility of a Bidder or Contractor on the basis of nationality shall be determined in accordance with the following rules:

a) Natural Person: a Natural Person is eligible if he or she is a national of a Member Country of the Bank. Where a person has more than one nationality, such a person shall be eligible if the nationality indicated in his or her submission is that of a Member Country of the Bank.

b) Business: a Business is eligible if it satisfies the following criteria:

   o It has its registered office or has its principal place of business in a country that is a member of the Bank;

   o Its legal existence is recognized and is in accordance with the laws of a country that is a member of the Bank; and

   o The majority of its capital is held by nationals from a Member Country of the Bank or, if the Business has no capital, more than half of the value of the members contributions to the Business has been contributed by nationals from a Member Country of the Bank.

3.3 In order to be eligible:

a) Goods to be procured must have a value of which more than half is attributable to production or to originating materials and inputs from one or more eligible Member Countries of the Bank;

b) Works must be performed where more than half of the value of the labour is supplied from one or more eligible Member Country of the Bank, and where the equipment and materials needed for carrying out the Works have a value of which more than half is attributable to production or to originating materials and inputs from one or more Member Countries of the Bank.

3.4 A Natural Person or Business shall not normally be eligible at any stage of a competitive procurement process and contract execution if any of the following situations apply and have been declared or should have been declared by the Bidder:

a) The Natural Person or Business has become bankrupt, is insolvent or, in the case of a Business, is in the process of winding-up; is being administered by an administrator appointed by a competent court of law that has entered into an arrangement with creditors; has suspended business activities; or is in any analogous situation arising from a similar procedure provided for in the relevant national legislation or regulation;

b) The Natural Person or Business has not fulfilled obligations relating to the payment of social security contributions, pension fund premiums, payment of taxes or similar legal statutory payments under the law of the country in which the Natural Person or Business is established or where the contract is to be performed;

c) The Natural Person or Business has been convicted of a criminal offence relating to the conduct of its business or profession in the last 10 years;
d) The Natural Person or Business has been the subject of a judgment for professional misconduct, fraud, corruption, involvement in a criminal organization or any other illegal activity;

e) The Natural Person or Business has been debarred or cross-debarred by the Bank on the basis of corrupt, fraudulent, collusive, coercive and obstructive practices;

f) The Natural Person or Business has been evaluated as having provided unsatisfactory performance under a previous contract with the Bank within the last 3 years.

3.5 A Natural Person or Business, or any of its affiliates, that has been engaged to provide Consulting Services for the preparation or implementation of an assignment shall be disqualified from subsequently providing Goods, Services, Real Estate or Works (other than a continuation of earlier Consulting Services) for the same assignment.

3.6 In addition to the foregoing paragraphs, Vendors of a particular country or Goods and Work materials manufactured in a particular country may be declared ineligible if:

a) as a matter of law or official regulation, the country where the contract is to be performed prohibits commercial relations with that particular country, provided that the Bank is satisfied that such exclusion does not preclude effective competition for the supply of Goods, Services, Real Estate and Works, or

b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the country where the contract is to be performed prohibits any import of Goods from, or payments to, that particular country or Vendor.

DEFINITIONS

Bank means the African Development Bank, the African Development Fund and the Nigerian Trust Fund collectively, or any of them individually, as the case may be.

Bidder means a Vendor that has responded to a solicitation document issued by the Bank.

Business means any incorporated or unincorporated organization recognized by the laws of a Member Country of the Bank that has the capacity of entering into contracts and of offering Goods, Services, Real Estate and Works.

Contractor means a Vendor who has entered into a contract with the Bank for the provision of Goods, Services, Real Estate or Works.

Goods means tangible items, including assets and expendable items that are purchased, hired, leased or rented by the Bank. A ‘Good’ may include related Services, such as transportation, insurance, installation, commissioning, training and initial maintenance, provided that the value of those Services is less than the value of the Goods acquired.

Natural Person means an individual authorized by the laws of a Member Country of the Bank to offer Goods, Services, Real Estate and Works.

Real Estate, also known as real property, means land, buildings and premises that are purchased, built or leased by the Bank.

Services means all services except consulting services. For the purposes of this Directive “Consulting Services” refers to expert intellectual or advisory services.

Vendor means any Natural Person or Business that is in the business of selling or otherwise providing Goods, Services, Real Estate or Works.

Works means the construction, reconstruction, demolition, outfitting, repair or renovation of premises or related infrastructures. Such contracts may include related Services where the value of those Services does not exceed the value of the Works.
### LIST OF MEMBER COUNTRIES OF THE BANK

<table>
<thead>
<tr>
<th>REGIONAL COUNTRIES</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>41. Sao Tome &amp; Principe</td>
<td>42. Senegal</td>
<td>43. Seychelles</td>
<td>44. Sierra Leone</td>
<td></td>
</tr>
<tr>
<td>45. Somalia</td>
<td>46. South Sudan</td>
<td>47. Sudan</td>
<td>48. Swaziland</td>
<td></td>
</tr>
<tr>
<td>49. Tanzania</td>
<td>50. Togo</td>
<td>51. Tunisia</td>
<td>52. Uganda</td>
<td></td>
</tr>
<tr>
<td>53. Zambia</td>
<td>54. Zimbabwe</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NON REGIONAL COUNTRIES</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>25. United Kingdom</td>
<td>26. United States of America</td>
<td>27. Ireland</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PART II – CONDITIONS OF CONTRACT
SECTION 9  SUPPLIER CODE OF CONDUCT FOR THE BANK SERVICE PROVIDERS, SUPPLIERS AND CONTRACTORS

The African Development Bank: The African Development Bank (The Bank) is built around strong values and ethical culture. These values are founded on ethical standards such as respect for essential human rights, social justice and human dignity, and respect for the equal rights of men and women, to which the Bank’s business partners are expected to adhere.

1. International Labour Conventions and Recommendations: The International Labor Standards (i.e., Conventions and Recommendations) as established by the International Labor Organization (ILO), have served as the foundation on which much of this Code of Conduct is based. It is the Bank’s expectation that any supplier providing products or services to the Bank will, in addition to the values of the Bank Charter, adhere to the principles concerning International Labor Standards.

2. Scope of Application: The purpose of this Code of Conduct (the “Code”) is to outline the key principles of conduct expected from all Potential suppliers, service providers, suppliers and contractors, that are registered with the bank or with whom it does business (“You”, “Your”) and the Bank (“Us”, “We”, “Our”).

2.1. The principles and spirit of the Code also applies to your suppliers, subcontractors, employees, parent, subsidiary, affiliate entities and any other third party (“They”, “Them”) with whom You assign any part of Your obligations. It is your responsibility to ensure that the Code is communicated to them and they are aware and comply with the principles and spirit of the Code for the contracts that the Bank signs with you.

2.2. Failure to comply with certain provisions may also preclude suppliers from being eligible for a contract award, as reflected in the solicitation documents. Prospective suppliers are invited to review the specific terms and conditions of contract, procurement policies of the Bank, and this Code of Conduct in order to ascertain their current and future eligibility.

2.3. As a contractor, you and we agree to respect the principles and spirit of the Code. You should be aware that any violation of the Code may be considered as breach of these Code of Conduct and Your obligations that could result in actions being invoked by Us, including the right of termination of the contract and any other relationship without notice and/or without compensation at Your risk and expense, moving in to undertake investigations if necessary and, recovery of any assets that will be due to Us.

3. Management, Monitoring and Evaluation: The provisions as set forth in this Code of Conduct provide the minimum standards expected of suppliers to the Bank. The Bank expects suppliers to strive to exceed both international and industry best practices. The Bank also expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they also strive to meet the principles of this Code of Conduct. The Bank recognizes that reaching some of the standards established in this Code of Conduct is a dynamic rather than static process and encourages suppliers to continually improve their workplace conditions accordingly. The Bank shall conduct sensitization to all staff and suppliers to enhance their awareness and compliance with this Code.

YOUR OBLIGATION

4. Labour:

4.1. Forced or Compulsory Labour: The Bank expects its suppliers to prohibit forced or compulsory labour in all its forms.6

4.2. Child Labour: The Bank expects its suppliers not to employ: (a) children below 14 years of age or, if higher than that age, the minimum age of employment permitted by the law of the country or countries where the performance, in whole or in part, of a contract takes place, or the age of the end of compulsory schooling in that country or countries, whichever is higher; and (b) persons under the age of 18 for work that, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of such persons.7

6 This principle is set out in the ILO fundamental conventions, No. 29, Forced Labor, 1930, its Protocol of 2014 and No. 105, Abolition of Forced Labor, 1957.

7 These principles are set out in the ILO fundamental Conventions, No. 138, Minimum Age, 1973 and No. 182, Worst Forms of Child Labor, 1999 and in the UN Convention on the Rights of the Child.
4.3. **Discrimination:** The Bank expects its suppliers to ensure equality of opportunity and treatment in respect of employment and occupation without discrimination on grounds of race, colour, gender, religion, political opinion, national extraction or social origin and such other ground as may be recognized under the national law of the country or countries where the performance, in whole or in part, of a contract takes place. The BANK expects its suppliers to take all appropriate measures to ensure that neither themselves nor their parent, subsidiary, affiliate entities or their subcontractors are engaged in any gender-based or other discriminatory employment practices, including those relating to recruitment, promotion, training, remuneration and benefits.

4.4. **Wages, Working Hours and Other Conditions of Work:** The Bank expects its suppliers to ensure the payment of wages in legal tender, at regular intervals no longer than one month, in full and directly to the workers concerned. Suppliers should keep an appropriate record of such payments. Deductions from wages are permitted only under conditions and to the extent prescribed by the applicable law, regulations or collective agreement, and suppliers should inform the Bank and the workers concerned of such deductions at the time of each payment. The wages, hours of work and other conditions of work provided by suppliers must be complying with the proposal agreed by the Bank and should never be less favourable than the best conditions prevailing locally (i.e., as contained in: (i) collective agreements covering a substantial proportion of employers and workers; (ii) arbitration awards; or (iii) applicable laws or regulations), for work of the same character performed in the trade or industry concerned in the area where work is carried out. The Bank is entitled to verify the wages, working hours and Other Conditions of Work applied by its providers.

4.5. **Health and Safety:** The Bank expects its suppliers to ensure, so far as is reasonably practicable, that: (a) the workplaces, machinery, equipment and processes under their control are safe and without risk to health; (b) the chemical, physical and biological substances and agents under their control are without risk to health when the appropriate measures of protection are taken; and (c) where necessary, adequate protective clothing and protective equipment are provided to prevent, so far as is reasonably practicable, risk of accidents or of adverse effects to health.

4.6. **Human Rights:** The Bank expects its suppliers to support and respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses.

4.7. **Harassment, Harsh or Inhumane Treatment:** The Bank expects its suppliers to create and maintain an environment that treats all employees with dignity and respect. The Bank further expects that its suppliers, their parent, subsidiary and affiliated entities as well as any subcontractors, will neither use or engage in, nor allow their employees or other persons engaged by them to use or engage in, any: threats of violence, verbal or psychological harassment or abuse, and/or sexual exploitation and abuse.

4.8. **Sexual exploitation:** Sexual exploitation and abuse violate universally recognized international legal norms and standards and have always been unacceptable behaviour and prohibited conduct for the Bank. Prior to entering into agreements with the Bank, suppliers are informed of the standards of conduct with respect to the prohibition of sexual exploitation and abuse, expected by the BANK. Such standards include, but are not limited to, the prohibition of: (1) engaging in any sexual activity with any person under the age of 18, regardless of any laws of majority or consent, (2) exchanging any money, employment, goods, services, or other things of value, for gender, and/or (3) engaging in any sexual activity that is exploitive or degrading to any person. The Bank expects its suppliers to take all appropriate measures to prohibit their employees or other persons engaged by the suppliers, from engaging in sexual exploitation and abuse. The BANK also expects its suppliers to create and maintain an environment that prevents sexual exploitation and abuse. Bank contracts will contain provisions concerning a supplier’s obligation to take appropriate measures to prevent sexual exploitation and abuse. The failure by a supplier to take preventive measures against sexual exploitation and abuse violates internationally recognized standards and norms, and the Bank will take appropriate actions against such suppliers.

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8These principles are set out in the ILO fundamental Conventions, No. 100, Equal Remuneration, 1951and No. 111, Discrimination (Employment and Occupation), 1958.

9These principles are set out in ILO Conventions No. 95, Protection of Wages, 1949 and No. 94, Labor Clauses (Public Contracts), 1949 and in a number of Conventions addressing working time (see: http://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/working-time/lang--en/index.htm).


11 These principles are derived from Universal Declaration of Human Rights (UDHR) and are set out in the United Nations Global Compact (see http://www.unglobalcompact.org/Issues/human_rights/index.html)
exploitation or abuse, to investigate allegations thereof, or to take corrective action when sexual exploitation or abuse has occurred, constitute grounds for termination of any agreement with the Bank.

4.9. **Inhumane treatment**: No harsh or inhumane treatment coercion or corporal punishment of any kind is tolerated by the Bank, nor is there to be the threat of any such treatment.

4.10. **Mines** \(^{12}\): The BANK expects its suppliers not to engage in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

5. **Environment**:

5.1. **Environmental**: The Bank expects its suppliers should have an effective environmental policy and to comply with existing legislation and regulations regarding the protection of the environment. Suppliers should wherever possible support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility and encourage the diffusion of environmentally friendly technologies implementing sound life-cycle practices.

5.2. **Chemical and Hazardous Materials**: Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.

5.3. **Wastewater and Solid Waste**: Wastewater and solid waste generated from operations, industrial processes and sanitation facilities, for Bank related projects, are to be monitored, controlled and treated as required prior to discharge or disposal.

5.4. **Air Emissions**: Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge or disposal.

5.5. **Minimize Waste, Maximize Recycling**: Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

6. **Ethical conduct**:

6.1. **Corruption**: The Bank expects its suppliers to adhere to the highest standards of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including but not limited to extortion, fraud, or kickback.

6.2. **Conflict of Interest**: Bank suppliers are expected to disclose to the Bank any situation that may appear as a conflict of interest, and disclose to the Bank if any Bank official or professional under contract with the Bank may have an interest of any kind in the supplier's business or any kind of economic ties with the supplier.

6.3. **Gifts and Hospitality**: The Bank has a “zero tolerance” policy on gifts and hospitality and does not accept any type of gift or any offer of hospitality. The Bank will not accept any invitations to sporting or cultural events, offers of holidays or other recreational trips, transportation, or invitations to lunches or dinners. The Bank expects its suppliers not to offer any benefit such as free goods or services, employment or sales opportunity to a Bank staff member in order to facilitate the suppliers’ business with the Bank.

6.4. **Post-employment restrictions**: Post-employment restrictions may apply to Bank staff in service and former Bank staff members who participated in the procurement process, if such persons had prior

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12 This prohibition arises out of the Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on their Destruction (Ottawa Treaty, the Anti-Personnel Mine Ban Convention). The Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on Their Destruction is the cornerstone of the international effort to end the suffering and casualties caused by anti-personnel mines. The Convention was adopted on 18 September 1997 and it entered into force on 1 March 1999. To date, 164 States have formally agreed to be bound by the Convention.

The Convention provides a framework for mine action, seeking both to end existing suffering and to prevent future suffering. It bans the use, stockpiling, production and transfer of anti-personnel mines. In addition, States that accede to the Convention accept that they will destroy both stockpiled and emplaced anti-personnel mines, and assist the victims of landmines (https://www.apminebanconvention.org/overview-and-convention-text/).
professional dealings with suppliers. Bank suppliers are expected to refrain from offering employment to any such person for a period of one year following separation from service.

6.5. **Money laundering**: The Bank expects its suppliers to comply with Legislation, regulations and the best international standards for combating money laundering and terrorism financing. Money laundering is defined as the process where the identity of the proceeds of crime are so disguised that it gives the appearance of legitimate income. Criminals specifically target financial services firms through which they attempt to launder criminal proceeds without the firm’s knowledge or suspicions. The Bank encourages suppliers to adopt AML/CFT compliance strategies to avoid such situations.

6.6. **Due Diligence**: The Bank suppliers are not expected to have or be involved in any integrity issues that may bring the Bank into disrepute. The Bank will therefore undertake due diligence on its suppliers and will adhere to standards required maintain its reputation and integrity.

6.7. **Social Corporate Liability**: The Bank suppliers are encouraged to promote the social responsibilities of business and their contribution to the decent work agenda shall be regarded by the Bank has a central part of Banks efforts to promote economic and social progress.

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**You undertake to:**

7. **Act in good faith**:
   7.1. execute Your obligations with the highest professional standard to the industry standards and practices in which you operate and in accordance with the provisions of the contract;
   7.2. Refrain from any action that may represent reputational risk to us.

8. **Fulfil an advisory and partnership role:**
   8.1. Exercise due care, diligence and skill in providing expert and advisory services, when required, on the implementation and performance of the goods, services and/or works under the contract.

9. **Maintain Confidentiality and Security of Information**: 
   9.1. take appropriate steps to safeguard and maintain confidentiality of Our confidential information, including maintaining it in confidence, in a secure location and not disclosing it to third parties (not assigned to the contract) without Our prior written consent, during the contract period and after its conclusion;
   9.2. not use our name and logo for any purpose without our prior written consent;
   9.3. observe the utmost discretion in all matters relating to us, our business and activities.

10. **Take appropriate steps to manage any of conflict of interest**: 
   10.1. disclose any actual or potential conflict of interest;
   10.2. Disclose any interest our staff or agent may have in your business or any other economic ties with you.

11. **Be transparent**: 
   11.1. implement an open book approach;
   11.2. provide any information and/or documentation relating to the contract upon request, in a timely manner;
   11.3. place at Our disposal any according or financial information relating to the contract upon request;
   11.4. Fully cooperate and provide assistance in any investigation relating to the contract that we commission or conduct (including audits or investigation relating to fraudulent and corruptive practices).

12. **Ensure the probity and integrity of Your staff working on Our contracts**: 
   12.1. employ staff who meet minimum requirements in relation to criminal conviction, security clearance and qualification;
   12.2. replace any staff, as soon as possible, who are unsatisfactory to carry out the services under the contract;
   12.3. Ensure your staff, whilst on our premises, are aware of our code of conduct for staff and conduct themselves in the same manner as our staff are expected to conduct themselves.

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13 (SCA-licensed entities with the provisions of Federal Law No. (4) of 2002 Concerning Combating Money Laundering Crimes and Terrorism Financing; the amendments thereof; and the regulations issued thereunder and with the SCA Board Chairman’s Resolution No. (17/R) of 2010 Concerning Anti-Money Laundering and Counter-Terrorism Financing Procedures and the amendments thereof.

14 “Corporate Social Responsibility is one of the important ways today in which enterprises affirm their principles and values, both in their own internal processes and operations and in their interaction with other actors. While enterprises are increasingly reflecting the principles that underpin international labor standards in their CSR policies, for the ILO it is important to emphasize the voluntary nature of CSR” (cf. [https://www.ilo.org/empent/Informationresources/WCMS_101253/lang--en/index.htm](https://www.ilo.org/empent/Informationresources/WCMS_101253/lang--en/index.htm)).
13. Submit to Audit:
   13.1. Permit us to inspect your accounts and records relating to your performance of the contract and have them audited by auditors appointed by us.

14. Endeavour to improve services and deliver value for money:
   14.1. actively seek to optimise service delivery through savings and efficient cost management through the life of the contract;
   14.2. proactively pursue continuous improvement of services to reduce waste and improve efficiency across Our organization;
   14.3. Support Our “Green” initiatives.

**OUR OBLIGATION**

We will:

14.4. carry out Our obligations with due care and skill and in accordance with the contract;
14.5. make all payments due as soon as possible;
14.6. work with You to optimise service delivery;
14.7. make you aware of Our policies which you are required to comply;
14.8. Provide all documentation you require to perform your obligations as soon as possible.

Contacts: Any questions related to this Code of Conduct can be addressed to the African Development Bank Corporate Procurement Division (CHGS.2) at email: corporateprocurement@afdb.org.
SECTION 10 – General Terms and Conditions for the Purchase of Goods and Services

1.1 Constitution of Agreement

2.1.1 For the purpose of these General Terms and Conditions for the Purchase of Goods and Services (the "GTC"), the "Bank" shall mean the African Development Bank and "Supplier" shall mean the party to the Agreement offering goods or services to the Bank.

2.1.2 The Agreement may include Special Conditions, Terms or Reference or any other documents expressly provided as being an integral part of the Agreement. Any reference to "Agreement" in these GTC also refers to the Agreement’s complementary documents.

2.1.3 The submission of any bid shall constitute acceptance of the GTC, except to the extent they may be modified by Special Conditions included in the Agreement.

2.2 Representations

2.2.1 The Supplier represents and warrants that:

(i) The Supplier has title to the goods and is fully qualified to sell, lease or license such goods or that it has all required skills, experience, authorizations, licenses and permits necessary for the performance of the Services, as applicable;

(ii) The Supplier is not prohibited from bidding for a public procurement under the laws of the jurisdiction under which the Supplier operates;

(iii) The Supplier warrants that it has not been debarred from supplying goods or services by any international organization;

(iv) The Supplier ensures that wages of his personnel, their hours of work and the other labor conditions are at least as favorable as those established for work of the same character in the trade or industry concerned in the area where the work is carried out; and

(v) The Supplier conforms to all relevant laws and regulations of the country where the goods are to be delivered and where the services are to be performed.

2.2.2 The Supplier declares that it is fully cognizant of g and undertakes to comply with the Code of Conduct of the Bank regarding suppliers that is attached to the Agreement.

2.2.3 The Supplier acknowledges that the Bank is entitled to verify the accuracy and veracity of the statements listed in paragraph 1.2.1 above. The Supplier shall facilitate the verification of the statements and shall complete any formality and provide any documents as may be required by the Bank.

2.3 Performance of Agreement

2.3.1 The Supplier shall not assign, transfer or subcontract any of its obligations under this Agreement, unless authorized in writing by the Bank. It shall be solely responsible for the performance of the Agreement in every respect.

2.3.2 Unless otherwise specified by or agreed with the Bank, the Supplier shall indicate the Agreement number on all invoices, shipping documents, packing slips, packages and correspondence, which shall be addressed to the Bank unless otherwise stated.

2.3.3 The Supplier shall immediately report to the Bank in writing any problems encountered which may jeopardize the performance of the Agreement.

2.3.4 The Supplier shall not engage in engaged in Corrupt, Fraudulent, Coercive, Collusive or Obstructive practices in connection with the Agreement, the Bank may at its discretion, do any one or combination of the following: (i) void or terminate the Agreement; (ii) declare the Supplier ineligible to enter into contracts in connection with matters financed by the Bank; or (iii) pursue legal proceedings against the Supplier. For the purposes of this paragraph:

(i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the procurement process or in Agreement execution.

(ii) “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract or Purchase Order to the detriment of the Bank, and includes collusive practice among Bidders, or between bidders and Bank staff (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Bank of the benefits of free and open competition.

(iii) “Coercive practice” is an act or omission that impairs or harms, or threatens to impair or harm, directly or indirectly, any party or the property of the party to improperly influence the actions of a party;

(iv) “Collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.

(v) “Obstructive Practice” means deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive or collusive practice, and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or acts intended to materially impede the exercise of the Bank’s inspection and audit rights;

2.3.5 Trade terms shall have the meanings assigned to them in the latest edition of INCOTERMS.

2.3.6 The Supplier shall be responsible for obtaining and renewing at its own cost and in due time such approvals, consents, governmental and regulatory authorizations, licenses and permits as may be required or deemed necessary by the Bank to perform this Agreement.

2.4 Environmental Protection

2.4.1 The Supplier shall ensure that the work performed under the Agreement meets the legal requirements in force on the environment, safety, human health and preservation. It must be able to justify compliance at any time during the performance of the Agreement and during the warranty period upon request of the Bank.

2.4.2 In case the legal requirements referred to in paragraph 14.1 above evolves during the performance of the Agreement, any changes requested by the Bank to comply with the new requirements shall be effected through an amendment of the Agreement.

2.5 Liability, Immunities and Applicable Law
The financial liability of the Bank under the Agreement shall not exceed the total amount specified in the Agreement.

Nothing in the Agreement or relating thereto shall be construed as constituting a waiver of the privileges or immunities of the Bank.

The Agreement shall be governed by, enforced and construed in accordance with the laws of England.

2.6 Insurance

Prior to the commencement of the work under this Agreement, the Supplier shall obtain and maintain at its own expense appropriate insurance coverage with appropriate loss limits, including any such insurance as required by the law of the country of incorporation or license and by the country where the goods are to be delivered or where the services are to be performed. Upon request, the Supplier shall provide the Bank with certificates of insurance for this insurance coverage.

2.7 Documents

The Supplier shall furnish all documents and technical information, including any information necessary for the maintenance or operation of the goods, that the Bank may deem necessary, in the language requested.

2.8 Changes to Agreement and Amendments

The Bank may, at any time, by written order designated or indicated to be a change order, make changes to the Agreement or any part thereof within the general scope of the Agreement, provided the stage reached in the performance of the Agreement so allows.

If any such change increases or decreases the cost of and/or the time required for the performance of any part of the Agreement, an equitable adjustment shall be made in the Agreement price or time schedule or both, and this Agreement shall accordingly be amended. No change in, modification of, or revision to this Agreement shall be valid unless in writing and signed by an authorized representative of the Bank.

The parties may agree to amend this Agreement, provided such amendment is mutually agreed to in writing by the parties.

2.9 Taxes

Supplies for the Bank are exempted from taxes and customs duty in accordance with Article 57 of the Bank’s Charter. Accordingly prices shall be quoted or invoiced free and clear of all applicable taxes, including value added tax, sales tax, duties, fees, levies or surcharges imposed by, or pursuant to the laws, statutes or regulations of any governmental agency or authority.

If a Supplier is unable to quote or invoice exclusive of all applicable taxes, such taxes shall be separately set forth on the quote or invoices and the Supplier shall provide to the Bank any additional information or document as may be required by the Bank for obtaining the requisite exemption.

2.10 Payment terms

In no event shall the Bank be required to pay for any goods or services not expressly identified in the Agreement.

Prices indicated in the Supplier’s bid shall be deemed to be firm, complete and not subject to revision. The prices are deemed to include all fees and charges, ordinarily included with the goods and services, including those relating to packaging, storage, insurance and transport to point of delivery and all other expenses necessary for the execution of this Agreement.

If the Agreement includes maintenance services, the prices for maintenance are deemed to include:

(i) The value of parts or components and the costs of equipment, ingredients and labor necessary for the performance of the maintenance services;

(ii) The travel allowances and expenses necessitated by changes to the goods at the initiative of the Supplier after approval of the Bank.

Except as otherwise provided in the Agreement, payment will normally be made by bank transfer within 30 days after receipt and acceptance of goods or from receipt of a properly signed invoice whichever is later. Invoices must be sent in duplicate (one original and one copy) at the address specified in the Agreement.

Invoices shall contain the following information: Agreement number, description of goods or services, quantities, indicating bank address and account number, unit price per item, agreed additional costs, total price, make, model and serial number or part number of goods supplied. The bank address and account number where payment is required should also be indicated on the Invoice.

Irrespective of their nature, all claims of the contractual parties, other than warranty claims, arising from or in any way connected with the Agreement, shall be asserted within 6 months after its termination.

Unless otherwise provided in the Agreement, the Bank shall pay only for goods received and for services rendered.

2.11 Inspection, Acceptance or Rejection

The Bank shall have 30 calendar days after proper receipt of the goods or services purchased to inspect them and either to accept or reject them as non-conforming with the Agreement.

Rejected goods will be returned to the Supplier, transportation charges collect, or held by the Bank for disposition at the Supplier's risk and expense.

Based on an inspection of a valid sample, the Bank may reject the goods or services in whole or in part. If goods delivered or services performed by the Supplier are found to be defective, the Bank shall have the right to require the correction thereof by the Supplier. The Bank may charge the Supplier for the cost of inspecting or re-inspecting rejected goods and/or services.

The Supplier agrees that the Bank's payment under this Agreement shall not be deemed acceptance of any goods or services delivered hereunder. Failure to reject the goods or services within 30 days shall be deemed acceptance. However, acceptance whether express or implied, shall not relieve the Supplier of its warranty obligations or liability for latent defects.

2.12 Warranty

The Supplier warrants that all goods supplied under the Agreement are:

(i) In conformity with the specifications, drawings, Terms of Reference or any other description of the goods or services that has been provided by the Bank;

(ii) In conformity with national or international technical, safety, health and environmental protection standards or recommendations;
(iii) Free from any defects in design, workmanship or materials.

2.12.2 All warranties specified in this Agreement shall be in addition to any other warranties, express, statutory or implied. This warranty shall survive the Bank’s inspection, acceptance and payment, and the Bank’s continued use of the goods or services after notifying the Supplier of their failure to conform to the Agreement or breach of warranty will not be considered a waiver of the Bank’s right to a remedy.

2.12.3 Unless otherwise provided in the Agreement, the warranty period for all goods and service, as applicable, shall be at least 12 months from the date of acceptance pursuant to article 1.11. The Supplier shall carry out all work, such as modifications and repairs, necessary to comply with the terms of the Agreement, or replace any part that is not complying with these terms during the warranty period. All costs (including transportation) arising in connection with this obligation will be borne by the Supplier.

2.12.4 If the Supplier fails to comply with the above requirements, the Bank may, after notice to the Supplier, take action at the Supplier’s expense which, in the opinion of the Bank is necessary.

2.13 Suspension

2.13.1 The Bank may at any time suspend the performance of this Agreement or any part thereof for its convenience by a written notice specifying the part to be suspended, the effective date and the anticipated period of suspension. The Bank shall not be responsible for the cost of the Supplier’s further performance of the suspended part after the Supplier has been notified to suspend performance.

2.13.2 Suspension of this Agreement shall not prejudice or affect the accrued rights or claims and liabilities of either party to this Agreement.

2.14 Termination

2.14.1 The Bank may terminate this Agreement, in whole or in part, at any time for its convenience by giving the Supplier a notice of such a termination stating that termination is for the Bank’s convenience, the extent to which performance under this Agreement is terminated, and the effective termination date.

2.14.2 If the Supplier has abandoned or repudiated this Agreement, has without valid reason failed to commence work under this Agreement or has violated any of the terms of this Agreement, the Bank will notify the Supplier in writing describing the failure or violation and give the Supplier a reasonable opportunity to remedy the default within a period of at least three (3) days. The Bank may, by written notice, without prejudice to any other remedy it may be entitled to, terminate this Agreement in whole or in part if the Supplier fails to remedy such default within the period specified.

2.14.3 Notwithstanding paragraph 2.14.2 above, the Bank shall have the right, in its sole discretion, to terminate the Agreement for default, without having to give the Supplier an opportunity to remedy, if the Supplier is in violation of paragraphs 1.3.1 or 13.4 of this Agreement, or if the Supplier becomes insolvent or bankrupt or ceases paying its debts generally as they mature.

2.14.4 If the Bank has failed to pay the Supplier any sum due under this Agreement within the specified period or if the Supplier is unable to carry out any of its obligations under this Agreement for any reason attributable to the Bank, then the Supplier may give a notice to the Bank of such events, and if the Bank has failed to pay the outstanding sum or to remedy the situation within forty-five (45) days of such notice, the Supplier may by a further notice to the Bank forthwith terminate this Agreement.

2.14.5 Upon receipt of the notice of termination under paragraphs 1.14.1, 1.14.2, 1.14.3 or 1.14.4, the Supplier shall, either immediately or upon such date as is specified in the notice of termination cease all further work under this Agreement, except for such work as the Bank may specify in the notice of termination for the sole purpose of protecting that part of the goods already delivered or of services already rendered or except for any work required in order to leave the site in a clean and safe condition. Subject to paragraph 1.14.6, the Supplier shall be entitled to be paid the Price specified in the Agreement attributable to the portion of the Agreement executed as at the date of termination, including all services provided and goods delivered, and reasonable costs, if any, incurred in in leaving the site in a clean and safe condition. In case of partial termination of this Agreement, the Supplier shall continue performance of this Agreement to the extent not terminated.

2.14.6 In the event of termination for default pursuant to paragraphs 1.14.2 and 1.14.3, the Bank may procure, upon such terms and in such manner as it may deem appropriate, goods similar to those not delivered and the Supplier shall be liable for any excess costs or damage caused to the Bank by the Supplier’s default. The Bank reserves the right to offset costs, incurred by it in relation to the termination of the Agreement, from any monies due.

2.14.7 In the event of termination for convenience pursuant to paragraph 1.14.1, the Bank will, in addition to the amounts payable under paragraph 1.14.5, pay to the Supplier an equitable adjustment, not to exceed the total Agreement price, to compensate the Supplier for:

(i) the services accepted by the Bank but not paid previously and adjusted for any savings;

(ii) costs incurred in the performance of the work terminated, including initial and preparatory expenses; and

(iii) the cost of settling disputes with and making payments to the Supplier’s contractors, subcontractors or lessors under terminated agreements properly chargeable to the terminated portion of the Agreement and not included in subparagraphs (i) and (ii) above;

2.14.8 Termination of this Agreement in whole or in part by the Bank shall not prejudice or affect the accrued rights or claims and liabilities of either party to this Agreement.

2.15 Audit

2.15.1 The Supplier agrees to maintain, in accordance with sound and generally accepted accounting practices, records supporting all amounts invoiced under this Agreement.

2.15.2 The Supplier shall make such records available to the Bank or the Bank’s designated representative at all reasonable times until the expiration of three (3) years after the date of the final payment, for the purpose of auditing this Agreement.

2.15.3 In the event an audit determines that the Bank has overpaid the Supplier, the Supplier shall reimburse the Bank, within thirty (30) days after receipt of a written request thereof, the amount of any such overpayment.

2.16 Liquidated Damages

2.16.1 If the Supplier fails to perform this Agreement or any part thereof within the specified time stated in the Agreement, the Bank may, without prejudice to any other remedy under this Agreement, deduct from the Agreement price, as liquidated damages, a sum equal to 0.1% of the Agreement price for each day of delay until actual performance.

African Development Bank
2.16.2 The liquidated damages shall begin to accrue Penalties the day after the contract period of performance of the services has expired, without the need to notify the Supplier in writing of such default.

2.17 Liability

2.17.1 The Supplier shall be liable for all damages arising from his action or that of his agents, of which the Supplier or its agents could be rendered responsible under applicable laws.

2.17.2 The Supplier shall bear the full financial consequences of any material damage or personal injuries, including death which, through the Supplier’s action or that of its agents, may be suffered by the Supplier, its agents, the Bank or its agents or any third party.

2.18 Intellectual Property and Confidentiality

2.18.1 The Supplier undertakes to indemnify and hold the Bank and its agents and principals harmless against any claim for infringement of intellectual property rights by the transfer or use of any of the goods or components thereof supplied by the Supplier to the Bank.

2.18.2 The Supplier shall be liable for all the consequences, in particular legal and financial, of the exercise by the Bank of its rights, and shall guarantee the Bank against any claim.

2.18.3 If the Supplier is prevented from using the goods or services provided hereunder, the Bank shall return said items to the Supplier who shall refund the Bank for the price paid and for the costs of transportation, installation (if any) and all other costs relating to the acquisition thereof.

2.18.4 The Supplier shall not, while performing this Agreement or at any time thereafter, utilize in any manner prejudicial to or incompatible with the interests of the Bank any information of a restricted or confidential nature that may come to its knowledge in connection with the performance of this Agreement.

2.18.5 The Supplier shall not use the Bank’s name or emblem in the absence of a prior express authorization from the Bank.

2.19 Dispute Settlement

2.19.1 The parties shall make every effort to resolve any disagreement or dispute arising between them under or in connection with this purchase order amicably by direct informal negotiation. The party asserting the existence of a disagreement or dispute shall, promptly upon becoming aware of such disagreement or dispute, notify the other party in writing (such writing being referred to herein as the “Notice of Dispute”) specifying the nature of the disagreement or dispute, and shall also provide such other information about the disagreement or dispute as the other party may reasonably require.

2.19.2 If, forty-five (45) days after the date the Notice of Dispute has been given, the parties have been unable to amicably resolve the dispute or difference, either party may require that such dispute be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force.

2.19.3 The arbitral tribunal shall comprise one arbitrator jointly chosen by the parties. However, where the parties are unable to reach an agreement within sixty (60) days of notification of the Conciliation Notice, the London Court of International Arbitration (LCIA) shall become the appointing authority.

2.19.4 The arbitration shall take place in the venue specified in the Agreement, or, failing that, in Abidjan, Côte d'Ivoire and shall be in the English language.

2.19.5 The resulting award shall be final and binding on the parties and shall be in lieu of any other remedy.

2.19.6 Nothing contained in this Contract shall be construed as or constitute a waiver, renunciation or other modification of any privileges, immunities and exemptions accorded to the Bank under the Agreement Establishing the African Development Bank, international conventions or any other applicable law.

2.19.7 The provisions of this article shall remain in force after the termination of this Agreement.

2.20 Force Majeure

1.19.1 “Force Majeure” means any event or condition which (a) wholly or partially delays or prevents a party from performing any of its obligations under this Agreement, (b) is unforeseeable and unavoidable, (c) is beyond the reasonable control of such party, and (d) occurs without the fault or negligence of such party.

1.19.2 The party affected by such Force Majeure shall give prompt written notice to the other party of the nature and probable duration of such Force Majeure, and of the extent of its effects on such party’s performance of its obligations hereunder.

1.19.3 During the continuance of such Force Majeure, the obligations of the affected party shall be suspended to the extent necessitated by such Force Majeure.

1.19.4 In the event of Force Majeure which delays performance of the Agreement or any part thereof by more than thirty (30) days, either party shall have the right, by notice to the other party, to terminate this Agreement.

2.21 Severability

2.22 Packaging, Title and Risk of Loss for Goods

2.22.1 The Supplier shall provide proper and adequate packaging in accordance with prevailing commercial best practices to ensure that material shipped to the Bank will be delivered free of damage. The Supplier shall use commercially reasonable efforts to utilize recycled and/or recyclable packaging materials. Expenses incurred by the Bank due to the Supplier’s non-compliance with such instructions will be for the Supplier’s account. The Bank reserves the right to reject any and all shipments deemed by the Bank to have been inadequately packaged.

2.22.2 Title to all goods furnished under the Agreement shall be transferred free and clear of all liens, claims, security interests or other encumbrances when title thereto passes to the Bank. Title will pass to the Bank on the earlier of the date of the payment for such goods or acceptance of the goods. The Supplier shall assume all risk of loss or damage for the goods until such time the title passes to the Bank.
SECTION 11 CONTRACT

AFRICAN DEVELOPMENT BANK
DEPARTMENT OF GENERAL SERVICES AND PROCUREMENT
DIVISION OF CORPORATE PROCUREMENT

CONTRAT

BETWEEN

THE AFRICAN DEVELOPMENT BANK
(The “Bank”)

AND

..............................
(The “Service Provider”)

N° ADB/CTR/CHGS/2021/0167
THIS CONTRACT AGREEMENT is entered into by and between the AFRICAN DEVELOPMENT BANK (hereinafter called the "Bank"), an international financial institution having its headquarters in Abidjan, Avenue Joseph Anoma, 01 B.P. 1387, Abidjan, CÔTE D’IVOIRE of the one part, and XXXXXXX formed and existing under the laws XXXX (hereinafter called the "Supplier"), whose address is XXXXXXXXXXXXXXXXXXXX, of the other part.

WHEREAS the Bank has determined the need to procure the services of the Supplier during specific periods for the organization of the Event described in the Terms of Reference;

WHEREAS the Supplier agrees to provide specific goods and services required by the Bank subject to the terms and conditions hereinafter set forth;

NOW THEREFORE the parties hereto agree as follows:

ARTICLE I: INTERPRETATION AND DEFINITIONS

1.1. The definitions of any term or expression included in this Contract Agreement or in any of the documents mentioned in section 1.2 below apply to and shall have the same meaning throughout the Agreement.

1.2. This Contract Agreement, together with the following documents (the “Contractual Documents”) shall constitute the Agreement between the Bank and the Supplier (the “Agreement”):

(a) the Terms of Reference (the “TOR”), attached as Annex 2 of the Request for Proposal;
(b) The Price Schedule as negotiated between the Parties;
(c) The Implementation Plan for the Event to be agreed between the parties within 10 days following the signature of this Contract Agreement;
(d) The General Terms And Conditions For The Purchase Of Goods And Services (the “General Conditions”), attached as Annex 9 of the RFP;
(e) The Supplier’s Technical Proposal in response to the RFP, as accepted by the Bank, with its forms and annexes; and
(f) The Bank’s RFP, excluding the documents listed above.

1.3. In the event of any ambiguity or conflict between this Contract Agreement and the Contractual Documents, the order of precedence shall be this Contract Agreement followed by the Contractual Documents in the order in which they are listed in Clause 1.2 above.

1.4. For the purpose of the Agreement, the following words and expressions shall have the following meaning:

“Event” means the 2018 Africa Investment Forum and related events as further described in the TOR;
“Goods” means the goods to be delivered by the Supplier for the Event in accordance with the Agreement and described in the TOR;
“Order Form” means the order form described in Article V of this Contract Agreement;
“Proposal” means the Supplier’s response to an Order Form received from the Bank which contains all information required under Article V of this Contract Agreement;
“Purchase Order” means any purchase order issued in accordance with the procedures set out in Article V of this Contract Agreement;
“Services” means the services to be performed by the Supplier for the Event in accordance with the Agreement and described in the TOR;

ARTICLE II: SCOPE OF SERVICES
2.1 The Supplier offers to deliver the Goods and perform the Services related to the Event in accordance with the agreed upon Implementation Plan, the Price Schedule and all other provisions of the Agreement.

2.2 Subject to Sections 2.3 and 2.4 below, to take into account changing or unforeseen circumstances which may affect the scope of the Services or the nature and quantities of Goods and related Services required for the Event, such as a significantly lower or higher number of registered participants, the Bank shall be entitled to modify the TOR and the Implementation Plan.

2.3 Where, as a consequence of such modification, the scope of the Services or the nature or quantities of Goods and related Services are significantly changed and new Services or Goods must be procured, the following rules apply:

(a) If the required Goods and Services have been clearly priced in the Price Schedule, the Bank will issue a Purchase Order in accordance with Article V of this Contract Agreement;

(b) If the required Goods and Services have not been priced in the Price Schedule, but are necessary for the success of the Event and fall within the general scope of the Agreement, the Parties may amend this Contract Agreement in accordance with Section 1.8 of the General Conditions. However, if the Parties fail to agree on an amendment within a reasonable time or if the estimated costs for the additional Goods and Services are expected to exceed Fifteen Percent (15%) of the total Price for the Event, the Bank reserves the right to use another procurement method for similar goods and services and the Supplier shall have no claims whatsoever against the Bank as a result of the Bank’s decision to procure the additional goods and services through a separate process.

2.4 If, because of a modification as referred to in Section 2.2 above, the scope of the Services or the nature or quantities of Goods and related Services are significantly reduced, the Bank may send a written notice to the Supplier to this effect. The Supplier shall then, either immediately or upon such date as is specified in the notice from the Bank, cease to deliver the specified Goods and to perform the specified Services in accordance with the notice. The Supplier shall be entitled to be paid:

(c) the Price attributable to the portion of the Goods already delivered or the Services already executed as at the date of notice;

(d) reasonable costs, if any, incurred in leaving the site in a clean and safe condition;

(e) initial and preparatory expenses for discontinued Services and abandoned Goods; and

(f) the cost of settling disputes with and making payments to the Supplier’s contractors, subcontractors or lessors under terminated agreements properly chargeable to the reduced Goods and Services.

ARTICLE III: PAYMENTS AND FINANCIAL LIMITATIONS

3.1 Subject to the provisions of Section 1.10 of the General Conditions and in consideration of the delivery of the Goods and Services required under this Contract Agreement, the Bank shall pay the Supplier a total amount XXXXXXXXXXXXXXX (the “Total Price”) as follows:

3.2 As applicable, the total cost to the Bank resulting from all Purchase Orders under this Contract Agreement must not exceed the maximum amount XXXXXXXXXXXXXX (the “Maximum Amount”) unless otherwise authorized in writing by the Bank. The Supplier must not deliver Goods or perform any Services in response to Purchase Orders which would cause the total cost to the Bank to exceed the said Maximum Amount, unless an increase is authorized in writing by the Bank. The Supplier must notify the Bank when Ninety percent (90%) of this Maximum Amount has been committed.

ARTICLE IV: COMMENCEMENT AND TIMELINES

4.1 This Contract Agreement shall enter into force on the date of last signature by the Parties. Unless terminated earlier, this Contract Agreement shall expire no later than the date on which all obligations
arising out of or under this Contract Agreement have been discharged, except for those expressly stated to survive the termination of this Contract Agreement.

ARTICLE V: PROCEDURES

5.1 The Bank may procure additional Goods and Services from the Supplier in accordance with the procedures described in this Article. The Supplier agrees to provide the Goods or perform the Services under the Agreement in accordance with each individual Purchase Order, subject to the limitation set out in Section 3.2 of this Contract Agreement.

5.2 Where the Bank requires Goods or Services to be delivered or performed in connection with the Event, the Bank will issue to the Supplier an Order Form which includes the following information:

(a) The detailed description of the required Goods or Services with specific reference to the TOR and the Price Schedule;
(b) As applicable, the Timeline, location and any special requirement regarding the delivery and acceptance of the Goods, including any options;
(c) As applicable, the Timeline and location of the performance of the Services, including any options;
(d) The level of expected effort required for the Services and, if otherwise described in the Agreement, the specific category, qualifications and level of expertise of the Supplier that is required to perform the Services; and
(e) The deadline for submission of the Supplier’s Proposal.

5.3 The Supplier’s Proposal must be received within the specified deadline in order to be considered by the Bank. The Proposal must be signed by the Project Leader identified in the Contract Agreement, or by another duly authorized representative of the Supplier.

5.4 The Proposal shall include the following information:

(a) The quantity and detailed description of the Goods to be delivered as requested under the Order Form, a description of the related Services such as installation, configuration, maintenance and warranty, and a proposed Timeline for the delivery of the Goods and related Services;
(b) The list of proposed resources for the Services required under the Order Form, a description of their availability and suitability to provide the expected level of effort and a proposed timeline for the performance of the Services;
(c) Where applicable, any information specified by the Order Form that would establish that the Supplier and the proposed resources have the specific category, qualifications and level of expertise required to perform the Services;
(d) The Price for such Goods and Services calculated on the basis of the Price Schedule; and
(e) Any other information requested in the Order Form.

5.5 After receipt of the Proposal, the Bank shall carry out an assessment of the proposed resources against the requirements set out in the Agreement, the Price Schedule and in the specific Order Form. During the assessment, the Bank may require additional information or may negotiate the scope of the assignment with the Supplier.

5.6 If the Bank is satisfied with the Proposal, the Bank may issue a Purchase Order which includes all the information mentioned in Section 5.2 of this Contract Agreement, specifies the Price and sets the agreed upon Timeline.

5.7 The unqualified acceptance of the Purchase Order by the Supplier shall be binding and enforceable between the Bank and the Supplier, subject to all the terms and conditions of the Agreement.
addition to express acceptance of the Purchase Order, any of the following shall be deemed to constitute the Supplier’s unqualified acceptance of the Purchase Order:

(a) No objection from the Supplier received by the Bank within five (5) working days of the receipt of the Purchase Order;
(b) The delivery of the Goods requested under the Purchase Order;
(c) The commencement of performance of any Services under the Purchase Order; or
(d) Acceptance of any payment.

ARTICLE VI: POST-EVENT EVALUATION

6.1 The Bank will carry out an evaluation of the Supplier’s performance in relation to the Event on the basis of performance criteria determined by mutual agreement and taking into account the fulfillment of contractual obligations by the Supplier. This evaluation does not relieve the Supplier from its obligation to supervise and control the quality of the Services performed and the appropriateness with regards to the requirements for the Goods delivered. The performance evaluation shall be communicated to the Supplier for its comments.

ARTICLE VII: REPORTING

7.1 The Supplier shall provide any and all reports within the established deadlines as may be required under the TOR, subject to the application of penalties under Article VIII of this Contract Agreement.

ARTICLE VIII: PENALTIES

8.1 Subject to Sections 8.2 and 8.3 below, where the Supplier does not deliver the Goods or perform the Services or provide the reports mentioned in Section 7.1 of this Contract Agreement within the period prescribed by the schedule set out in the Implementation Plan for the Event or in the TOR (except in cases of Force Majeure or liability of the Bank), the Bank reserves the right, after having inquired from the Supplier the reasons for the delay, to apply for each day of delay and without prior notice, penalties calculated using the following formula:

\[ P = V \times \frac{R}{100}, \text{ in which:} \]

\[ P = \text{the amount of the penalty.} \]
\[ V = \text{the value of Goods or Services for which the penalty is calculated.} \]
\[ R = \text{the number of late days.} \]

8.2 Within the period of 48 hours before the start of the Event, the Supplier guarantees the availability and deployment of all required technical and logistical resources needed to hold the Event. Where the Supplier fails to deliver the Goods or perform the Services or provide the above-mentioned reports in a manner that jeopardizes the success of the Event, the Supplier incurs, without prior notice, a penalty of Five Thousand Euros (€ 5,000) per day.

8.3 During the Event, where the Supplier fails to deliver the Goods or perform the Services within the prescribed period, the Bank reserves the right, after inquiring from the Supplier the reasons for the delay, to apply for each hour of delay, and without prior notice, a penalty of One Thousand Euros (€ 1,000).

ARTICLE IX: AUTHORITIES AND NOTICES

9.1 The Supplier designates the project’s leader to spearhead, and coordinate the performance of the Services and to act as the principal liaison between the Bank and the Supplier.

9.2 All notices or requests required or permitted to be given or made shall in the case of the Bank be addressed or made to the Office of the President, or such officer duly authorized by it in writing to receive or act upon the same.
9.3 Any notice or request to be given or made under this Contract shall be in writing and have been duly made or given when delivered by hand, or by certified mail or by facsimile to the party to the following address, or such other address as any of the parties may have notified to the other party in writing.

FOR THE BANK

Mailing Address
The African Development Bank
6 Avenue Joseph Anoma
01 BP.1387 Abidjan 01
Cote d’Ivoire

FOR THE SUPPLIER

Mailing Address
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX

ARTICLE X: SAFETY AND INSURANCE

10.1 The Supplier shall be responsible for medical insurance coverage for its experts and employees performing the Services hereunder in accordance with relevant industry norms and standards. The Bank shall have no responsibility whatsoever for such coverage or for any medical expenses that the Supplier, its experts, employees, agents or sub-contractors may incur.

10.2 The Supplier shall obtain commercial general liability insurance, and maintain it in force throughout the duration of the Agreement, to cover its liability to the Bank and third parties claiming losses or damages caused by the Supplier, its experts, employees, agents or sub-contractors in the performance of the Agreement.

10.3 At any time during the execution of the Agreement, the Supplier must be able to produce the evidence of coverage upon request of the Bank within five (5) days of receipt of the request.

ARTICLE XI: INDEMNIFICATION AND LIMITATION OF LIABILITY

11.1 The Supplier hereby undertakes that it will indemnify and hold harmless the Bank from and against any action and all losses, liabilities, costs, claims, damages and expenses (“Losses”) (including, without limitation, reasonable attorney’s fees and all costs, charges and expenses which the Bank may pay or incur in connection with investigating, disputing or defending against any such action or Losses) to the extent those Losses result from any willful act, willful omission or willful error or from any negligence of the Supplier, its experts, employees, agents or sub-contractors, including without limitation all third party claims, and are determined (I) by any settlement or compromise entered into by the Parties, or (ii) by an arbitral award resulting from the Dispute Settlement process set out in the General Terms and Conditions. The Supplier shall indemnify the Bank against all third-party claims of infringement of patent, trademark, intellectual property or industrial design rights arising from the performance of the Services by the Supplier, its experts, employees, agents or sub-contractors. Neither party will be liable to the other for any lost profits or any indirect, consequential or incidental damages.

11.2 The provisions set out in this Article shall survive the expiration or termination of this Agreement.

ARTICLE XII: INTELLECTUAL PROPERTY RIGHTS
12.1 All proprietary and intellectual property rights in all documents, reports, statistics, data and other information provided, made available to, or created, obtained, compiled or prepared by, the Supplier in the course of carrying out the Services shall be vested in and become the property of the Bank. All such documents, reports, statistics, data and any other information shall, upon the completion of Services or termination of this Agreement, be promptly returned to the Bank. Such materials shall be sorted and indexed by the Supplier in a manner acceptable to the Bank prior to delivery to the Bank.

12.2 The Supplier further agrees to include the contents of this Article in all subcontracts and consulting agreements entered into by the Supplier for the performance of Services under this Agreement.

12.3 The provisions of this Article shall survive the expiration or the termination of this Agreement.

ARTICLE XIII: DISASTER RECOVERY

13.1 For avoidance of doubt, the disaster recovery described in the TOR shall not be construed as Force Majeure within the meaning if the General Conditions.

[Remainder of this page intentionally left blank]
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed on the respective dates specified below.

FOR THE AFRICAN DEVELOPMENT BANK

_______________________________

Director
General Services and Procurement Department

__________________________

Date

FOR THE SUPPLIER

_______________________________

XXXXXXXXXXXXXXXX

__________________________

Date
# SUPPLIER PERFORMANCE EVALUATION FORM

## Supplier Performance Evaluation Form

### PERFORMANCE EVALUATION OF SERVICES CONTRACT PROVIDERS

<table>
<thead>
<tr>
<th>SERVICE PROVIDER</th>
<th>PURPOSE OF CONTRACT</th>
<th>CONTRACT REFERENCE</th>
<th>DATE OF EFFECTIVENESS</th>
<th>EXPIRATION DATE</th>
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**EVALUATION PERIOD**

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**OVERALL EVALUATION SCORE:**

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<th>REPORT DATE:</th>
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**PERFORMANCE LEVEL**

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<th>CERTIFIED BY CHGS.2</th>
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<td>Name: _______; Signature: _______; Date: _______</td>
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**EVALUATION CRITERIA**

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</table>

**TOTAL**

Where appropriate, attach a supplementary sheet, related documentation or correspondence giving details.

---

**Reference:** ADB/RFP/CHGS/2021/0167

**AIF Investment Forum’s organization**

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**Page 78 of 82**

**RFP Quality and Price – open competition**

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01 BP 1387, Abidjan 01 Côte d’Ivoire Tel : +225 20 26 10 20 – e-mail: tender.org ; - Internet: www.afdb.org
### Annex 5bis

**Supplier Feedback (360 degree) form**

<table>
<thead>
<tr>
<th>NAME OF SERVICE PROVIDER</th>
<th>CONTRACT TITLE</th>
<th>CONTRACT REFERENCE</th>
<th>START DATE</th>
<th>EXPIRY DATE</th>
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<table>
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<th>EVALUATION PERIOD</th>
<th>OVERALL PERFORMANCE LEVEL</th>
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<tbody>
<tr>
<td></td>
<td>Very Poor</td>
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<table>
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<tr>
<th>PERFORMANCE LEVEL</th>
<th>Very Poor</th>
<th>Poor</th>
<th>Satisfactory</th>
<th>Good</th>
<th>Very Good</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DELIVERY AND SUPPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear and accurate communication of requirements and specification</td>
</tr>
<tr>
<td>Accurate and complete information on Purchase Orders</td>
</tr>
<tr>
<td>Adequately supporting timely delivery by providing adequate lead times, accurate information and limiting late or frequent changes to the requirements</td>
</tr>
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</table>
### PERFORMANCE LEVEL

<table>
<thead>
<tr>
<th></th>
<th>Very Poor</th>
<th>Poor</th>
<th>Satisfactory</th>
<th>Good</th>
<th>Very Good</th>
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<tbody>
<tr>
<td>Staff / project manager attends meetings as required by the parties</td>
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### PAYMENT

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<tbody>
<tr>
<td>Timely payment of invoices in accordance with contract</td>
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### COMMUNICATION & RESPONSIVENESS

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<tbody>
<tr>
<td>Timely response in a professional and efficient manner</td>
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<tr>
<td>Clear instructions are provided. No conflicting communication from various parties within the organization</td>
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<tr>
<td>The technology infrastructure is effective, increasing the efficiency of doing business</td>
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<tr>
<td>Staff / project manager demonstrates appropriate subject matter knowledge and provides effective response to inquiries</td>
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<tr>
<td>Proactively provides options to resolve and eliminate identified problems</td>
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### PARTNERSHIP

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<tr>
<td>Receptive to discussing ideas for collaboration on products, service innovation and continuous improvement</td>
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<tr>
<td>Regular communication and proactive feedback</td>
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### PERFORMANCE LEVEL

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<th>Poor</th>
<th>Satisfactory</th>
<th>Good</th>
<th>Very Good</th>
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<tbody>
<tr>
<td>Working together...</td>
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### Comments

#### SELF-ASSESSMENT AND CONTINUOUS SERVICE IMPROVEMENT

<table>
<thead>
<tr>
<th>Description</th>
<th>Rating</th>
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</thead>
<tbody>
<tr>
<td>Do you agree with the Bank’s evaluation of your performance? If you disagree, provide reasons.</td>
<td></td>
</tr>
<tr>
<td>How the service provision can be optimized in terms of costs, service levels, quality or sustainability?</td>
<td></td>
</tr>
<tr>
<td>Any other comments</td>
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</tbody>
</table>