

**African Development Bank
General Services and Procurement Department**



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

PROCUREMENT NOTICE:

**SELECTION OF AN EVENT MANAGEMENT COMPANY FOR THE AFRICAN DEVELOPMENT
BANK
ADB/RFP/CHGS/2017/0126**

1. The African Development Bank (the Bank) intends to select an eligible firm to organize its 2018 Africa Investment Forum (AIF).
2. The selected firm will ensure the effective preparation, management and execution of the forum that will be held in Johannesburg, South Africa from 7 to 9 November 2018.
3. Interested bidders must originate from one of the Bank's member countries, the list of which is provided at www.afdb.org/.
4. The scope of the project and the forms to be completed are described in the Request for Proposals (RFP) document that is available for downloading from <http://www.afdb.org/en/about-us/corporate-procurement/>.
5. The selected bidder will be required to register at the Bank's vendor database through https://eprocurement.afdb.org/sap/bc/webdynpro/sap/zsup_reg_submit#
6. The Bank will organize a pre-bid conference on **18 December 2017 at 09h00 hours local time in Abidjan**. Bidders may attend the pre-bid conference in person or remotely via video-conference.
7. The proposals should be submitted in sealed envelopes and delivered at the following address by **Monday 15 January 2017 at 1500 hours, Abidjan local time**.

**Corporate Procurement Division, CHGS.2
HQ Building, South Tower, Office N° 17-S24
Avenue Joseph Anoma
01 BP 1387 Abidjan 01
Cote d'Ivoire
City: Abidjan Plateau
Country: Cote d'Ivoire**

8. The Bank will reject late bids.
9. Bidders will be advised in due time of the results of their submissions.