

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



Corporate Procurement Division

E-mail: tender@afdb.org

**PROCUREMENT NOTICE
REQUEST FOR PROPOSALS
FOR THE SELECTION OF A CORPORATE CARDS SERVICES PROVIDER FOR THE
BANK
REF.: **ADB/RFP/CHGS/2021/0077****

1. The African Development Bank (hereafter referred to as “The Bank”) intent to select providers of Corporate cards for its Headquarters and its Regional Directorates. The Bank therefore wishes to invite technical and financial proposals from experienced companies for provision of the above services.
2. The requirements are divided in two (02) lots as below:
 - a. Lot 1: Provision of Purchase-Card (P-Card) and Travel Card (T-Card)
 - b. Lot 2 : Provision of Lodging Cards.Potential bidders can submit their bids for one lot or for all the two lots.
3. The Bank is seeking to establish with the selected service providers a long-term agreement.
4. Interested bidders must originate from one of the Bank’s member countries, the list of which is provided at www.afdb.org/.
5. This procurement process is being conducted through the online tendering platform of the Bank. Interested Bidders must be registered in the Bank system using the link below: https://eprocurement.afdb.org/sap/bc/webdynpro/sap/zsup_reg_submit#;
6. **A virtual pre-bid conference** will be organized via videoconference; eligible companies or groups of companies fulfilling the qualification criteria detailed in the RFP document, are strongly encouraged to participate in the conference as important information will be communicated related to the RFP and its submission method.
 - Date and Time of the conference: 04th June **2021 at 10:00 A.M. Abidjan time (GM)**.
 - Venue: Virtual Meeting by Videoconference - Meeting URL: <https://afdb.zoom.us/j/98264257034?pwd=ZnF1by9NZitwRk9zeXEroExmNFB5Zz09> - Meeting ID: 982 6425 7034; Password: 50248646
7. Questions related to the pre-bid meeting can be submitted to tender@afdb.org.
8. **Submission of offers.** Eligible companies or groups of companies meeting the qualification criteria listed in the RFP, are requested to submit their offers by electronically exclusively via the link <https://eprocurement.afdb.org/irj/portal> on or before **18th June 2021 at 1200hrs Abidjan (GMT)**.
9. Detailed Request for Proposal are included in this document below and also available on <http://www.afdb.org/en/about-us/corporate-procurement/procurement-notices/current-solicitations/>. Companies or groups of companies can also obtain a copy of the RFP document by sending a request to tender@afdb.org;
10. Any submission sent via any other channel or link other than the above link and/or submissions after the bid closing date, will be deemed inadmissible.
11. Offers must be valid for a period of ninety (90) days from the deadline for submission of offers.
12. AfDB reserves the right to modify, amend or cancel this RFP at any time during this process.