

**AFRICAN DEVELOPMENT BANK
GENERAL SERVICES AND PROCUREMENT DEPARTMENT
CORPORATE PROCUREMENT DIVISION
Tel: +225- 20 26 29 71 / e-mail : tender@afdb.org
REQUEST FOR PROPOSAL**

No. ADB/RFP/TCGS/2024/0228

**SELECTION OF AN EVENT MANAGEMENT FIRM TO ORGANIZE THE AFRICAN HEADS OF STATE ENERGY
SUMMIT IN DARES SALAAM, TANZANIA**

1. The African Development Bank IS seeking the services of a world-class Event Management Company to provide end-to-end event, planning, management and organization of the African heads of state energy summit in Dar Es Salaam, Tanzania.
2. Interested bidders must originate from one of the Bank's member countries, the list of is which is provided at www.afdb.org.
3. The scope of services 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/procurement-notice/currentsolicitations/>.
4. The interested bidders are required to register at the Bank's vendor database through https://eprocurement.afdb.org/sap/bc/webdynpro/sap/zsup_reg_submit#.
5. A site visit and a pre-bid conference will be organized, and potential bidders are strongly encouraged to participate because important information on the tender file and the mode of electronic submission of tenders will be communicated.

A site visit which will be held on the 15th of November will be a guided tour, but non-guided tours can be organized at the request of the bidders.

- Date and Time of the conference: 15th of November at 11 a.m. local time in Daar es Salaam, Tanzania
- Venue: Julius Nyerere International Convention Centre (JNICC) in Dar Es Salam, Tanzania link: <https://afdb.zoom.us/j/97097613528?pwd=Ji6qyyZATe6iaSnqggX8OCIPbFWUMG.1>

Meeting ID: 970 9761 3528

Passcode: 3249395501

6. Also, potential bidders interested in participating in this conference are requested to express their Interest through tender@afdb.org.
7. **Submission of offers.** The proposals should be submitted by:
 - Electronic submission exclusively via the link <https://eprocurement.afdb.org/irj/portal>
 - Closing date and time for submissions: 25th November 2024 at 5:00 p.m., local time in Abidjan (UTC)

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- Clearly mention the reference and subject of the Request for Proposal in the submission email: **Ref. No.ADB/RFP/TCGS/2024/0228**
 - 8. Any application submitted electronically through any other link outside of the above link will be deemed ineligible.
 - 9. Bidders will be advised in due time of the results of their submissions.
 - 10. The Bank reserves the right to modify, amend or cancel this Request for Proposal at any time during this process.
