

**AFRICAN TRADE CENTRE
INVITATION FOR EXPRESSION OF INTEREST
PROVISION OF SECURITY SERVICES, JANITORIAL/SOFT SERVICES,
OPERATIONAL MAINTENANCE FACILITY MANAGEMENT SERVICES**

The African Export-Import Bank (“the Bank” or “Afreximbank”) is a Pan African multilateral financial institution headquartered in Cairo, Egypt, established to provide financing solutions and advisory services for the expansion, diversification, promotion and development of intra and extra-African trade. The Abuja Afreximbank African Trade Centre (“Abuja-AATC”) is an initiative of Afreximbank to be situated in Abuja Federal Capital Territory (“FCT”) and established to contribute to the Bank’s efforts at bridging the trade information gap in Africa. The objective is for the Abuja AATC to become an iconic location in Abuja which will present a unique premium real-estate development that provides numerous services and facilities focused on improving access to trade, trade information and ultimately boosting intra African trade. This building is currently under construction has 31,350 square metres floor area and is expected to be completed in the third quarter of 2024. The Abuja-AATC will provide services which comprises Grade “A” commercial office space, Hotel (4+star facility with 148 keys), conference and Exhibition Centre. Afreximbank is inviting interests from reputable organizations to provide facility management services for any or all of the following services for the trade Centre.

- a. Security Services: The Preferred Agent will develop a Security Service Strategy to support the client with the Security aspects of the Abuja-AATC. The Agent will develop Security Services Management Manual with operational procedures, manuals and system that will aid the operations post construction.
- b. Janitorial/Soft Services: the preferred Agent will develop a Janitorial/Soft Services Strategy to support the client with the Janitorial/Soft services aspect of the Abuja-AATC. This will also entail the provision of resources for the Janitorial and soft services, a Janitorial/Soft Services Management Manual with operational procedures, manuals and system that will aid the operations post construction.
- c. Operational Maintenance Services: The preferred Agent will develop an operational Maintenance Strategy that speaks to the service delivery model to support the client with

the Implementation of an appropriate operational maintenance model. This manual should fully support the core business objectives and needs of Afreximbank.

The following information should be submitted, and attachments should be marked accordingly.

- i. Company profile, registration, location and ownership structure.
- ii. Proof of experience of undertaking similar projects over the past five years.
- iii. Proof of registration as a service provider with relevant authorities.
- iv. Proof of technical and managerial capacity to handle a project of the magnitude.
- v. If applicable, a memorandum of joint venture and
- vi. Audited annual financial statements for the past 3 years.

The expression is intended to facilitate to compilation of a shortlist of suitably qualified companies to be invited to tender for the provision of security, janitorial/soft services and operational maintenance services, respectively to the Abuja-AATC. The bank, at its sole discretion, may disqualify a non-compliant submission from consideration and will not be responsible for any costs associated with responding to this advertisement.

Submissions should be delivered via email to procure@afreximbank.com no later than **December 22nd 2023 at 17:00 hours WAT**. Separate Request for Proposal (RFPs) processes will follow for each of the services at the discretion of the Bank. Only qualifying companies will receive such RFP.

Note: Submissions should be tailored towards areas of core competences as the three services would be treated independently.