

## TERMS OF REFERENCE (TOR)

### 1. Description of services

The German Embassy School Addis Ababa (hereinafter referred to as „Employer“) intends to evaluate its fixed assets within its premises in Yeka Sub-city, Addis Ababa. For this work, the German Embassy School Addis Ababa invites capable fixed asset valuers (FAV) to bid.

### 2. Scope of work

The scope of work comprises the following:

- Valuation of PPE's (Buildings, Site Work & Infrastructures, Vehicles and Office Equipment, Furnitures and other Fixed Assets)
- PPE Inventory Identification & Classification
- Defining and setting the PPE threshold
- PPE Labelling, and Tagging, Traceability, as well as useful life
- Tagging Material

### 3. Responsibilities of the FAV:

- Equipment: The FAV shall provide all supplies, personnel, equipment, tools, materials and other items or services necessary to perform the work. The Employer will not provide any tools.
- Sampling: Material options for the tagging must be approved by the representative of the Employer. The FAV is obliged to present to the Employer samples of best quality available on the market. The Employer will then choose and authorize the products for execution.
- Cleanness of the premises: The FAV is obliged to leave the premises in a clean and tidy condition without charging any extra fees. He shall clear away all debris and excess materials accumulated at the premises and dispose it away from German Embassy School Addis Ababa premises, maintaining a neat premises condition.
- Supervision: The FAV shall provide a full-time supervisor to oversee the work.
- Quality of work: The FAV must guarantee that all work performed will be free from any defects in any assets and materials.

- Review: The FAV is advised to review the scope of work and all information and documents attached herewith before submitting the bid.
- Site inspection: The FAV must visit the premises to familiarize himself with the premises conditions, the assets' volume and to understand the exact quantum of work. Site visits are possible from Mondays to Fridays from 8:00 a.m. to 4 p.m. Please request at the gate.

#### 4. Remuneration

The price will be fixed through a competitive bidding process.

All expenses for bringing in equipment, workforce and materials, clearing the premises etc. shall be deemed to be included in the price quoted by the FAV. The same applies for cleaning up the site after completion of the work and disposal of any wastage materials. No separate payment on such expenses shall be entertained.

#### 5. Qualification of the FAV

The FAV must be competent and experienced in all requested fields with a valid Evaluation certificate, Commercial Registration, Business License, TIN and VAT Registration.

The FAV is required to submit a company profile including a list of present and previous clients and projects and certifications issued by past/present clients indicating the FAV's satisfactory performance.

#### 6. Time frame

Please refer to: „Invitation for Bid“, point 1.

Works must be finalized by the latest January 10th, 2025. The valuation report should be submitted by January 24, 2025.

If the FAV fails to meet this time frame, the German Embassy School Addis Ababa reserves the right to levy a contractual penalty of 15% of the contract volume which will be deducted from the total invoice.

#### 7. Submission of bid

Please refer to: „Invitation for Bid“, point 5.

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IBAN: DE28 3004 0000 0104 401 500 | BIC COBADE FF XXX | SWIFT COBADE DD XXX

Bank Account **Dashen Bank** German Embassy School  
Balderas Branch | Account-no.: 0089 1493 410 11  
SWIFT: DASHET AA XX