

To the Bidder

INVITATION FOR BID

Dear Sir or Madame,

The German Embassy School Addis Ababa intends to evaluate the current IT infrastructure, applications, and security practices located in Yeka Sub-City, Addis Ababa, in accordance with the requirements specified hereby.

For these works the German Embassy School Addis Ababa invites capable IT Audit firms for bids.

The following terms apply:

1. Time frame

Opportunity for the bidder to raise questions:	Until latest November 15th, 2024
All questions shall be addressed to the following email:	admin@dbsaa.de
Submission of bid documents incl. quotation:	Until latest November 20th, 2024
Announcement about whether award was received:	Until latest November 30th, 2024
Execution of works:	Until latest January 10 th , 2025
Submission of IT-Audit report:	Until latest January 24 th , 2025

2. Validity

Bids shall be valid for a period of 60 calendar days from the date of the announcement of the bid.

3. Modifications

The bidder can suggest modifications regarding the specification of the works until latest November 15th, 2024.

All suggestions shall be addressed to the following email: admin@dbsaa.de

4. Subcontracting

The bidder is not allowed to engage any subcontractor.

5. Submission of bid

The bid including all required documents in accordance with „Documents comprising the Bid“ shall be submitted in the following way:

- either in softcopy to the following email address: admin@dbsaa.de
- in hardcopy deposited in a sealed envelope at the gate of the German Embassy School Addis Ababa

The German Embassy School Addis Ababa will confirm the receipt of the documents by email November 25th, 2024.

6. Evaluation

A bid will only be eligible when the Auditor has conducted a site survey at school. A list to sign will be placed at the gate. Evaluation of bids will be based on price, quality of materials and professional experience of the bidder.

7. Awarding

The German Embassy School Addis Ababa reserves the right to accept or reject, at its sole discretion, any or all bids.

Bankverbindung: Commerzbank Düsseldorf
Deutscher Schulverein in Äthiopien | BLZ 300 400 00 | Kto-Nr. 10 440 1500
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

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