

TERMS OF REFERENCE (TOR)

1. Description of services

The German Embassy School Addis Ababa (hereinafter referred to as „Employer“) intends to renew windows and install aluminum windows within its premises in Yeka Sub-city, Addis Ababa. For this work, the German Embassy School Addis Ababa invites capable contractors to bid.

2. Scope of work

The scope of work is defined in the set of drawings and the BoQ attached herewith. It comprises:

- Taking measurements at selected windows
- Removing old wooden windows and preparing frames
- Installing aluminum windows
- Sealing windows
- Disposing of old windows

3. Responsibilities of the Contractor

- **Equipment:** The Contractor shall provide all supplies, personnel, equipment, tools, materials and other items or services necessary to perform the works. The Employer will not provide any tools.
- **Sampling:** Material options must be approved by the representative of the Employer. The Contractor 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 site:** The Contractor is obliged to leave the site in a clean and tidy condition without charging any extra fees. He shall clear away all debris and excess materials accumulated at the site and dispose it away from German Embassy School Addis Ababa premises, maintaining a neat site condition.
- **Supervision:** The Contractor shall provide a full-time supervisor to oversee the work.

- Quality of work: The Contractor must guarantee that all work performed will be free from any defects in workmanship and materials.
- Review: The Contractor is advised to review the scope of work and all information and documents attached herewith before submitting the bid.
- Site inspection: The Contractor is advised to visit the site to familiarize himself with the site conditions 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 unit rates will be fixed through a competitive bidding process.

All expenses for mobilization to site and demobilization from site including bringing in equipment, workforce and materials, clearing the site etc. shall be deemed to be included in the unit rates quoted by the Contractor. 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.

Any cleaning services required after completion of the work which must be carried out by an external party at a charge will be deducted from the final invoice.

5. Qualification of the contractor

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

The Contractor can subcontract certain works in case special expertise or manual skills are required. Though subcontracting has to be announced to the client.

The Contractor 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 Contractor's satisfactory performance.

6. Time frame

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

Works must be finalized by latest May 5th, 2025. The floor and the whole construction must be in perfect condition and ready to use by the latest May 6th, 2025. Construction works may only be carried out on weekends or during school vacations from April 12 to April 27th, 2025, and May 1st – May 5th.

If the Contractor 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 final invoice.

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

7. Submission of bid

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

8. Contract

Billing shall be done per measurement.

9. Employer's rights

The Employer reserves the right to change or adjust the quantities of materials that come to execution. The Employer also reserves the right to cancel the execution of items (before material purchase took place).

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Zertifizierte "Exzellente Deutsche Auslandsschule".

IB-World School für „Gemischtsprachiges International Baccalaureate“

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