

TERMS OF REFERENCE (TOR)

1. Description of services

The German Embassy School Addis Ababa (hereinafter referred to as „Employer“) intends to sand and paint the existing wooden 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 Bill of Quantities (BoQ) attached herewith. It comprises:

- Inspecting all wooden windows and preparing surfaces
- Sanding wooden window frames and sashes
- Repairing minor cracks or defects where necessary
- Applying primer and two coats of high-quality weather-resistant paint or varnish
- Ensuring smooth finish and clean edges
- Protecting glass panes and surrounding surfaces during painting
- Cleaning and removing any paint residues after completion

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 (e.g., paint or varnish types) must be approved by the representative of the Employer before use. The Contractor is obliged to present to the Employer samples of the proposed paint or varnish (color and brand). 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. They shall clear away all debris, dust, and excess materials accumulated at the site and dispose of them away from the 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. The paint finish must be uniform, durable, and aesthetically acceptable.
- 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 must visit the site to familiarize themselves 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 4:00 p.m. (Please request at the gate.)
- SAMPLE WINDOW / MOCK-UP: Before the commencement of the full scope of works, the Contractor shall complete one sample window (mock-up) using the agreed materials and method of execution. The sample window will be inspected and must be approved in writing by the Employer. Only after written approval may the Contractor proceed with the remaining windows. The sample window shall serve as the quality benchmark for the entire project. Any adjustments requested by the Employer must be carried out by the Contractor at no additional cost.

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 quoted unit rates. No separate payment for preparation, cleaning, or waste disposal shall be made. 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 painting, surface treatment, and carpentry-related works, 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 must 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.

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

Zertifizierte "Exzellente Deutsche Auslandsschule".

IB-World School für „Gemischtsprachiges International Baccalaureate“

Anerkannte Deutsche Auslandsschule: Kindergarten, Primarstufe, Sekundarstufe I und II



Execution of works is scheduled to start on December 22nd, 2025, and must be finalized by latest . Construction works may only be carried out on weekends or during school vacations from December 22nd, 2025 – January 9th 2026 and 15th – 20th February 2026. End date to be negotiated

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.

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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