

Addis Ababa, 4/17/2026

## INVITATION FOR BID

### Tender for Provision of Security Services

**German Embassy School Addis Ababa (DBSAA)** invites eligible and qualified service providers to submit sealed hard copy and soft copy bids for the provision of Security Services at its premises in Addis Ababa.

- 1. Tender Reference:** DBSAA/ SEC /2026/04
- 2. Service:** Provision of Security Services
- 3. Location:** German Embassy School Addis Ababa (DBSAA)
- 4. Contract Duration:** One (1) year, renewable based on performance

#### Scope of Service (Summary):

The contractor shall provide comprehensive security services including but not limited to:

- Deployment of trained security guards and supervisors for 24/7 coverage
- Access control and visitor management
- Patrol and monitoring of school premises
- Incident and emergency response
- Event security support when required
- Vehicle access control and roadside traffic management
- Monitoring fire alarms and emergency systems
- Reporting and documentation of incidents and activities
- Provision of uniforms and security equipment

#### Staffing Requirements

The contractor shall provide:

- 18 Male Security Guards
- 1 Female Security Guard
- 1 Security Supervisor
- Quick Reaction Team (QRT) availability
- 24/7 shift-based deployment

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

## Eligibility Requirements

Interested bidders must submit copies of the following:

- Valid Trade License for Security Service
- TIN Certificate
- VAT Registration Certificate
- Business Registration Certificate
- Company Profile with relevant experience
- List of similar completed assignments (preferably schools)
- The last Two Audit Reports
- Contact form as per our template

## Bid Submission Requirements

- Bids must be submitted in sealed envelopes clearly marked “Tender for Cleaning Service – DBSAA”.
- Both Technical Proposal and Financial Proposal must be submitted in separate sealed envelopes
- In addition to the hard copy, bidders are required to submit an electronic soft copy of their bid documents via email to [admin@dbsaa.de](mailto:admin@dbsaa.de) before the submission deadline.
- Late submissions will not be accepted.

## Time Frame

- Opportunity for the bidder to raise questions regarding the tender including a mandatory site visit: latest: 04/24/2026
- All questions shall be addressed to the following email: [admin@dbsaa.de](mailto:admin@dbsaa.de)
- Submission of bid documents incl. quotation: latest 04/30/2026
- Announcement about whether awards were received: 05/28/2026
- Start of work: 01/08/2026

## Suggestion

Suggestions from the bidder shall be addressed to the following email: [admin@dbsaa.de](mailto:admin@dbsaa.de)

## Bid Validity

Bids shall remain valid for a period of 60 days from the date of opening.

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## Evaluation Method

Bids will be evaluated in two stages:

- Preliminary and Technical Evaluation
- Financial Evaluation of technically qualified bidders only

The contract shall be awarded to the lowest evaluated responsive bidder meeting the required technical and administrative criteria.

## Employer's Right

The German Embassy School Addis Ababa (DBSAA) reserves the right to accept or reject any bid, wholly or partially, and to annul the tendering process at any time prior to contract award without thereby incurring any liability to bidders.

## Additional Information

Interested and eligible bidders may obtain the complete bidding document in hard copy, including the detailed Terms of Reference (TOR), from the German Embassy School Addis Ababa upon request.

## Bid Submission Address

Secretary of German Embassy School Addis Ababa (DBSAA)  
Yeka Subcity, Woreda 06, House No. 298 (Aware in front of French Bakery)  
Addis Ababa, Ethiopia

Or via email: [admin@dbsaa.de](mailto:admin@dbsaa.de)

The German Embassy School Addis Ababa will confirm receipt of the documents by email.

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