

Addis Ababa, 4/20/2026

INVITATION FOR BID

Tender for Provision of Cleaning 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 Cleaning Services at its premises Addis Ababa.

- 1. Tender Reference:** DBSAA/CS/2026/04
- 2. Service:** Provision of Cleaning Service
- 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:

- Daily cleaning of classrooms, offices, toilets, and common areas
- Cleaning of corridors and staircases
- Waste collection and disposal
- Weekly and periodic deep cleaning
- Provision of cleaning staff and supervision
- Provision of cleaning equipment and materials

Staffing requirements

The Contractor shall provide:

- 18 Cleaning Professional
- 1 Supervisor
- Quick Reaction Team (QRT) availability

Eligibility Requirements:

Interested bidders must submit copies of the following:

- Valid Trade License for Cleaning Service
- TIN Certificate
- VAT Registration Certificate
- Business Registration Certificate
- Company Profile with relevant experience
- List of similar completed assignments
- 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 administration@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:	administration@dbsaa.de
Submission of bid documents incl. quotation:	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:

administration@dbsaa.de

Subcontracting

The bidder is obliged to announce whether any subcontractor will be involved in the works. If so, information is required for which kind of work the involvement takes place.

Certified “Excellent German School Abroad”. IB World School for “Mixed Language International Baccalaureate”
Recognized German School Abroad: Kindergarten, Primary Level, Secondary Level I and II

Bid Validity

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

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 or from the address indicated below.

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: administration@dsaa.de

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