

EXPRESSION OF INTEREST (EOI) FOR THE SUPPLY OF DIFFERENT TYPES OF OFFICE AND SHOP FURNITURE

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INTRODUCTION

Ethio telecom has a number of offices and sales shops across the country to make its service accessible to its customers.

We intend to renovate and standardize all offices and shops in order to improve customer service and make the work environment more comfortable and efficient for its employees and customers.

Therefore, Ethio Telecom is seeking expressions of interest (EOI) from a well-known and experienced office and shop furniture manufacturer/importer who is willing to manufacture furniture that is customized to Ethio Telecom's design, size, style, and material and also import standardize office and shop furniture.

OBJECTIVE

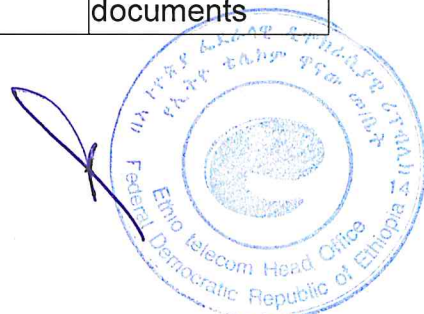
This EOI is intended to identify potential local manufacturer/importer to avail office and shop furniture as early as possible to fill the gap being observed and ensuring continuous supply of furniture.

EOI REQUIREMENTS

1. PRELIMINARY REQUIREMENTS

Interested suppliers shall fulfil and provide the following requirements when submitting their response proposal:

INDEX	REQUIREMENT	REMARK
1	All suppliers should have a valid and renewed trade license	Provide documents
2	Suppliers should have VAT registration certificate	Provide documents
3	High Level of Experience. (more than one year): experience in providing office furniture for company equivalent to Ethio telecom.	Provide documents
4	All suppliers should submit their company profile such as year of experience, the current audited report, your staff experts, etc.	Provide documents

5	Any additional information that supports your capabilities in this scope	Provide documents
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Prospective suppliers should attach a separate document with specific responses to each of the requirements in the format below:

2. BASIC REQUIREMENTS

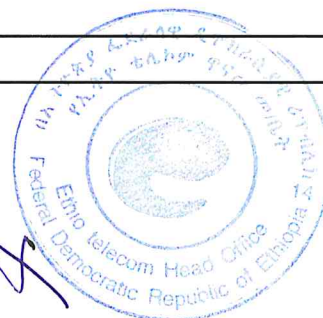
INDEX	REQUIREMENTS	Comply/Not comply
1	Having enough machinery/plant which can manufacture quality furniture if you are manufacturer.	
2	Able to manufacturing the intended furniture locally.	
3	Able to import and assemble at factory level for readymade furniture.	
4	Have enough work force, Able and willing to provide after sales service (assembly & maintenance) both in Addis Ababa & out of Addis Ababa	
5	Willing & able to incorporate/ customize Ethio telecom design and style	

LIST OF FURNITURE TYPE

1. OFFICE FURNITURE

No.	Table	Comply/Not comply	How do you supply the item? (through manufacturing or importing)
1	Presidential table		
2	Executive table		
3	Directors table		
4	Managerial table		
5	Working desk/ Working station		
6	Agent desk		
7	Coffee Table		





8	Side table		
9	Personal assistant table		
10	Corner desk		
11	Standing desk		
12	Dining table		
13	Cafeteria table		
14	Reception desk		
15	Meeting /conference table		
16	Circular meeting table		
17	Meeting Table Size = 200x110x75cm		
18	Meeting Table Size = 240x120x75cm		
19	Meeting Table Size = 280x120x75cm		
20	Meeting Table Size = 310x120x75cm		
21	Meeting Table size= 380x120x75cm		
22	Meeting Table Size = 460x150x75cm		
23	Meeting Table Size = 580x160x75cm		
24	Meeting Table Size = 640x160x75cm		
25	Meeting Table Size = 700x160x75cm		
No.	Chair	Comply/Not comply	How do you supply the item? (through manufacturing or importing)
1	Presidential chair		
2	Executive chair		
3	High back chair		
4	Meeting chair		
5	Medium back swivel chair		




6	Guest Chair		
7	Three in one chair guest chair		
8	cafeteria chair		
No.	Shelf	Comply/Not comply	How do you supply the item? (through manufacturing or importing)
1	Presidential Shelf		
2	Executive shelf		
3	Managers shelf		
4	Directors shelf		
5	Personal assistant shelf		
6	Display shelf		
7	Kitchen Cabinet		
8	wall mounted/floating shelf		
9	Award shelf		
10	Dixon shelf		
No.	Sofa	Comply/Not comply	How do you supply the item? (through manufacturing or importing)
1	Three seat sofa		
2	Two seat Sofa		
3	Single seat sofa		
4	Waiting sofa		
5	3+2+1+1 sofa		
6	3+2+1 sofa		
7	3+2 sofa		




2. SHOP FURNITURE

No.	Table	Comply/Not comply	How do you supply the item? (through manufacturing or importing)
1	Product display table		
2	Activation Table		
3	Monitoring Table		
4	Toll stool table		
5	High raised table		
6	Coffee table		
7	Tv stand table type		
8	Vendor display table		
No.	Chair	Comply/Not comply	How do you supply the item? (through manufacturing or importing)
1	Visitor chair		
2	Guest chair		
3	MB Employee chair		
4	Waiting bench one sided seat (120cm)		
5	Waiting bench one sided seat (160cm)		
6	Curved Waiting bench		
7	Waiting bench double sided seat		
No.	Shelf	Comply/Not comply	How do you supply the item? (through manufacturing or importing)
1	File & printer cabinet((200*40*75cm)		
2	File & printer cabinet(120*40*75cm)		

No.	Sofa	Comply/Not comply	How do you supply the item? (through manufacturing or importing)
1	Ethio home sofa 2 seat		
2	Ethio home sofa 1 seat		

Note: We have attached our current sample picture and requirement for both office and shop furniture as reference. (please refer the Annex)

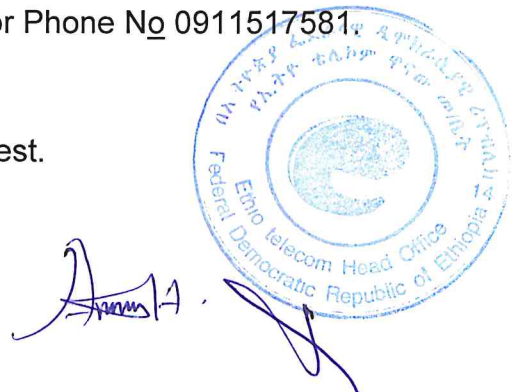
In addition, we recommend that all interested providers visit the recently furnished shop located churchle road beside Lise G/Mariam school and office located in front of Ethio telecom head office Dle Betigle building, which will serve as a model for you to understand Ethio telecom shop and office furniture design, size, style, and material.

IMPORTANT INSTRUCTIONS AND SUBMISSION OF RESPONSES

1. Ensure you attach the response in a separate document.
2. The attachments should be submitted in folders properly.
3. Interested suppliers should submit their responses to abeba.hailul@ethiotelecom.et / afendi.abdi@ethiotelecom.et or you can submit your response in person to Ethio Telecom Head Quarter, Churchill road, 3rd Floor Room Number 309, not later than Monday 23 May 2022 until 5:00PM.
4. Suppliers who did not work with ethio telecom previously can register on our ERP at www.ethiotelecom.et ➔ supplier portal ➔ Register. Then fill what the template requests and attach the documents that it requests.
5. If you have any clarification and information related to this Expression of Interest (EOI) you can contact via email abeba.hailul@ethiotelecom.et or Phone No 0913342266 and afendi.abdi@ethiotelecom.et or Phone No 0911517581

Next Steps

- Review of submitted Expressions of Interest.
- Visit suppliers site/factory



- Prequalification of shortlisted suppliers.
- Competitive RFQ process for successful suppliers in the EOI.
- Create longer business relationship having catalogue based Master Frame Agreement
- Ethio telecom reserves, at its sole discretion, the right to select or reject either totally or partially, any or all proposals made in the context of this EOI. Any such decisions made will be final and no correspondence will be engaged into, other than for the purpose of informing the suppliers for the outcome.



ANNEX