

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

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INTRODUCTION

Ethio Telecom operates numerous offices and sales outlets across the country to ensure its services are easily accessible to customers.

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

Accordingly, Ethio Telecom is seeking Expressions of Interest (EOI) from reputable and experienced office and shop furniture manufacturers or importers who can produce customized furniture based on Ethio Telecom's specifications—design, size, style, and materials—as well as supplying standardized 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

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

1.ELIGIBILITY REQUIREMENTS

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



Prospective suppliers should attach a separate document to specific your category (Importer/Manufacturer) to each of the requirements in the format below:

2. PRILIMINARY REQUIREMENTS (FOR MANUFACTURERS)

INDEX	REQUIREMENTS	Comply/Not comply/state
1	Machinery: The supplier manufacturer required to have (but not limited) machinery which is stated below.	
	1.1. CNC Machine: punching after actualizing the design (AutoCAD), which can make as many copies of it as your materials will allow. Whether you're making plaques, carved signs, decorations, logos; once the program is in, you can just save it and reuse it whenever you want.	
	1.2. Pattern or cutting Machine: that has detailed knowledge about one or more patterns and can aid the user in using them and can cut wood as of our customization requested, to cut wood as per our preferences.	
	1.3. Fabric and Leather CNC Machine: punching after actualizing the design (AutoCAD), which can make as many copies of it as your materials will allow. Whether you're making plaques, carved signs, decorations; once the program is in, you can just save it and reuse it whenever you want.	
	1.4. Edge Binding Machine: that must support normal edge and curved shape. For Inclined edge optional and can be streaming both sides.	
	1.5. MIG – Gas Metal Arc Welding	
	1.6. TIG – Gas Tungsten Arc Welding	
	1.7. Sheet metal cutting punching machine/semi automatic/	
	1.8. Bending machine/semi-automatic/	
2	Manufacturing & Supply Capabilities	
	2.1. Production Capacity: state your volume of production and lead/delivery time requirements.	
	2.2. Customization Options: the supplier required to offer design flexibility.	

3	Able to manufacturing and assemble at factory level/not only engaged in importing readymade/	
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3. PRILIMENARY REQUIREMENTS FOR MANUFACTURERS & IMPORTERS

INDEX	REQUIREMENTS	Comply/Not comply
1	Will be able to offer high-quality furniture	
2	Level of Experience. (more than one year): experience in providing office furniture for company equivalent to Ethio telecom.	
3	Able to offer a reasonable warranty period	
4	Able to manufacture/supply furniture to be used for office & shop	
5	Have enough work force, Able and willing to provide after sales service (assembly & maintenance) both in Addis Ababa & out of Addis Ababa	
6	Willing & able to incorporate/ customize Ethio telecom design and style	
7	Using standard packaging during delivery	
8	Need to have at least two Show rooms.	

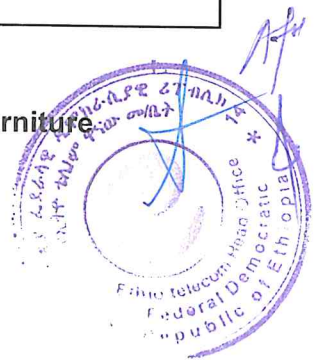
N.B. Any additional information that supports your capabilities in this scope Provide documents.



LIST OF FURNITURE TYPES

1. OFFICE FURNITURE TYPES

No.	Table	Can supply/ Cannot supply
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
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
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
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 TYPE

No.	Table	Comply/Not comply
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
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
1	File & printer cabinet((200*40* 75cm)	
2	File & printer cabinet(120*40* 75cm)	
No.	Sofa	Comply/Not comply
1	Ethio home sofa 2 seat	
2	Ethio home sofa 1 seat	

Note: we have attached our sample picture and requirement for both office and shop furniture as reference

In addition, we recommend that all interested providers visit the recently furnished shop located Churchil Road beside Lise G/Mariam School and office located in front of Ethio telecom head office Del 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 [mintesenot.tezera@ethiotelecom.et/](mailto:mintesenot.tezera@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 307, not later than 15 Augst 2025 until 5:00PM.
4. Suppliers who did not work with ethio telecom previously can register on our ERP at www.ethiotelecom.et ➔ company ➔ 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 mintesenot.tezera@ethiotelecom.et or Phone No 0911210803 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.
- 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.

