

**TENDER NOTICE**  
**with INSTRUCTIONS TO TENDERERS**  
**FRAMEWORK CONTRACT FOR STATIONERY SUPPLY – ETHIOPIA**

**TENDER REFERENCE: 06-2026-AID013244/09/5**

**PROJECT TITLE: SMART WASH - Innovation in the Management of Water Infrastructures  
and Food Security in Ethiopia**

**PROJECT REFERENCE: AID 013244/09/5**

*NOTE:* The tender and project reference numbers must be mentioned in all bid and submission documentation.

This tender dossier sets out the rules for submission, selection and implementation of the contract in conformity with the Practical Guide to Contract Procedures for EU External Actions (ePRAG) as applied by AICS.

Companies wishing to apply are invited to read the ePRAG conditions at this link.

<https://wikis.ec.europa.eu/spaces/ExactExternalWiki/pages/152798604/ePRAG>

**A. Contracting Authority**

*Name:* Comunità Volontari per il Mondo (CVM)

*Legal status:* Non-Governmental Organization

*Address:* House No. 391/S, Woreda 5, Bole Sub City, Addis Ababa, Ethiopia

*E-mail:* socialexpert@cvmapa.org

*Contact person:* Noemi Giustacchini

**B. Partner Authority(ies)**

*Name:* Centro di Volontariato Internazionale – CeVI OdV

*Legal status:* Non-Governmental Organization

*Address:* via Torino 77, Udine, Italy

*E-mail:* marco.iob@cevi.ngo

*Contact person:* Marco Iob

*Name:* Ethiopian Catholic Church, Social and Development Commission, Coordination Office of Emdibir Eparchy – ECC-SDCO/Em

*Legal status:* Local Non-Governmental Organization

*Address:* P.O.Box 70, Emdibir, Central Region, Ethiopia

*E-mail:* Kidanemariam.W@eccsdcoe.org

*Contact person:* Kidanemariam W/Tensay

*Name:* Environment Biodiversity and Climate Change Forum - EBCCF

*Legal status:* Local Non-Governmental Organization

*Address:* Kenisa Avenue, Addis Abeba, Ethiopia

*E-mail:* djntrss@gmail.com

*Contact person:* Dejene Teressa

*Name:* Arba Minch University – AMU

*Legal status:* Local University

*Address:* P.O.Box 21, Arba Minch, South Region, Ethiopia

*E-mail:* demewon21@gmail.com

*Contact person:* Dr. Demelash

*Name:* Wolkite University - WKU

*Legal status:* Local University

*Address:* Wolkite, Central Region, Ethiopia

*E-mail:* girma.bekele@wku.edu.et

*Contact person:* Dr. Girma Bekele

### **C. Legal Basis and Applicable Rules**

This tender procedure is governed by Regulation (EU, Euratom) 2024/2509, the Practical Guide to Contract Procedures for European Union External Actions (ePRAG), and the procurement procedures applicable to initiatives financed by the Italian Agency for Development Cooperation (AICS) under Law No. 125/2014.

By submitting a tender, tenderers fully and unreservedly accept the main, special and general conditions governing the contract as the sole basis of this tendering procedure, whatever their own conditions of sale may be, which they hereby waive.

Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender.

## **1. Supplies to be Provided / Subject of the Contract**

The subject of this tender is the establishment of a non-exclusive **framework contract with multiple suppliers** for the supply of office stationery in Ethiopia for a duration of four (4) years (48 months). The framework contract shall be implemented exclusively through specific Purchase Orders issued during its period of validity.

*Nature of the contract:* Supplies

*Main classification (CPV code):* 30192700-8 – Stationery

The supplies must conform in all respects with the drawings, models, samples, measurements and other instructions.

Tenderers are not authorised to tender for a variant solution in addition to the present tender (no variants).

Quantities and supplies are indicative only and do not constitute a contractual commitment. Actual quantities shall be specified in each Purchase Order.

For supplies not listed in the financial offer annex, the Contracting Authority reserves the right to verify the applicable price with the framework contractor, on the basis of the principle that the contractor shall ensure best value for money for items of the same category.

### **1.1 Non-Exclusivity of the Framework Contract**

This framework contract is non-exclusive.

The Contracting Authority does not commit to purchasing any minimum quantity of supplies and reserves the right to place orders with any framework contractor or, where duly justified, outside the framework, in full compliance with PRAG principles.

## **2. Estimated Total Value**

*Estimated value excluding VAT:* 5.417.280 ETB (Ethiopian Birr)

This amount is indicative and does not constitute a commitment.

This amount represents the needs for implementing the action for stationary indicated in the financial annex. Please note that it will be distributed among the purchase orders for suppliers who sign the framework contract.

## **3. Type and Duration of the Contract**

*Type:* Framework contract with multiple suppliers, based on unit prices.

*Duration:* Forty-eight (48) months from the date of signature.

#### **4. Place of Performance and Delivery Terms**

The place of performance shall be the Federal Democratic Republic of Ethiopia.

Delivery terms shall be DAP (Delivered At Place) to one of the following locations:

- Lot number 1: House No. 391/S, Woreda 5, Bole Sub City, Addis Ababa, Ethiopia
- Lot number 2: Kusti Kebele, Mabrat Hail Sub city, Sawla Town Administration, Gofa Zone, South Ethiopia Region
- Lot number 3: P.O.Box 70, Emdibir, Central Region, Ethiopia

The price indicated in the Financial Offer shall be inclusive of all delivery costs.

#### **5. Participation (Eligibility, Exclusion and Subcontracting)**

The eligibility requirements detailed in ePrag apply to all members of a joint venture/consortium and all subcontractors, as well as to all entities upon whose capacity the tenderer relies for the selection criteria.

Tenderers must prove their eligibility by documents dated **less than one year earlier than the deadline for submitting tenders**, drawn up in accordance with their national law or practice, or by copies of original documents stating constitution/legal status and place of registration/statutory seat (and central administration if different). The Contracting Authority may accept other satisfactory evidence.

Natural or legal persons are not entitled to participate in this tender procedure or be awarded a contract if they are in any of the situations mentioned in Sections 2.4.1 (EU restrictive measures), 2.4.2.1 (exclusion criteria) or 2.4.2.2 (rejection from a procedure) of ePRAG.

**Tenderers must provide declarations on honour** that they are not in any exclusion situation. Such declarations must also be submitted by consortium members, subcontractors and capacity-providing entities.

A natural or legal person may submit only one request to participate or tender, whether individually or as part of a consortium (as leader or member). If the same person submits more than one, all related requests/tenders will be rejected.

**Subcontracting is not allowed.**

#### **6. Origin**

All supplies under this contract may originate in any country.

When submitting tenders, tenderers must state expressly that all the goods meet the requirements concerning origin and must state the countries of origin. They may be asked to provide additional information.

#### **7. Currency**

Tenders must be presented in Ethiopian Birr – ETB.

## 8. Lots

This tender procedure is divided into 3 lots:

- Lot number 1: Addis Ababa
- Lot number 2: Sawla Town
- Lot number 3: Emdibir

The tenderer may submit a tender for one lot, several, or all of the lots.

Each lot will form a separate contract and therefore contracts will be awarded lot by lot.

## 9. Period of Validity of Tenders

Tenderers will be bound by their tenders for a period of 90 days from the deadline for submission.

In exceptional cases, the Contracting Authority may ask tenderers in writing to extend this period by 40 days. Requests and responses must be in writing. Tenderers that agree to extend the validity will not be permitted to modify their tenders.

**The successful tenderer will be bound by its tender for a further period of 60 days.** This period is added to the tender validity period irrespective of the date of notification.

## 10. Language of Tenders

The language of the procedure is English.

If supporting documents are not written in one of the official languages of the European Union, a translation into English must be attached. Where documents are in an official EU language other than English, a translation into English is strongly recommended to facilitate evaluation.

## 11. Timetable / Calendar of the Procedure

The indicative timetable is as follows (dates may be confirmed/updated in the Contract Notice):

Event	Date	Time (Ethiopia, UTC+3)
Publication of tender dossier	25/02/2026	09:00
Deadline for requesting clarifications	06/03/2026	12:00
Last date for clarifications issued	11/03/2026	12:00
Deadline for submission of tenders	27/03/2026	12:00
Sending passwords for zipped email tenders	27/03/2026	08:00 – 17:00
Tender opening session	30/03/2026	15:00
Notification of award (maximum)	26/05/2026	N/A
Signature of the contract (maximum)	25/07/2026	N/A

## 12. Requests for Clarifications and Additional Information

The tender dossier is intended to be clear enough so that tenderers do not need to request additional information during the procedure. However, tenderers may submit questions in writing within the deadlines indicated in the timetable.

All requests for clarifications must:

- be submitted in writing by e-mail only;
- clearly mention the tender reference **06-2026-AID013244/09/5** and the Lot number
- identify the relevant section/page/annex concerned;
- be received no later than 15 days before the submission deadline (or as specified in the timetable).

Clarification requests shall be sent to:

*Contact name:* Noemi Giustacchini

*E-mail:* [socialexpert@cvmapa.org](mailto:socialexpert@cvmapa.org)

The Contracting Authority will reply in writing and, where appropriate, **will communicate the same information simultaneously to all prospective tenderers to ensure equal treatment.**

Any prospective tenderers seeking to arrange individual meetings with the Contracting Authority during the tender period may be excluded from the tender procedure. No information meeting / site visit is planned.

## 13. Submission of Tenders

Tenders must be submitted either by paper submission (sealed envelopes) or by e-mail submission.

**Late tenders shall be rejected and will not be evaluated.**

### 13.1 Paper submission (sealed envelopes)

Tenders must be sent before the deadline to the following address:

Comunità Volontari per il Mondo - CVM, Ethiopia

House No. 391/S, Woreda 5, Bole Sub City, Addis Ababa, Ethiopia

Opening hours (for hand delivery): 08:00 – 17:00

Tenders may be submitted:

**(a) by post or courier (evidence: postmark/deposit slip)**

or

**(b) by hand delivery (evidence: dated acknowledgement of receipt).**

Format requirements:

- One (1) original, marked 'ORIGINAL'.
- One (1) copy, marked 'COPY', signed in the same way as the original.

A main envelope marking (outer envelope/package) must bear only:

- the submission name and address;
- the tender reference code 06-2026-AID013244/09/5 and the Lot number
- the wording: ‘NOT TO BE OPENED BEFORE THE TENDER OPENING SESSION’;
- the name of the tenderer.

The main envelope must contain two separate sealed envelopes containing:

- Envelope A; administrative documents
- Envelope B; financial offer

### 13.2 E-mail submission

Tenders may be submitted by e-mail to: [socialexpert@cvmapa.org](mailto:socialexpert@cvmapa.org) before the submission deadline. The evidence of submission shall be constituted by the date and time of the e-mail as recorded in the sender’s and recipient’s systems.

The bid must be submitted in a password-protected ZIP file. The password code will be sent to the same email address listed above the evening before the bids open, as per the calendar.

- E-mail subject must be: “Application\_Stationery 06-2026-AID013244/09/5 not to open before deadline\_Lot number: ...”.

The main ZIP File must contain two separate files containing:

- File A; administrative documents
- File B; financial offer

Tenderers must ensure that their e-mail submission includes all information and documents required in this tender dossier. Any missing mandatory document may lead to rejection.

### 13.3 Submission Checklist (recommended structure)

Package / File	Must include	Notes
Administrative Documents	Tender Submission Form; Declaration on Honour; Identification Form.	One set per tenderer; per member if consortium
Financial offer	Financial Offer/Unit Price template (ETB); VAT shown separately (if applicable); discounts (optional)	Prices may not exceed unit prices if later used in RFQs

## 14. Content of Tenders

Failure to fulfil the requirements below constitutes an irregularity and may result in rejection.

Part	Contents (minimum)	Form / Template
Part A: Documentation	Tender Submission Form; Declaration on Honour on Exclusion and Selection Criteria; Identification Form.	Annex A2 – Tender Submission Form; Annex A3 – Declaration on Honour; Annex A6 – Identification

		Form.
Part B: Technical offer	The tenderer must be able to supply, and therefore provide a price quotation for, at least 50% of the products listed in Annex B1 (Financial Offer/Unit Price Template). Products marked with and asterisk are considered high-usage items and will be evaluated with a priority score as specified below.	Annex B1 – Financial Offer/Unit Price Template
Part C: Financial offer	Tenderers must provide a unit price for each product included in their offer. The financial evaluation will be based on a weighted average calculation. 60% of the final score will come from the weighted average of the products with the asterisk only, while the remaining 40% from the weighted average calculation of all the other items.  VAT separately if applicable; discounts (optional)	Annex B1 – Financial Offer/Unit Price Template

Conditions of the framework contract stipulate that supplies must not undergo significant changes during the contract period.

The unit prices to be considered for the evaluation and selection of the framework contractors shall be those applicable on the date of submission of the tender by the supplier. Such unit prices shall form the basis for the award and signature of the multiple framework contract.

The unit prices established under the framework contract shall, as a general rule, remain fixed for the duration of the contract and shall not be subject to substantial modification.

However, the Contracting Authority acknowledges the potential impact of fluctuations of the Ethiopian Birr (ETB) and relevant market variations.

Given that this is a multiple framework contract, each time a specific Request for Quotation (RFQ) is launched among the framework contractors, the Contracting Authority may verify the consistency of the quoted prices with prevailing market conditions at the time of the specific purchase.

Any price adjustment, where exceptionally justified, must be duly documented, proportionate to verifiable market fluctuations, and shall not modify the essential terms of the framework contract nor infringe the principles of transparency, equal treatment and sound financial management.



## 15. Taxes and Other Charges

There is no agreement between the European Commission and the Federal Democratic Republic of Ethiopia allowing partial or full exemption from taxes. The applicable tax and customs arrangements shall follow Ethiopian legislation and the financing agreement (if any specific provisions apply).

## 16. Amendments or Withdrawal of Tenders

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

*Paper submission:* the outer envelope must be marked 'AMENDEMENTS' or 'WITHDRAWAL'.

*E-mail submission:* amendments/withdrawals must be sent by e-mail clearly referencing the tender. Therefore, no password will be sent to open the file.

**If the tender is withdrawn, the envelopes or files won't be opened.**

## 17. Costs of Preparing Tenders

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All costs are borne by the tenderer.

## 18. Ownership of Tenders

The Contracting Authority retains ownership of all tenders received under this tender procedure.

## 19. Joint Venture or Consortium

If a tenderer is a joint venture or consortium, the tender must be a single one. Each person must sign the tender and will be jointly and severally liable. A leader must be designated with authority to bind the consortium. Composition may not be altered without prior written consent.

If the tender is signed by a representative only, the authorising instrument (mandate/power of attorney) must be included in the administrative documents.

## 20. Opening of Tenders

Tenderers wishing to attend the opening session must request attendance by e-mail to [socialexpert@cvmapa.org](mailto:socialexpert@cvmapa.org) no later than two working days before the scheduled start. A maximum of two representatives per tender may attend.

At the opening session, tenderers' names, tender prices, any discount offered and other appropriate information may be announced. No information relating to evaluation is disclosed until contract award.

## 21. Evaluation of Tenders

The evaluation process consists of three consecutive steps. Only tenders that successfully pass each step shall proceed to the next.

*Step 1 – Administrative evaluation (administrative conformity of supporting documents)*

*Step 2 – Technical evaluation (technical compliance)*

*Step 3 – Financial evaluation (financial comparison and award based on best/lowest price among compliant tenders)*

Evaluation shall be carried out in accordance with the principles and procedures established in the Practical Guide to Contract Procedures for European Union External Actions (PRAG), as applicable to AICS-funded actions, ensuring transparency, equal treatment and fair competition.

If a tender does not comply with the tender dossier, it shall be rejected and may not subsequently be made to comply by correcting it or withdrawing the departure or restriction.

**Where necessary and appropriate, an evaluation grid including scoring criteria may be established for the specific procedure, in line with PRAG principles.**

### 21.1 Step 1 – Administrative Evaluation (Administrative Conformity)

At this stage, the evaluation committee verifies that the tender includes all required administrative documents and complies with the formal requirements of the tender dossier. The assessment confirms completeness, correct signature, eligibility and absence of exclusion situations, in line with PRAG rules.

**Tenders that do not meet the administrative requirements (indicated in Article 14) shall be rejected and shall not proceed to the technical evaluation stage.**

Decisions declaring a tender administratively non-compliant must be duly justified and recorded in the evaluation report/minutes in accordance with PRAG.

### 21.2 Step 2 – Technical Evaluation (Technical Compliance)

Decisions declaring a tender technically non-compliant must be duly justified and recorded in the evaluation report/minutes in accordance with PRAG. At this stage, the evaluation committee assesses whether the tender complies with the technical specifications and requirements defined in the tender dossier. The evaluation is carried out on a pass/fail basis to verify that the proposed supplies and services meet the required standards, performance and quality levels. Only tenders that are technically compliant shall proceed to the financial evaluation stage.

**Tenders that do not meet the technical requirements (indicated in Article 14) shall be rejected and shall not proceed to the financial evaluation stage.**

Decisions declaring a tender technically non-compliant must be duly justified and recorded in the evaluation report and evaluation minutes, in accordance with PRAG.

### 21.3 Step 3 – Financial Evaluation (Best/Lowest Price)

At this stage, the evaluation committee assesses the financial offers of tenders that have been found administratively and technically compliant. Financial offers are verified for consistency in accordance with PRAG rules.

The purpose of the financial evaluation is to compare the financial offers and establish a ranking based on the lowest evaluated price. Given that the nature of the contract foresees multiple suppliers, the tenderers offering the lowest prices (**as indicated in Article 14**), among technically compliant tenders shall be proposed for contract award.

The results of the financial evaluation shall be duly recorded in the evaluation report and evaluation minutes, in accordance with PRAG.

### 21.4 Variant Solutions

Variant solutions, if requested through a clarification process, may only be accepted to a very limited extent and must not modify, distort or alter the substance, technical content or financial structure of the original tender. Any such clarification may only serve to confirm or correct minor elements without affecting the overall offer.

### 21.5 Requests for Clarification

In order to ensure transparency, equal treatment and fair competition, the evaluation committee may request clarifications from tenderers at any stage of the evaluation process, including administrative, technical and financial evaluation.

All clarification requests and responses must be made strictly in writing. Verbal exchanges shall not be considered. All written clarifications shall be formally registered, attached to the evaluation file and referenced in the evaluation report and evaluation minutes, including justification of the request and how the response was assessed.

Clarifications must relate only to information already contained in the tender and may not lead to modification of the price, the technical proposal, or the administrative substance of the tender, nor introduce new elements. Clarifications must not distort competition or compromise equal treatment. Clarifications may be used to confirm administrative information, clarify technical descriptions or methodologies already submitted, or confirm financial information already included in the tender.

Only tenders deemed technically compliant shall proceed to the financial evaluation. The purpose of the financial evaluation is to identify the best value for money or, where applicable, the lowest evaluated price among technically compliant tenders.

Financial offers shall be checked for completeness and consistency in accordance with PRAG rules. In particular:

- where there is a discrepancy between amounts expressed in figures and in words, the amount in words shall prevail.

The corrected amounts shall be binding on the tenderer. The contracting authority shall notify the tenderer of any correction applied. If the tenderer does not accept the correction, the tender shall be rejected.

Clarifications shall not be used to allow tenderers to modify their administrative, technical or financial offer. Any attempt to modify the substance of the tender shall result in rejection.

## 22. Selection criteria

In order to be selected, tenderers should:

- Be able to receive payment through bank transfer
- Submit copy of valid TIN number and VAT registration certificate
- Submit copy of renewed Trade license (commercial registration certificate)

## 23. Notification of Award

The Contracting Authority will inform all tenderers simultaneously and individually of the award decision. Notification is deemed received on the date it is sent to the e-mail address provided in the tender.

## 24. Signature of the Contract and Performance Guarantee

Within 30 days of receipt of the contract signed by the Contracting Authority, the successful tenderer must countersign and return it. If a performance guarantee is required, it must be submitted together with the countersigned contract.

Tender guarantee: No tender or other guarantee is required.

### **Framework contract Agreement – Multiple Suppliers**

Please note that this is a multiple framework agreement involving several suppliers.

When construction materials are required, the Contracting Authority will issue a Request for Quotation (RFQ) to the suppliers holding a valid framework agreement.

The Contracting Authority will issue a Purchase Order only after evaluating the quotations received.

Only the Purchase Order shall constitute a binding commitment for the Contracting Authority to purchase the quantities and products specified in that order.

**Payment will be made after delivery of the goods,** in accordance with the conditions set out in the framework agreement and upon submission of a valid invoice by the supplier.

## 25. Management of the Framework Contract (RFQ, Quotations and Purchase Orders)

After signature of the Framework Contract, supplies shall be procured through Requests for Quotation (RFQ) addressed to framework contractors.

<b>RFQ content</b>	<b>Minimum information</b>
Items/specifications	Detailed description; reference to technical specs
Quantities	Exact quantities required
Delivery	DAP delivery location and deadline
Price reference	Framework unit prices; discounts may be offered
Submission	Deadline and e-mail reply format
Payment	In accordance framework contract

Framework contractors shall submit quotations confirming availability and delivery time. Prices may not exceed framework unit prices. Specific orders are awarded and formalised through a Purchase Order.

## **26. Ethics, Values and Code of Conduct**

Tenderers must comply with EU values, human rights standards, environmental legislation and core labour standards. Zero tolerance for sexual exploitation, abuse and harassment applies. Anti-corruption rules apply.

## **27. Cancellation of the Tender Procedure**

The Contracting Authority may cancel the procedure in accordance with PRAG rules. Tenderers will be notified. The publication of a contract notice does not commit the Contracting Authority to implement the project.

## **28. Appeals**

Tenderers believing that they have been harmed by an error or irregularity may file a complaint in accordance with PRAG procedures.

## **29. Data Protection and Early Detection and Exclusion System**

Personal data will be processed solely for purposes of tender and contract management. Tenderers are informed that their details may be registered in the Early Detection and Exclusion System in situations foreseen by EU rules.

## **30. List of Annexes**

- Annex A1 – Invitation Letter
- Annex A2 – Tender Submission Form
- Annex A3 – Declaration on Honour on Exclusion and Selection Criteria
- Annex A4 – General Conditions (for reference only)
- Annex A5 – Main Conditions (for reference only)
- Annex A6 – Identification Form
- Annex B1 – Financial Offer / Unit Price Template
- Annex C1 – Evaluation grid (for reference only)

## **OPERATIONAL NOTES FOR TENDERERS (Good Practice)**

- Use clear file naming (Admin / Financial).
- Avoid adding remarks that restrict the Contracting Authority's rights; such remarks may lead to rejection.
- Ensure your offer is internally consistent (unit prices, totals, VAT).
- Prepare eligibility and evidence documents in advance as they may be requested at short notice.
- Ensure that each document includes the project code and the procedure reference.