



COMMERCIAL BANK OF ETHIOPIA INVITATION To Local Open Tender

1. Commercial Bank of Ethiopia (CBE) intends to procure the following item:

LOT	Description of Goods	Quantity	EMD	Bid No.
I	Table Sign (Name Plate with Name Plate Holder)	3,850	25,000.00	47/2018/19
II	Business Card	150,000	8,000.00	48/2018/19
III	Annual Report Magazine (Long term agreement)	9,000	32,000.00	49/2018/19

2. The Bid document shall be obtained commencing from **December 05, 2018** from Commercial Bank of Ethiopia, Procurement Sub-Process, opposite to Vatican Embassy, next to Gibson Youth Academy, Facilities Management Building, 1st Floor, Room No. 101 against payment of a non-refundable fee of **Birr 100.00 (One Hundred birr only)** for each LOT which shall be paid against Acct. No.1000134998028 to the account of 'CBE Finance Process' account, in the name of the bidder. The bid document shall be collected during office hours (Monday to Friday 8:00-12:00a.m., 1:00–4:15p.m.; and Saturday 8:00-11:45a.m.) by presenting the payment advice. Presenting copy of renewed Trade License, Tax Clearance Certificate and VAT Registration Certificate is a must.
3. Bidders shall be quite sure to state direct line phone number, cell phone number, fax number and e-mail address of their organization correctly while collecting bid documents. Failure in receipt of bid communication due to incorrectness of the above will not be the responsibility of the bank.
4. Bid proposal shall be accompanied by the bid bond/Earnest Money Deposit in the amount of **Birr 25,000 (Twenty Five Thousand Birr only)** for LOT I, **Birr 8,000.00 (Eight Thousand Birr)** for LOT II and **Birr 32,000.00 (Thirty Two Thousand Birr)** for LOT III in the form of Unconditional Bank Guarantee or Cash Payment Order (C.P.O.). **Bid bond/EMD in any other form is not acceptable.**
5. **Earnest Money Deposit (EMD)/Bid Bond shall be provided separately until December 19, 2018 at 12:00 A.M., December 20, 2018 at 12:00 AM and January 4, 2019 at 12:00 AM, for LOT I, LOT II and LOT III, respectively in the above mentioned address 1st floor room No. 103. Bidders who submit the EMD/Bid Bond together with the Bid documents shall be automatically rejected.**
6. All bids must be deposited in the tender box prepared for this purpose at Commercial Bank of Ethiopia, Procurement Sub-Process, during office hours before **December 19, 2018 at 2:00 p.m. for LOT I, December 20, 2018 at 2:00 PM for LOT II and January 4, 2019 at 2:00 PM for LOT III** at the place mentioned under no.2 above.
7. Bid opening shall be held in the presence of bidders and/or their legal agents who wish to attend, on **December 19, 2018 at 2:30 p.m. for LOT I, December 20, 2018 at 2:30 PM for LOT II and January 4, 2019 at 2:30 PM for LOT III** at the place mentioned under no. 2 above.
8. Failure to comply any of the conditions from 2 - 5 above shall result in automatic rejection.
9. Interested eligible bidders may obtain further information from Procurement Sub-Process, P. O. Box 255, Addis Ababa, Ethiopia, Tel. 251-11-369-26-56 251-11-372-28-58/47/26/78, Fax 251-11-372-28-89, or visit: tenderInquiry@cbe.com.et
10. The CBE reserves the right to accept or reject any or all bids.