

No	Question	Answer
1.	Could you please confirm if it is possible to participate in only one part of the tender	No, it is not possible to participate in only one part of the subject of the procurement.
2.	How can we get the tender document?	All documents relating to the tender can be found; Procurement and tender - Sweden Abroad
3.	Please give me the information on how to apply this tender	Clear instruction on how to apply is set in the tender document, which can be found; Procurement and tender - Sweden Abroad
4.	Material costs do not appear to be included in the tender documentation. Could you please confirm whether these should be quoted separately, or if they are expected to be covered within the overall price structure?	Material costs will be quoted separately on a case by case basis.
5.	Provide details on the proposed payment schedule for this contract.	Payment is scheduled monthly.
6.	Is it possible to submit all the requested documents (Technical and Financial proposal) via email (soft copies)?	No, it is not possible to submit requested documents in electronic form. Only physical hard copy documents are accepted as stated in the procurement document.
7.	Is bid security required for this tender?	No, there is no bid security requirement. However, the supplier must prove that it has sufficient economic and financial standing to perform the contract as required in the tender document.
8.	The exact location of the residences has not been specified. This information is essential for us to provide a more realistic cost estimate, as well as to plan effectively for coordination and execution of the works.	Most of the residences are located in Lideta, Kirkos and Bole sub-city.

9.	We would appreciate the opportunity to conduct site visits to all residences. This will allow us to better understand the scope and size of the required works, as the volume appears to vary from one residence to another.	For security reasons, site visits are not permissible at this stage.
10	Kindly provide us with a soft copy of the reply form in MS Word format for ease of completion and submission.	No, please use the available documents on our website.
11	Are there defined working days and hours for normal vs after-hours services?	The normal working days are Monday-Saturday, 6pm, (ie. 06.00 – 18.00).
12	Are there specific procurement procedures to follow?	No, all the requirements are as indicated under the tender documents.
13	What is the payment cycle (e.g., 30 or 45 days)?	All payments will be made on a monthly basis.
14	Are specific qualifications or certifications required for submitted staff?	Yes, all the required qualifications are stated in the invitation to tender.
15	Is there any number limitation for documents which will submit by tenderer?	There is no limitation on the number of documents to be submitted.
16	Should the applicant/tenderer first registered?	No, tenderers are not required to register.
17	What distance scope does include participants out of Addis?	Any distance within one-two hours reaches.
18	The tender specifies at least 1 supervisor and 8 full-time technicians, with 5 certified. Could you confirm whether certification must cover all listed trades (electrical, carpentry, painting, electronics), or if certification in any relevant discipline is sufficient?	Each discipline should be covered with relevant certification.

19	Is subcontracting certified specialists permissible if the primary team meets the full-time staffing requirement?	Subcontracting is not permissible.
20	Could the Embassy provide guidance on expected recruitment trimlines for staff mobilization?	The Embassy can't give a timeline for staff mobilization.
21	Preventive maintenance is scheduled twice per year. Will the Embassy provide detailed checklists, or should the contractor propose standardized formats for approval?	The Embassy will provide the checklist.
22	Are inspections expected to include reporting on asset condition and recommendations for replacements/upgrades?	Yes.
23	Will there be an initial snagging and defect inspection at the start of the contract, and if so, will this be shared with the client as an exclusion/record not to be claimed later?	Yes.
24	Will the Embassy provide a list of approved suppliers/brands in advance, or will approval be granted case-by-case?	Approval will be on a case by case.
25	Are consumables (e.g., paint, sealants, minor fittings) treated under the same margin and documentation requirements as spare parts?	No, consumables/material costs will be quoted separately on a case by case basis.
26	The tender requires submission of original receipts, credit invoices, and breakdown lists within 5 days of the billing month. Could you confirm whether electronic copies	Yes, electronic copies are acceptable.

	are acceptable, or must hard copies be submitted?	
27	Is there a preferred format/template for the monthly cost breakdown list?	This is to be determined.
28	Will the Embassy support digitalized/technology-based systems for transparency and real-time monitoring of works, invoices, and reporting?	This is to be determined.
29	Will there be provisions for contract renewal or extension beyond the initial fixed-price term?	Yes, framework agreement might be renewed for another one year.
30	Could you clarify whether maintenance works will be categorized separately (emergency call-out, preventive maintenance, reactive maintenance for normal requests) with pricing adjusted based on urgency?	The emergency call-out request during normal business hours will be determined when signing the framework agreement. However, the Embassy welcomes separate categorization with pricing based on urgency.