



## EXPRESSION OF INTEREST (EOI) FOR UNIFORM CONSULTANCY SERVICE PROVIDERS.

DOCUMENT RELEASE DATE	LAST DATE RECIPIT PROPOSAL
March 28, 2022	April 11, 2022 Until 5:00 PM





March 2022/ Addis Ababa

Contents

INTRODUCTION..... 3

OBJECTIVE..... 3

REQUIREMENTS ..... 4

IMPORTANT INSTRUCTIONS AND SUBMISSION OF RESPONSES..... 6

AA



AA



**INTRODUCTION**

Ethio telecom has provided uniforms to its employees through agreement with uniform provider. As a result, we need to find potential and interested consultants that help us to provide high-quality uniforms to our employees. Through this expression of interest (EOI), Ethio telecom invites all interested and eligible consultancy service providers to provide uniform consultancy service.

**OBJECTIVE**

This EOI is intended to identify experienced and reputable uniform consultancy service providers.

**REQUIREMENTS**

**1. PRILIMENARY REQUIREMENT**

S/N	REQUIREMENT	REMARK
1	All suppliers should have a valid and renewed trade license	Provide documents
2	Suppliers should have VAT registration certificate	Provide document
3	All suppliers should submit their company profile such as year of experience and your staff experts.	Provide documents
4	The current audited report to check your capability.	Provide document
5	List of customers and customer reference/testimonial letter for proof of delivery and supporting documents	Provide documents
6	Any additional information that supports your capabilities in this scope	Provide documents



## 2. SKILLS AND QUALIFICATIONS

INDEX	REQUIREMENT	REMARK
1	BSC degree in textile engineering or related field	Provide document
2	Renewed Professional License in the Field	Provide document
3	A minimum of 7 years of experience out of these 3+ years in consulting and 4+ years in textile production and garment quality control.	Provide document
4	Proven experience in uniform specifications preparation, designing skill and experience, laboratory test analysis and interpretation.	Provide documents
6	Strong interpersonal writing and editing skills	
7	Strong leadership, communication, logic innovation and collaboration skills	

Prospective suppliers should attach a separate document like stated below for this Consultancy by responding for each requirement Comply/Not comply.

## 3. CONSULTANCY REQUIREMENTS

No	Consultancy Requirements	Comply or Not comply
1	Review the design of the existing uniforms and prepare technical specification for all accessories of garment making (sewing, threads, stitching, button, zip, collar, pocket, embroidery, placement of logo and labelling) if required.	
2	Consulting the demand and design of Ethio telecom Sales, Maintenance, Driver uniform and CXO's suit needs end to end.	



*[Handwritten signature]*

3	Facilitate for laboratory testing process and support on deciding the final sample (pre-production) undertake facilitation activities for sample tasting & conducting test result analysis & evaluation against agreed technical specification. All items of Sales, Maintenance & Drivers uniform are subjected for lab, test result analysis and evaluation.	
4	Follow up fabric manufacturing & garment sewing process of Sales, Maintenance, Driver uniforms and CXO's suit to ensure the quality & the compliance of standards as per the agreement & specification: <ul style="list-style-type: none"> <li>✚ Raw material (Fabrics) inspection (pre-production inspection)</li> <li>✚ Garment process inspection (Mass product inspection)</li> <li>✚ Final or delivery product (finished garment) inspection (Delivery product inspection)</li> </ul>	
5	Conduct 100% inspection and provide approval for next process for every batch of fabrics of all items over spreading and cutting process as well as sewing threads.	
6	Conduct Visual and functional inspection for fitness as per size chart.	
7	Check & provide final approval and confirmation for every delivery of product before delivered to central warehouse.	
8	Provide the result of inspection, checkup & follow up within a given day of the starting date.	
9	Communicate professionally and effectively with managements when needed	
10	Dedicated to honesty, integrity and fair treatment to achieve Ethio telecom goals	
11	Find a fruitful competitive space for Ethio telecom brand both strategically and creatively	



12	Engage and Support professionally during market assessment of potential suppliers when required	
13	Engage and support in BID processing, supplier evaluation and selection if necessary.	

**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 [yostina.abebem@ethiotelecom.et](mailto:yostina.abebem@ethiotelecom.et) / [afendi.abdi@ethiotelecom.et](mailto:afendi.abdi@ethiotelecom.et) or you can submit your response in person to Ethio telecom Head Quarter, Churchill road, 3<sup>rd</sup> Floor Room Number 309, not later than April 11, 2022 until 5:00PM.
4. Suppliers who did not work with ethio telecom previously can register on our ERP at [www.ethiotelecom.et](http://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 [yostina.abebem@ethiotelecom.et](mailto:yostina.abebem@ethiotelecom.et) or Phone No 0935581864 and [afendi.abdi@ethiotelecom.et](mailto:afendi.abdi@ethiotelecom.et) or Phone No 0911517581.

**Next Steps of this EOI**

- Review of submitted Expressions of Interest.
- Prequalification of 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.

*AA*



*[Handwritten signature]*