**EXPRESSION OF INTEREST(EOI)**

**FOR THE procurement OF custom clearing, freight forwarding and pakaging service**

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| --- | --- |
| **DOCUMENT RELEASE DATE** | **LAST DATE RECIPIENT PROPOSAL** |
| **November 6, 2023** | **November 17, 2023**  **Until**5:00 PM |

**November 2023/ Addis Ababa**

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# **INTRODUCTION**

Ethio telecom invites all interested and eligible **custom clearing and freight forwarding service** providers by this expression of interest (EOI).

# **OBJECTIVE**

This EOI is intended to identify experienced and reputable providers for the above stated service.

**EOI ELIGIBLITY REQUIRMENTS**

|  |  |  |
| --- | --- | --- |
| S/N | **Description of Requirements** | **Remark** |
| 1 | All suppliers should have a valid and renewed trade license | Attach |
| 2 | Suppliers should have VAT registration certificate | Attach |
| 3 | All suppliers should submit their company profile such as year of experience, current audited report, your staff experts’ profiles, etc. | Provide documents |
| 4 | Current list of clients where similar services has been provided and client’s reference/testimonial letter and other proof of delivering the service. | Provide documents |
| 5 | Any additional information that supports your capabilities in this scope. | Provide documents |

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# **CUSTOM CLEARING AND FREIGHT FORWARDING REQUIREMENTS**

Prospective suppliers should attach a separate document like stated below for this service by responding for each requirement **Comply/Not comply** and then attach documents/evidence for those points that need attachments.

**EOI TECHNICAL CRITERIA**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **SPESFICATION** | | **Mandatory(knockout criteria)** | **Comply or**  **Not comply** | **Remark** |
| 1 | **Detail Specification and Terms of Reference for customs clearance service at A-A Bole Airport** | |  |  |  |
| 1.1 | Customs transit services per AWB's (document) for both import and export shipments.   * Filling Declaration, Value detail declaration   (VDD) & other related tasks   * Release process of the shipments * Declaration collection * Document coping service | |  |  |  |
| 1.2 | The supplier must have online customs systems  (Remote DTI) ASYCUDA++ system & the office must be in Ethiopian cargo compound. | |  |  |  |
|  | |  |  |  |
| 1.3 | The bidder shall indicate its price offers as per the submitted template | |  |  |  |
| 1.4 | The supplier must indicate the time to  accomplish each customs clearance process1 | |  |  |  |
| 1.5 | The supplier should indicate working hours & days per week of their company and the supplier must be willing to work on Saturday, late hours after office hours in urgent situation up on our request | |  |  |  |
| 1.6 | In case of export, the supplier shall fulfill proper packing and provide packaging materials for the goods to be exported. | |  |  |  |
| 1.7 | The supplier shall quote packing price as per the type of package | |  |  |  |
| 1.8 | The supplier shall submit its man power capacity & recommendation from other companies. | |  |  |  |
| 1.9 | The Supplier should state the number of professional assessors and they must have at least two qualified assessors and four transistors at a time at its office in Ethiopian cargo compound. | |  |  |  |
| 2.0 | The supplier must have at least two computers, printer, scanner and copy machine at its office in Ethiopian cargo compound. | |  |  |  |
|  |  | |  |  |  |
| 2.1 | The supplier should indicate working hours & days per week of their company and the supplier must be willing to work on Saturday, late hours after office hours in urgent situation up on our request | |  |  |  |
| 2.2 | The supplier must use official email (outlook…) for communication. | |  |  |  |
| 2.3 | In addition to the normal clearance declaration, ET may need to request tax category and estimated tax amount before importing the items to our country. Therefore, the supplier shall provide local declaration (customs commodity code and estimated tax amount up on our request without shipping document. And the payment will be done as per the supplier/shipment/commodity code. | |  |  |  |
| 2.4 | The supplier shall undertake end to end regulatory operations | |  |  |  |
| 2.5 | The supplier shall perform proper documentation and status reporting on daily basis for both export and import custom clearings. | |  |  |  |
| 2.6 | The supplier shall submit statement of liability for both import and export custom clearing process delays. | |  |  |  |
| **3** | **Detail Specification Purchase Requisition / Terms of Reference for Packaging & Safety Materials** | |  |  |  |
| **3.1** | The carton type shall be made of hard cartoon which can resist moist, wet conditions and other possible damages**.** | |  |  |  |
| **3.2** | The size of carton must be enough to contain the size of the goods | |  |  |  |
| **3.3** | The supplier shall make prior surveys to determine the size and types of cartons for every exports before the packaging to determine to exact packaging cartons type and packaging requirement | |  |  |  |
| **3.4** | The supplier shall make prior surveys to determine the size and types of cartons for every exports before the packaging to determine to exact packaging cartons type and packaging requirement. | |  |  |  |
| **3.5** | Size (Dimension) of safety material- the materials should have the size that can fit for all type of package sizes and must cover all side of the items | |  |  |  |
| **3.6** | Made of- any material that can protect the equipment from possible damages during loading, unloading, and flight situations. | |  |  |  |
| **3.7** | Each cartoon shall have a pallet underneath so that it can be able to hold on to heavy loads or can easily be moved from place to place. | |  |  |  |
| **3.8** | The packaging requirement is full packaging service for the exportable goods and the materials should be appropriate for safe air cargo transportation (safe airworthy). | |  |  |  |
|  | |  | | | |

# **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 fozia.adem@ethiotelecom.et or you can submit your response in person to Ethio telecom Head Quarter, Churchill road, 3rd Floor Room Number 309, not later than Friday 17 November 2023 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) 🠞 companySupplier Portal🠞 Register. Then fill in 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 (EOl) you can contact via email  [fozia.adem@ethiotelecom.et](mailto:%20fozia.adem@ethiotelecom.et) or Phone No 0929917083 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.