



Embassy of Sweden

09-03 2026
UM2026/06749/ADDI

Addis Ababa

Appendix 1- Reply Form

Procuring organization
Embassy of Sweden, Addis Ababa

Procurement- Procurement of Framework Agreement for
Technical Caretaker Services, Preventive Maintenance
Services and Emergency call-out Service.

Case number- UM2026/06749/ADDI

Published: March 9, 2026

1. Annex 1 Reply form

1.1 Information about the supplier



a. Company name

Answer:



b. Organization number

Answer:



c. Address

Answer:



d. Contact person for the tender, email, and phone number

Answer:



1.2 Confidentiality

Information about confidentiality in accordance with section 3.2 in the "Invitation to Tender".

The supplier is requested to provide information on which parts or details of the application they wish to be covered by confidentiality. The supplier is also requested to specify in this information what harm they would suffer if the details were disclosed.



Text field:

1.3 All qualification requirements are met

The qualification requirements outlined in the procurement are described in the annex "Invitation to Tender". The supplier is requested here to merely confirm that the qualification requirements are met.

The Embassy may request proof demonstrating that the qualification requirements specified in the annex "Invitation to Tender" have been fulfilled.

The supplier confirms that all qualification requirements are met.

Yes/No. Yes, is required



Answer:

1.4 Eligibility requirements

The supplier must provide information in the application in accordance with section 6.1 of "Invitation to Tender".

Attach to the tender.

1.5 Economic and financial standing

The supplier must provide information in the application in accordance with section 6.2 of "Invitation to Tender".



The supplier must, to the application, submit evidence that the supplier meets the requirements set.

Attachment



Attach to the tender.

1.6 Technical and professional capacity and experience

The supplier must have sufficient technical and professional capacity to fulfil the framework

agreement in accordance with section 6.3.1 and 6.3.2 in the "Invitation to Tender".

Attach to the tender.

1.6.1 Experience from previous assignments

The supplier must have experience from at most two similar reference assignments. Similar assignments are those that correspond to the current procurement in terms of their scope and nature as described in section 6.3.6 in the "Invitation to Tender".

The supplier must, with the application, submit evidence that the supplier meets the requirements set.

Attach to the tender.

The evidence must include two similar equivalent reference assignments with the following data:

1.6.1.1 Reference assignment 1

Time of completion of the assignment (start date and, if applicable, end date)



Answer:

b. Name of client



Answer:

c. The client's organization no.



Answer:

d. The assignment's value and volume



Answer:

e. Brief description of the nature of the assignment



Answer:

f. Name, email address and phone number of a contact person at the client's organization



Answer:

1.6.1.2 Reference Assignment 2

a. Time of completion of the assignment (start date and, if applicable, end date)



Answer:

b. Name of client



Answer:

c. The client's organization no.



Answer:

d. The assignment's value and volume



Answer:

e. Brief description of the nature of the assignment



Answer:

f. Name, email address and phone number of a contact person at the client's organization



Answer:

1.7 Selection

The Swedish Embassy will invite the supplier with the best price and that fulfills the requirements in accordance with section 6 in the "Invitation to Tender" to submit tenders of the procurement process.

1.7.1 Criterion – Capacity and resources

The supplier should submit a description of the Eight (8) key members within the organization who could be available in a future team providing the services, including a brief CV containing education, work experience and previous assignments of relevance, including the competencies that are outlined above in accordance with section 6.3.2 and/or 6.3.4 in the "Invitation to Tender".

1.7.1.1 Key member 1- Maintenance Manager

Description

Text field



Attach to the tender

1.7.1.2 Key member 2

Description Text field	
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1.7.1.3 Key member 3

Description Text field	
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1.7.1.4 Key member 4

Description Text field

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1.7.1.5 Key member 5

Description Text field

Attach to the tender

1.7.1.6 Key member 6

Description Text field

Attach to the tender

1.7.1.7 Key member 7

Attach to the tender

Description

Text field

Attach to the tender

1.7.1.8 Key member 8

Description

Text field

Attach to the tender

1.7.1.9 Key member 9

Description

Text field

Attach to the tender

1.7.1.10 Statement of Agreement

By signing this statement, the tenderer declares that it agrees with all the information supplied and the conditions set by the contracting authority, and that the information is complete, accurate and regular. The tender also declares that the accuracy of all information may be verified without its prior approval.

The signatory must have authority to sign.

Name of tenderer:	
Name and position of authorized signatory:	
Signature and date:	

