



**Embassy of Sweden**

09-03-2026  
UM2026/06749/ADDI

**Addis Abeba**

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

**Contents**

Procurement of Framework Agreement for Technical Caretaker Services, Preventive Maintenance Services and Emergency call-out Service ..... 1

**1. General information about the procurement**.....3

1.1 Information regarding the Embassy of Sweden in Addis Abeba. ....3

1.2 List of procurement documents .....3

1.3 Questions, answers and clarifications .....3

1.4 Reservations.....4

**2. Description of the procurement**.....5

2.1 Overall description of the procurement.....5

2.2 Volume estimate and procurement value.....5

2.3 Term of agreement.....6

2.4 Estimated time frame for signing of the Agreement and delivery commencement .....6

2.5 Protective security .....Error! Bookmark not defined.

**3. Tender criteria** .....6

3.1 Presentation of the tender .....6

3.2 Confidentiality.....7

3.3 Processing of personal data during the procurement process.....7

**4. Procurement process**.....7

4.1 Procurement strategy.....8

4.2 Submission of the tender .....8

4.3 The form of Tender .....9

**5. Exclusion of suppliers**.....9

**6. Qualification of suppliers** .....10

6.1 Eligibility requirements.....10

6.2 Economic and financial standing.....11

6.3 Technical and professional capacity and experience.....11

6.3.1 Experience from previous assignments.....13

6.3.2 Access to technical staff .....11

6.3.3 Access to supply transportation service for staff and equipment.....13

Criteria.....13

6.3.4 Access to staff with appropriate qualifications.....12

6.3.5 Number of employees in managerial positions.....12

6.3.6 Average number of employees.....13

**7. Criteria related to the subject of the procurement**.....14

**8. Evaluation of Tenders and Contract Award Phase** .....14

8.1 Opening of tenders.....15

8.2 Evaluation Method .....15

8.3 Agreement Award Decision .....16

**9. Agreement conditions** .....16

## **1. General information about the procurement**

### **1.1 Information regarding the Embassy of Sweden in Addis Abeba.**

The Embassy of Sweden hereby invites suppliers to submit tenders for the procurement of technical caretaker services, preventive maintenance service and emergency call-out service as specifically stipulated in the enclosed maintenance reference for the Embassy of Sweden's diplomatic staffs' residences (6-12 villas, the number of residences may vary from year to year), Chancellery, and Ambassador's Residence in Addis Ababa.

The Swedish Embassy in Addis Abeba represents the Government of Sweden in Ethiopia, Djibouti and South Sudan. The Embassy is also Sweden's representative to African Union, UNECA and IGAD. The Embassy has approximately 65 employees and includes five sections: Political, Commercial, and Cultural Affairs; Bilateral Development Cooperation; and Regional Development Cooperation; Administrative and Consular Affairs; and Migration Affairs.

### **1.2 List of procurement documents**

The procurement documents consist of this document (Invitation to tender) and the annexes below.

Appendix

1. Reply form
2. General Terms and Conditions for Service
3. Draft framework agreement with annexes
4. Maintenance Reference
5. Price schedule
6. Timetable
7. Tenderer's statement

### **1.3 Questions, answers and clarifications**

Questions and additional information about the procurement should be sent to the Embassy's email address and answers and additional information are posted on the Embassy's website.

All communication relating to this contract award procedure must be directed to the Embassy's email address referred below. It is not permitted to directly approach other officials of the Embassy about this award procedure. Any attempt to influence staff involved in the award procedure, whether favorably or unfavorably, may lead to exclusion from participation.

Requests for clarification or additions to the procurement document shall be submitted in writing via the email below. The subject of the email should be stated as 'Request for Tenders General Maintenance Services UM2026/06749/ADDI'.

The Embassy of Sweden  
Yared Street, Addis Abeba  
Telephone: +251 115 180000  
E-Mail: [procurement.addis.abeba@gov.se](mailto:procurement.addis.abeba@gov.se)

The deadline to submit questions is 27<sup>th</sup> of March 2026. Answers to questions will be published on website indicated below no later than the 2<sup>nd</sup> of April 2026.

Full information regarding the procurement can only be guaranteed on:  
[Procurement and tender - Sweden Abroad](#)

Questions and answers, as well as any clarifications and additions submitted during the tender period, constitute part of the procurement document, and will be published on the same website.

It is the tender's responsibility to regularly check for questions and answers published. All questions will be displayed anonymously.

Where, during this award procedure, there are discrepancies between information notices and parts of the request for tenders, the information notices take precedence. Where there are discrepancies between information notices, a later information notice takes precedence over an earlier one.

The Embassy is under no obligation to request additions or clarifications by the tenderers, and the opportunities for correcting shortcomings in a submitted tender are limited and depend on the nature of the deficiency. It is therefore important that the tender ensure that all requested information and documents are provided in the tender.

#### **1.4 Reservations**

The contracting authority reserves the right to halt the contract award procedure in full or in part, either temporarily or permanently. In such a case, tenderers cannot claim compensation for any costs incurred for the purpose of this procedure.

The contracting authority will not incur any costs for the drafting and issuing of a tender, including the provision of any additional information. Any damage and/or costs which result or could result from non-award of the contract to a tenderer are at that tenderer's own risk.

By submitting a tender, the tenderer agrees to the above reservations.

## **2. Description of the procurement**

### **2.1 Overall description of the procurement**

The procurement concerns a framework agreement to meet the Embassy's requirement For the Embassy's sent out staff houses located in different sub-city and Woredas in Addis Abeba (6-12 houses) and Embassy's Chancery and Ambassador's Residence

The subject of procurement includes but may not be limited to:

1. Electric and Electrical System Work
2. Water and Drainage system Work
3. General building maintenance Work

The supplier may be requested to purchase spare parts from a specific company or a specific brand upon approval by the Embassy.

The draft framework agreement includes details of the aim and purpose of the planned framework agreement. Suppliers are encouraged to read the draft framework agreement because the aim and purpose of the assignment outlined in the agreement provides an overall idea of the actual results the Embassy aims to achieve with this procurement.

Because the Embassy wants suppliers that are able to undertake the assignment in its entirety, tenders submitted for only parts of the procurement will not be accepted.

The Embassy reserves the right to engage other suppliers for certain tasks during the implementation of the framework agreement.

### **2.2 Volume estimate and procurement value**

The Embassy estimates that the total order volume yearly will amount to approximately USD 100,000.00 (One Hundred Thousand).

This estimate is based on the Embassy 's historical volumes and projected requirements during the contract period and is neither binding nor should it be considered a commitment on the part of the Embassy.

The maximum order value that can be placed under this framework agreement is USD 500,000.00 (Five Hundred Thousand) for four years.

No guarantee of obtaining a certain volume is provided.

### **2.3 Term of agreement**

The framework agreement is valid for Two years from the date it enters into force in accordance with the draft framework agreement. The Embassy has the right to extend the framework agreement for another one year at a time in accordance with the conditions set out in the framework agreement.

### **2.4 Estimated time frame for signing of the Agreement and delivery commencement**

The Embassy estimates that the agreement may be signed beginning of May 2026.

A legally binding framework agreement will only be entered into in conjunction with the signing of the agreement.

## **3. Tender criteria**

The tender **must** be written in English.

The tender **must** be submitted no later than 6<sup>th</sup> of April 2026 16;00 at the reception of the Embassy.

If it is not possible to enter into an agreement before this date, the period of validity of the tender will be automatically extended by a period of three months.

An authorised representative of the Supplier **must** submit physically in a sealed envelope as instructed in this tender document, no later than the closing date for tenders. It is not possible to submit tenders after this date.

The Supplier **must** attach all requested information and documentation to their tender. There is limited opportunity for the Supplier to subsequently supplement or clarify their tender.

The Supplier is expected to provide contact details as shown in the reply form.

Disclaimers to the Supplier's tender in relation to the procurement criteria are not permitted. The Supplier **must** certify that it accepts all criteria and contractual conditions of the procurement in the reply form.

### **3.1 Presentation of the tender**

To ensure that the Embassy has understood the tender correctly, the Embassy may request that the Supplier to present the tender orally or in written and explain its contents.

The Supplier **must** be able to provide such a presentation within 3 working days of such a request being made.

The Embassy may request that certain key people, or other persons pertinent to the tender, participate in the presentation.

Tender presentations typically take place two to three weeks after the closing date for the submission of tenders. Presentations are held either on Embassy premises or via video conferencing, according to the wishes of the Embassy. Presentations are unpaid.

### **3.2 Confidentiality**

The Embassy is subject to the provisions on public access to official documents. This means that the Embassy may need to disclose tenders and other documentation submitted in conjunction with this procurement to parties other than the Supplier after the award decision has been announced or the procurement has otherwise been completed. The Embassy may only refuse a request to disclose official documentation if information it contains is confidential.

If the Supplier believes that parts of their tender are of a sensitive nature and therefore that they must not be disclosed to third parties, the Supplier should provide a detailed description in the reply form about which information contained in their tender should not be disclosed and the nature of the harm the Supplier would incur if this information was disclosed.

Where, in the course of the procurement process, the Supplier is requested to submit documents and where the Supplier has not previously indicated which information contained therein must not be disclosed, the Supplier should indicate which documents are subject to confidentiality at the time of their submission.

### **3.3 Processing of personal data during the procurement process**

It is incumbent on the Supplier to inform their employees and/or contractors that the Embassy, specifically personal data processors, will process personal data that is submitted in conjunction with the tender in accordance with the EU General Data Protection Regulation (GDPR) and other applicable data protection regulations. The Embassy needs to process personal data to be able to review, administer and archive submitted tenders in accordance with applicable legislation and to fulfil its obligations under this agreement.

More information on how the Embassy processes personal data is available at: <https://www.government.se/about-the-website/the-governments-privacy-policy/>.

## **4. Procurement process**

The procurement is conducted openly.

The Embassy has a general right, although no obligation, to suspend a procurement if objective reasons to do so exist. Such objective reasons may include lack of competition,

budgetary reasons, changed circumstances and/or the needs of the subject-matter of the procurement.

Due to the current sanctions against Russia, the Embassy reminds tenderers that the Embassy is prevented from entering into contracts with suppliers subject to sanctions against Russia. This means that tenders from suppliers subject to these sanctions must not be considered as competitors in the procurement. The Embassy may therefore suspend a procurement, even if several valid tenders have been submitted, on the grounds that one or more of the tenders have been submitted by suppliers that are subject to the sanctions, thereby resulting in a lack of competition in the procurement.

#### **4.1 Procurement strategy**

The procurement will be carried out through a negotiated bidding procedure. This procedure is based on the provisions of the Public Procurement Act 2016:1145, also known as LOU.

The procedure allows the Embassy to initiate negotiations with one or more of the tenderers. However, tenders may be accepted without prior negotiation, therefore it is of great importance that the best possible terms and conditions be submitted in the tender.

It is not permitted to submit a conditional tender.

#### **4.2 Submission of the tender**

The information will be available on the Embassy's website:

[Procurement and tender - Sweden Abroad](#)

The submission must be placed inside two (2) plain sealed envelopes as indicated below. The envelopes must be signed across the flap and sealed with cello tape.

ENVELOPE 1: An outer envelope containing the inner envelope and addressed as below:

<p>The Embassy of Sweden in Addis Abeba</p> <p>TENDER DOCUMENTS FOR PROVISION OF GENERAL MAINTENANCE SERVICES</p> <p>UM2026/06749/ADDI</p>
--

ENVELOPE 2: An inner envelope containing the bound copy.

### 4.3 The form of Tender

The tender and all associated attachments shall be submitted to the Embassy of Sweden in Addis Abeba in a paper copy.

To facilitate examination of the tender, it is the Embassy's strong desire that the tender is formatted in accordance with the procurement document's headings/disposition, that any templates belonging to the procurement document be used and filled in, and that references to any attachments be presented in a clear manner.

### 5. Exclusion of suppliers

The Embassy will exclude suppliers who:

- Have been sentenced by a final judgment for specific offenses, including participation in a criminal organisation, bribery, corruption, fraud, money laundering, terrorist offenses, or human trafficking. If the supplier is a legal person, exclusion is mandatory if a person within its administrative, management, or supervisory body, or a person with powers of representation, decision, or control, has been sentenced for such an offense.
- Has not met their obligations regarding the payment of **social insurance contributions or taxes** in their home country or the country where the procurement occurs, provided this has been confirmed by a binding judicial or administrative decision.

The Embassy **may** exclude a tenderer from participating in a procurement procedure if the Embassy is aware that any of the following circumstances applies to the tenderer:

1. That the Supplier has breached applicable obligations under environmental, social, or labor law.
2. The Supplier is bankrupt or subject to insolvency or liquidation proceedings, its assets are being administered by a liquidator or by the court, it has entered into an arrangement with creditors, or it is in any analogous situation arising from a similar procedure under national laws and regulations.
3. The Embassy can demonstrate any serious professional misconduct by the Supplier which renders its integrity questionable.
4. The Embassy has sufficient indications that the tenderer has entered into agreements with other Supplier aimed at distorting competition.
5. A conflict of interest that cannot be effectively remedied by other less intrusive measures, has been established.
6. A distortion of competition resulting from the prior involvement of the tenderer in the preparation of the procurement procedure that cannot be remedied by other less intrusive measures.
7. The Supplier has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, and those deficiencies

resulted in early termination of that prior contract, damages, or other comparable sanctions.

8. The Supplier has attempted to unduly influence the decision-making process of the Embassy, obtain confidential information that may confer upon it an undue advantage in the procurement procedure, or negligently provided misleading information that may have a material influence on the decisions concerning exclusion, selection, or award.
9. The Supplier has provided incorrect or misleading information when submitting self-declarations or has failed to submit required information or documentation.

### **Evidence**

On request, the Supplier **must** provide any evidence requested by the Embassy to demonstrate that neither the Supplier, subcontractor nor company whose capacity is engaged are subject to any ground for exclusion.

The Supplier **must** submit a signed Tenderer's statement, please see Appendix- 7.

## **6. Qualification of suppliers**

### **6.1 Eligibility requirements**

#### **Criteria**

The Supplier **must** be registered with the Ethiopian authority and has the permitting business and/or professional license to undertake the services under this procurement. The Supplier **must** hold the following permits, which are required for the assignment to be carried out:

1. Renewed business registration license
2. TIN registration certificate
3. Vat registration certificate
4. Professional license
5. Registration with the National Pension Fund
6. Tax clearance from ERCA
7. The last two financial years audited account report (approved and certified by a registered Audit Firm)
8. Insurance
9. Ethiopian Bank account corresponding with the Supplier's name
10. Power of attorney or authorization for the supplier's representative

### **Evidence**

The Supplier **must** provide copies of the aforementioned permits verifying that the Supplier is authorised to carry out the assignment in question.

## **6.2 Economic and financial standing**

### **Criteria**

The Supplier **must** have sufficient economic and financial standing to perform the contract.

This will be assessed as set out below.

The Supplier **must** have had an overall annual turnover of at least USD 25,000.00 (Twenty-Five Thousand USD) (per year on average over the past three years).

The Supplier **must** have appropriate professional indemnity insurance for its operations.

The supplier must provide evidence showing that they have met their obligations regarding the payment of social insurance contributions/pension and taxes.

### **Evidence**

The Supplier **must** submit evidence that the Supplier meets the requirements set above.

Such evidence may consist of bank statements, tax declarations, published annual reports or evidence of appropriate professional indemnity insurance.

## **6.3 Technical and professional capacity and experience**

### **Criteria**

The Supplier **must** have sufficient technical and professional capacity to fulfil the agreement.

The Supplier **must** have the necessary human and technical resources and experience to fulfil the agreement to an appropriate level of quality.

This will be assessed as set out below.

### **6.3.1 Access to technical staff**

#### **Criteria**

The Supplier **must** have access to technical staffs it needs to complete the assignment.

The Supplier **must** therefore have access to certified staff in the following categories:

- General maintenance technician
- Carpenter
- Electrical and electronics maintenance technician
- Plumbing maintenance technician
- Painters

**Evidence**

The Supplier **must** provide documentary evidence that it has access to the staff referred to above. Such documentation may include CVS, Educational certificate, and qualification certificate of their related skill (COC).

**6.3.2 Access to staff with appropriate qualifications**

**Criteria**

The Supplier **must** have access to the technical staff it needs to complete the assignment.

The Supplier **must** therefore have access to staff with the following qualifications:

At least level 4 certification from recognized educational institute and COC certification in the following fields.

- General mechanic
- Electrical and electronics
- Plumbing
- Carpentry
- Painters

**Evidence**

The Supplier must provide documentary evidence that it has access to staff with the qualifications specified above. Such documentation may include CVs, educational certification or professional certification

**6.3.3 Number of employees in managerial positions**

**Criteria**

The Supplier must have had at least 1 employee in supervisor on the site positions per year for each of the past three years.

**Evidence**

The Supplier must be able to prove the accuracy of this information by submitting an auditor's certificate an approved annual report or similar document.

#### **6.3.4 Average number of employees**

##### ***Criteria***

The Supplier must have had at least 8 fulltime employees of which 5 are certified technicians from the above-mentioned categories per year for each of the past three years.

##### ***Evidence***

The Supplier **must** be able to prove the accuracy of this information by submitting an auditor's certificate, an approved annual report or similar document such as tax payments, etc

#### **6.3.5 Access to supply transportation service for staff and equipment**

##### ***Criteria***

The Supplier **must** have access to supply transportation service necessary to complete the assignment.

The Supplier **must** therefore have access to the following:

- Transportation vehicle for staff when performing duties under the framework agreement
- Transportation vehicle for equipment or both

##### ***Evidence***

The Supplier must provide, on request, documentary evidence that it has access to the vehicles specified above. Such documentation may include a certificate or similar document.

#### **6.3.6 Experience from previous assignments**

##### ***Criteria***

The Supplier **must** have experience from at least two assignments preferably for other Embassies or companies, preferably international companies.

Similar assignments are those that correspond to the current procurement in terms of their scope and nature.

This means that the value of each assignment **must** amount to at least USD 3,000.00 (Three Thousand USD).

Reference assignments must have been carried out within the three years prior to the closing date for the submission of tenders but can have started earlier. Reference assignments must also have, or have had, an overall term of agreement that is at least as long as that of the framework agreement currently being procured, including extension options.

Reference assignments **must** either be ongoing or completed.

The references submitted to the Embassy must demonstrate that reference assignments have been completed in accordance with agreed terms and to expected quality and results. The Supplier **must** therefore ensure that the designated referee is prepared to provide information regarding assignments conducted on behalf of the Embassy.

The referee will be contacted a maximum of three times by email and/or phone. If no reply is received within 10 days of the first contact, the examination of references will be suspended. The tender will then be considered to be defective and will be rejected.

In addition to references provided by the Supplier, the Embassy reserves the right to consider similar assignments that the Supplier may have carried out on behalf of the Embassy in the past three years.

Such assignments **must** have been completed in accordance with the agreed terms and to the expected quality and results.

### ***Evidence***

To demonstrate fulfilment of the criteria, the provider **must** provide, upon request, the following data related to two equivalent reference assignments:

- Time of completion of the assignment (start date and, if applicable, end date)
- Name of client and whether the client is a public sector purchaser
- The client's organisation no.
- The assignment's value and volume
- Brief description of the nature of the assignment

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

### **7. Criteria related to the subject of the procurement**

Criteria related to the subject of the procurement are set out in the maintenance reference Appendix-4.

### **8. Evaluation of Tenders and Contract Award Phase**

Tenderers that are not excluded on the basis of the grounds for exclusion and requirements will be assessed on their score for the further award criteria.

The basic criterion for the award of the contract will be the 'most economically advantageous tender'. This means that the price and quality will be assessed, as described in this document.

**8.1 Opening of tenders**

The tenders will be opened on the date specified in the Timetable- Appendix 6. They will not be opened in public.

**8.2 Evaluation Method**

Framework agreements will be awarded to the supplier that has submitted the most economically advantageous tender in terms of the best price/quality ratio according to the evaluation model below.

*8.2.1 Price Criteria*

The Supplier **must** submit its prices in the attached price Schedule- Appendix 5 in accordance with the instructions in the annex.

Prices **must** be stated in USD excluding value added tax.

All prices **must** be unreserved and must not be subject to conditions.

Prices **must** include all compensation requested by the Supplier. No additional compensation will be accepted.

The Supplier **must** submit the completed price annex with the tender.

*8.2.2 Further Award Criteria*

All the requirements and further award criteria/sub-criteria are specified in the table below. The maximum number of points is given in the table.

	<b>Requirements</b>		
Requirement 1 <b>Appendix 3</b>	Acceptance of Draft Agreement for General Maintenance Service 2026	Knock-out	
Requirement 2 <b>Appendix 4</b>	Acceptance of the Maintenance Reference	Knock-out	
Requirement 3 <b>Criteria 6.1</b>	Eligibility criteria	Knock-out	
Requirement 4 <b>Criteria 6.2</b>	Economic and financial standing	Knock-out	
<b>Further award criteria</b>		<b>Weighting factor</b>	
<b>Criteria 6.3</b>	<b>Quality, consisting of</b>		
6.3.1 - 6.3.5	Technical quality and expertise	25%	

6.3.6	Previous reference project	25%	
8.2.1	Price Proposal	50%	
	<b>Total</b>	100%	

### *8.2.3 Assessment*

The tenders will be assessed by the assessment committee. Bids will be evaluated based on fulfilling all the requirements and then be assessed on the further award criteria. Points can be scored for each further award criteria. The maximum number of points and the relative weight of each criteria are indicated in table above. For each question, the scores awarded will then be multiplied by the weighting factor, resulting in a total score for each tenderer.

*The Embassy reserves the right to set aside tenders with uncompetitive prices (i.e. prices that are extremely high or low; this applies to both total and individual prices.*

### **8.3 Agreement Award Decision**

Award decisions will be sent to all tenderers by e-mail via the addresses stated by the tenderers as soon as possible after a decision to award the agreement has been made.

Information on award decisions will also be published on the Embassy’s website.

The reception of a notification regarding the award decision does not mean that a binding agreement has been entered into between the Embassy and the winning tenderer. An agreement only becomes legally binding when it has been signed by both parties.

The agreement will be signed not later than ten (10) days after the date on which the notification of the award decision is sent to the tenderers

### **9. Agreement conditions**

The attached draft framework agreement and its annexes contain several criteria and conditions that the Supplier **must** fulfil in conjunction with the fulfilment of the agreement. It is vital that suppliers review these annexes in full.