**ADDENDUM: TENDER 2022-12-024**

Assignment Name: **Cleaning Services for Regional Office – Addis Ababa**

***Addendum No. 01***

This Addendum No. 01 is issued to modify information provided in the Tender: **Cleaning Services for Regional Office – Addis Ababa** issued last 23 December 2022.

**Extension**

1. **Deadline for Submissions (Tender Notice and RFP Document):**

Proposals must be submitted on or before 23:59 (CET), **05 February 2023**.Late submissions will not be considered for evaluation.

1. **Request for clarifications ((Tender Notice and RFP Document):**

E-mail: [tender@idea.int](mailto:tender@idea.int)

Clarifications may be requested via e-mail no later than **29 January 2023** at the above email address. Note a response to a request for clarifications will be issued to all tenderers on our website <http://www.idea.int/>. Therefore, tenderers are advised to check the website regularly during the process.

1. **Format for Submissions (Tender Notice and RFP Document)**:

Proposals must be submitted by email. Technical and Financial proposals must be submitted in separate files and marked accordingly. **Price should not be mentioned in the Technical Proposal.**

**The following text should be put in the subject field of the email:**

Tender No. ***2022-12-024*** Technical and Financial Proposals – Do not open before 23:59 (CET), **05 February 2023.**

1. **Section 1 General Information (Tender Notice and RFP Document)**:

Tentative timeframe: It is anticipated that the services will commence on ***1 April 2023*** and will be completed before ***31 March 2024***.

1. **Timing and Work Plan (Terms of Reference):**

The Company should provide the mentioned services throughout the above-mentioned period.