**RESPONSE TO QUESTIONS REGARDING TENDER 2022-12-023 / 2022-12-024**

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

 ***(This is a combined Q&A for Security and Cleaning)***

**Based on questions received, the information below is provided for clarification regarding**

**The tenders referenced above. Please note if new questions are received, they will be added to this document.**

1. **Question:** Our company wants to participate for the bid you advertised for Cleaning and Security services for your regional office, I couldn’t find the financial proposal form to download. Would you please send me the financial proposal forms both for security and cleaning services. And are the cleaning supplies included?

 **Response:** There is no financial proposal template. Kindly submit your financial proposal in your own format and ensure that it complies with the guidance provided in the tender notices for both security and cleaning.

With regards to cleaning supplies, these will be provided by International IDEA.

1. **Question:** kindly requesting proposal form.

**Response:** Please note that there is no proposal form. Kindly submit the proposal using your own template but ensure that all requirements stipulated in the tender notice are adhered to.

1. **Question**: Please attach the financial Template for Security and Cleaning service bid and the financial proposal include the cleaning supplies or only the labor.

**Response**: The same response above (see 1 and 2).

1. **Question**: i need tender clearing service Ethiopia location.

**Response:** The address where both cleaning and security services are to be provided is:

**International IDEA**

**Address Nifas Silk Lafto Sub City, House No. 812, Woreda 03**

**P.O.Box 20029,Code 1000, Addis Ababa, Ethiopia**

1. **Question**: We have seen your Tender announcement for cleaning and security services on your website. We are interested in participating in the tender, but before we send our proposals for the services, we want the following points to be clarified by you;
2. The specific places (offices) where both services are going to be provided and the possibility of making site visits on these specific places.

**Response:**  Please refer to the response to question 4 above for the address where services are to be provided.

It is possible to conduct site visits, please contact Neima on +251911525016 to arrange for a visit.

1. The number of employees required for both services.

**Response:** For cleaning services, four (4) cleaners and required and for security services, four (4) guards are required (3 main guards and one reserve when needed).

1. The type of services required by the company (Either "manpower with material" or "manpower only"?)

**Response:** Please refer to the response to question 1 above.

1. **Question:** we came across your bid advert for cleaning services, we are interested in taking part, kindly advise on the procedures.

**Response:** please refer to our website which is**:** [**https://www.idea.int/about-us/procurement-and-tenders**](https://www.idea.int/about-us/procurement-and-tenders)**.** All instructions and documents can be found here under tender no. 2022-12-024 for cleaning services and 2022-12-023 for security services.