

Request to submit updated company profile data
(Local Bidders)

The Ethiopian Roads Authority as a government entity has been entrusted with the responsibility of the development and support of the road sector. One of the task is procurement services from consulting firms. To this effect, proper tracking of the consultants' technically, and financial capacity, and curbing any existing malpractices in the road sector in connection to service delivery is our top priority to maintain the development.

To achieve this objective, we already evaluated the local consulting firms and ranked them based on their company profile and the same is in use for the past one year. Since, the assessment was in use for the past one year, we are planning for update the company profile based on the firms' current statues.

In view of the above, the existing or any new local consulting firms are hereby requested to submit updated company profile which comprise of the under listed documents with proper evidence in relation to your endeavours for our further scrutiny

I.N	Required Company Profile Data	Required evidences
1.	Company legal Document	<ul style="list-style-type: none"> • Trading /Business License • VAT registration Certificate, • Tax Clearance certificate issued from the Tax Authority • Professional Practice Certificates • Evidence of/Being/ Registered as Supplier in the list of the Mandated Public Body
2.	List of permanent staffs (hired for indefinite period)	<ul style="list-style-type: none"> • <i>(6) months payroll for each permanent staffs</i> • <i>Employment agreement</i> • <i>Tax payment document for each staff</i>
3.	Laboratory facilities	receipt or other proof of purchase
4.	Office facilities	Rental agreement or ownership document
5.	Vehicles	ownership document
6.	Consultants relevant experience	experience confirmation letter from the clients
7.	Annual consultancy turnover	Audit report prepared by independent auditor
8.	Any other relevant document	

The company profile data which is not supported by the above appropriate evidences will not be considered.

The standard form for submission of the company profile can be obtained from Ethiopian Roads Authority main building, Office of Engineering Procurement Directorate, Team-2, 2nd Floor, Room No. 206; free of charge or from ERA website, Engineering Procurement Page (www.era.gov.et).

The above document should be submitted to the address below three hard copies on or before **August 25, 2017 at 4:30 p.m.** Late submissions may be rejected.

Consultants are also advised to upload their company profile in ERA website, Engineering Procurement Page (www.era.gov.et).

Tirsit Tamru

Engineering Procurement Directorate Director

Ethiopian Roads Authority

2nd floor, Room No. 207

P. O. Box 1770

Tel: 251-1-551 50 02

Fax: 251-1- 54 44 34/51 48 66

Email:engprocteam2@gmail.com or

tirsittamiru@gmail.com

Ras Abebe Aregay Street

Addis Ababa, Ethiopia

ETHIOPIAN ROADS AUTHORITY