



COMMERCIAL BANK OF ETHIOPIA
INVITATION to Local Open Tender

1. Commercial Bank of Ethiopia (CBE) invites interested & Potential bidders for the under listed service:

S .No.	Description of Goods/service	EMD/Bid Bond Amount in Birr	Bid No.	Contract Type	Bid Opening date
1	Annual report magazine	61,000.00	68/2022/23	Long Term	November 30, 2022
2	Key chain for corporate Branding	150,000.00	70/2022/23	One Time	December 01, 2022
	Key chain for CBE Noor				
	Key chain for Digital Banking (CBE Birr)				

2. The Bid document shall be obtained commencing from **November 16, 2022 from** Commercial Bank of Ethiopia, Procurement Sub-Process, opposite to Vatican Embassy, next to Gibson Youth Academy, Facilities Management Building, 2nd Floor, Room No. 205 against payment of a non-refundable fee of **Birr 200.00 (One Hundred birr only) through Acct. No. 1000134998028**, to the account of **CBE Finance Process for each Bid** . The bid document shall be collected during office hours (Monday to Friday 8:00-12:00A.M. 1:00–4:15P.M.; and Saturday 8:00-11:45A.M.) by presenting the payment advice. Presenting copy of renewed Trade License, Tax Clearance Certificate and VAT Registration Certificate is a must. And you can also access the Bid document online from <https://bids.extratenders.com/>.
3. Bidders shall be quite sure to state direct line phone number, cell phone number, fax number and e-mail address of their organization correctly while collecting bid documents. Failure in receipt of bid communication due to incorrectness of the above will not be the responsibility of the bank.
4. Bid proposal shall be accompanied by the bid bond/Earnest Money Deposit in the amount as stated above in the table in the form of Unconditional Bank Guarantee or Cash Payment Order (C.P.O.). **Bid bond/EMD in any other form is not acceptable.**
5. **Earnest Money Deposit (EMD)/Bid Bond shall be submitted in separate envelope on or before November 30 , 2022 for Bid No.68/2022/23 and December 01,2022 for Bid No. 70/2022/23 at 12:00 A.M(06:00 Local Time)**
6. All bids must be deposited in the tender box prepared for this purpose at Commercial Bank of Ethiopia, Procurement Sub-Process, during office hours on/before **November 30 , 2022 for Bid No.68/2022/23 and December 01,2022 for Bid No. 70/2022/23 at 2:00 P.M.** the place mentioned under no. 2 above.
7. Bid opening shall be held in the presence of bidders and/or their legal agents who wish to attend, on **November 30 , 2022 for Bid No.68/2022/23 and December 01,2022 for Bid No. 70/2022/23 at 2:30 P.M** at CBE Facility Management hall the place mentioned under no. 2 above.
8. Failure to comply any of the conditions from 2-6 above shall result in automatic rejection.
9. Interested eligible bidders may obtain further information from Procurement Sub-Process, P. O. Box 255, Addis Ababa, Ethiopia, 0113-69-26-56 /0113-72-28-58/47/26/36/74/78,Fax251-11-372-28-89,or visit: CBE website
10. CBE reserves the right to accept or reject any or all bids.