

Competitive BID for Procurement of Stationary Materials

Name of the organization: **Ethiopian Woman Lawyers Association (EWLA)**

Bid Reference Number: **EWLA/9420/2025**

Opening Date: **May 19, 2025**

Closing Date: **May 27, 2025**

1. The Ethiopian Woman Lawyers Association (EWLA) invites sealed bid from eligible, qualified bidders for Supply of **items listed below in many quantities.**

S. N	Description of the materials	Unit of Measures
1	Double A paper	Reem
2	Pen Radius 50 pcs	Pack
3	Note Book 5x8	Dozen
4	Flat File (dose)	Reem
5	Correction Fluid	Dozen
6	UHU	Dozen
7	Staples Small 335	Pieces
8	Staples wire Small	Pack

2. Interested eligible bidders can purchase a complete set of bidding document by depositing a non-refundable payment amount **ETB 100 (One Hundred Birr)** on **CBE, Kirkos Kebele Branch Account Number 1000066328965** in the name of **Ethiopian Woman Lawyers Association**, & collect the bidding document from EWLA Finance and Admin office, which located around Bulgaria Mazoria behind St. Micheal Church, Addis Ababa.
3. Bidders shall present copy of their renewed trade license for the year 2017 E.C., Business registration certificate, Tax Identification & VAT Registration Certificates and other necessary documents.
4. All tenders must be submitted to Ethiopian Woman Lawyers Association along with a bid security (bid bond) in acceptable forms **CPO only** specified in the bidding data sheet amounting 2% of the bid offer, on separate envelope. The bid security shall be valid for 10 consecutive days beyond the end of the validity period of the bid.
5. **FINANCIAL OFFER** shall be produced in separate sealed envelopes labelled as **ORIGINAL** and **COPY**. **TECHNICAL OFFER** shall be made in a separate third sealed envelope clearly labelled as **ORIGINAL** and **COPY**. The four envelopes including the CPO shall then be sealed and stamped in and signed outer envelope, addressed to Ethiopian Woman Lawyers Association whose address is mentioned below.
6. Bid will be closed on **May 27, 2025 at 2:00 pm** and will be opened on the same date at 2:30 pm in the presence of those bidders or their authorized

representatives who are willing to attend the event at EWLA Conference Room, Addis Ababa.

7. Bidders are advised to read bidding document thoroughly in order to fill all the necessary details requested in the bidding document.
8. Failure to comply with the conditions from No.2 to 7 above may result in an automatic rejection.
9. The Ethiopian Woman Lawyers Association reserves the right to reject any bid and to annul the bidding process at any time prior to contract award, without thereby incurring any liability to Bidders.

Address:

Ethiopian Woman Lawyers Association: Head Office

Tel. 011 550 8759

Bulgaria Matoria behind St. Micheal Church, Addis Ababa, Ethiopia