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Ethiopian Railway
Corporation

Invitation to Apply for Pre-Qualification as an Approved for
Registration of consultant and Sub consultant

Prepared by: - Procurement Team

Oct .2025



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PART A: GENERAL

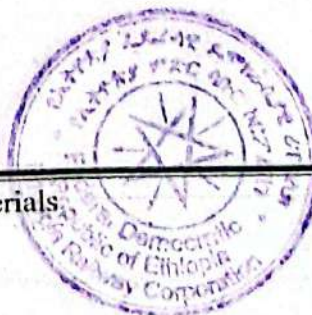
1. INTRODUCTION AND BACKGROUND

Ethiopian government has established the Ethiopian Railway Corporation by the Council of Ministers regulation No 141/2007 as a public enterprise to construct and operate railway transport in Ethiopia to support the economic growth of the country. Under the leadership and supervision of ERC above 790 km of railway line has been constructed and put into operation, and about 560 km railway line is in the construction phase. Besides infrastructure construction, ERC trained more than 800 staff from TEVT to Ph.D. level in collaboration with Addis Ababa University, abroad universities, and training institutes to fill the skilled manpower gap in the sector.

Moreover, with its commitment to the creation of knowledge base, provision of excelling and sustainable engineering solutions, providing a comprehensive range of engineering services, and addressing & working towards bridging the service delivery gaps in the construction industry in Ethiopia.

To fulfill its construction commitments, ERC has established a dedicated business unit for road and building projects. The corporation recognizes that successful project outcomes—in terms of cost, quality, and schedule—are heavily dependent on expert consultancy services for construction and materials management. Therefore, ERC is adopting a proactive and collaborative procurement strategy. This approach focuses on early engagement with pre-qualified consultants, fostering a competitive environment to secure high-value expertise and achieve mutually beneficial outcomes. By partnering with approved consultants, ERC aims to enhance its project delivery capabilities, strengthen its market reputation, and ensure sustainable growth.

With this strategy in mind, ERC invites experienced and qualified consultancy firms, specializing in building and construction materials, to submit their applications for pre-qualification for upcoming building projects.



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1.1 Project Scope

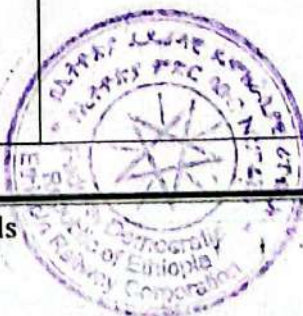
ERC's Engineering and procurement team (here in after referred to as "the Buyer") invites/ requests (here in after referred to as "Consultants") to respond to this pre qualification invitation for ERC's upcoming road and bridges construction projects for the supply (here in after referred to as "the consultant and Sub Consultant").

The upcoming projects includes variety of Consultant and Sub Consultant categorized as per the below.

Consultant & Sub- Consultant Work Categories	Primary Role	Main Work Category	Specific Tasks & Responsibilities
	Lead Consultant (Main Consultant)	Feasibility Study & Project Definition	- Conducting site selection and preliminary studies.
			- Performing techno-economic feasibility studies.
			- Preparing the Project Brief and Initial Master Plan.
		Design & Documentation	- Developing Schematic Design, Design Development, and Detailed Working Drawings. - Preparing all architectural, structural, electrical, sanitary, and mechanical (ACMV) designs. - Ensuring designs comply with Ethiopian Building Codes & Standards.
		Tender Document Preparation	- Preparing Bills of Quantities (BOQ), Specifications, and Conditions of Contract. - Drafting bidding documents in line with Ethiopian Public Procurement Proclamations.
		Contract Administration &	- Reviewing contractor submissions (shop drawings, material samples).



		Construction Supervision	- Certifying interim payments to the contractor.
			- Supervising work to ensure compliance with drawings and specifications.
			- Issuing Site Instructions and Variation Orders.
			- Chairing regular site meetings.
		Project Management	- Overall project planning, scheduling (using tools like MS Project), and cost control.
			- Acting as the primary point of communication for the Client/Owner.
			- Managing and coordinating all Sub-Consultants.
	Sub-Consultant (Specialized Firm)	Geotechnical Engineering	- Conducting soil investigation, drilling, and sampling.
			- Preparing Geotechnical Investigation Reports with foundation design recommendations.
			- Analyzing slope stability and earthworks.
		Structural Engineering	- Detailed structural analysis and design of frames, beams, columns, and slabs.
			- Preparing structural calculations and detailed reinforcement drawings.
			- Reviewing contractor's structural method statements.
		Electrical Engineering	- Design of power distribution, lighting, earthing, and lightning protection systems.
			- Design of low-current systems (telephone, data, CCTV, public



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			address).
		Mechanical Engineering (HVAC & Plumbing)	- Design of Heating, Ventilation, and Air Conditioning (HVAC) systems. - Design of cold/hot water supply, sanitation, and drainage systems. - Design of gas distribution systems where required.
		Hydrology & Water Resource Engineering	- Hydrological analysis for bridges, dams, and drainage systems. - Design of water supply networks and sewage treatment plants.
		Transportation Engineering	- Traffic impact assessment and road geometry design. - Pavement design and analysis for roads and highways.
		Environmental Impact Assessment (EIA)	- Conducting environmental and social impact studies. - Preparing EIA reports and Environmental Management Plans (EMP) as required by the Ethiopian Environmental Protection Authority.
		Quantity Surveying (QS)	- Preparing detailed Bills of Quantities (BOQ) and cost estimates. - Conducting valuation of works for payment certificates. - Preparing final account statements.
		Topographic Surveying	- Conducting detailed land and topographic surveys. - Preparing base maps, contour maps, and setting out benchmarks.

1.2 Project Period

Successful consultants who have passed the first stage of this Pre-Qualification shall be eligible to



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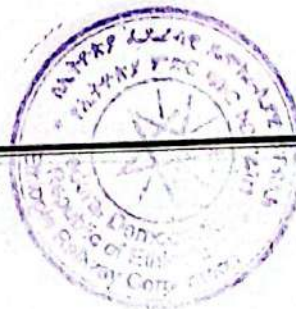


participate in upcoming tender for up to a period of 24 months.

Interested consultants shall cover all costs associated with the preparation and submission of the required information to the 'Buyer'. Interested consultants are solely responsible for all expenses associated with responding to this REOI.

1.3 Important information and dates

Pre-Qualification No. #1	ERC/ _____
Name of the Work	Consultancy and Sub consultancy
Last date for submission of queries	_____
Last date of query response	_____
Last date & time of submission of EOI	_____
Address for communication/submission of Pre-Qualification	_____
Contact person	Procurement Team, Phone number: _____



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PART B:

QUALIFICATION

1. General Information About the Consultant

Consultant's Legal Name	
Legal Address in Country of Registration	Address: Telephone/Fax Email address: Website:
In Case of Joint Venture, legal name of each party	
In case of Joint Venture, Place of Registration for Each Party	Address: Telephone/Fax Email address: Website:
Authorized Representative Information	Name: Position: Address: Telephone/Fax: E-mail address:
Attached copies of original documents of:	☐ In case of JV, letter of intent to form JV including a draft agreement, or agreement governing formation of JV ☐ Form Data on Joint Ventures

Name: _____

In the capacity of: _____ Signed: _____

Duly authorized to sign the EOI for and on behalf of: _____

Dated on [] day of [], 2025

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2. Professional Technical and Financial Qualification

2.1 Legal and Professional Qualification

Factor	Requirement	Criteria	Documentation Required
Nationality	All consultants shall have as their country of origin an eligible country. A country can be eligible when it is not under the restriction list of the Government of Ethiopia.	Must meet requirement	Pre-Qualification Submission Sheet
Registration in the FPPAA's Consultants List	Having been registered in the Public Procurement and Property Administration Agency's Consultants List	Must meet requirement	Attach FPPAA Consultant's Registration Certificate
Not Debarred by decision of the FPPAA	Not having been debarred by decision of the Public Procurement Agency from participating in public procurements for breach of its obligation under previous contracts	Must meet requirement	Pre-Qualification Submission Sheet
Valid trade license or business organization registration	Having been submitted valid trade license or Business organization registration certificate issued by the country of establishment	Must meet requirement	Attach Renewed Trade license and/or commercial registration Certificate
VAT registration certificate	Having been submitted VAT registration certificate issued by the tax authority	Must meet requirement	Attach VAT Registration Certificate
Valid tax clearance certificate	Having been submitted valid tax clearance certificate issued by the tax authority (Domestic Consultants Only)	Must meet requirement	Attach Valid tax clearance certificate



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2.2 Technical Qualification, Competence, and Experience in the Procurement Object

As a proof of the technical and professional ability in supplying our requirement listed in our invitation for pre-qualification the tables below summarize the major relevant technical evaluation criteria to evaluate the consultants.

S/N	Criteria	Description	Weight (%)	Document Submission
1	Technical & Quality Capability	The ability of the consultant to meet specifications consistently which include quality features ➤ quality & compliance with specifications(7) ➤ Technical expertise (8)	15	The consultant shall submit compliance letter /document)
2	Delivery	The ability of a consultant to meet specified delivery schedules which include lead-time, on-time performance, fill rate, returns management, location, and transportation. ➤ The consultant shall provide commitment letter for delivery of required service within 3 working days up on award.	15	The consultant shall submit Commitment letter to deliver product within 3 days upon award
3	Performance history	Performance history of the consultant in the financial, economic, social, organizational, and sectoral area. ➤ The consultant shall submit evidence of at least 3 government's or public enterprise's contract in the past 2 years (2024 - 2025).related to products specified on the bid	10	The consultant shall submit a copy of contract document or evidence on the performance of the contract from the employer
6	Reputation and position in the business	A ranking and reputation in the business, or company, in terms of its sales volume relative to the sale volume of its competitors in the same business. ➤ The consultant shall provide its last three year's (2023 - 2025) sales financial volume with supportive documents (Audit report).	10	The consultant shall submit its selling volume in the last three years
7	Consultant's profile	The superiority and reputability of the consultant's statues, past performance, finance, certificates, and references ➤ The consultant shall provide formal documents like its awarded certificates, reference or acknowledgment letter from its	15	The consultant shall submit a copy of each document



Criteria	Description	Weight (%)	Document Submission
Professionalism	customers which ascertains its profile. The consultant's competence or skill expected of a professional. ➤ The consultant shall provide at least 2 staffs' professionalism document like educational background and work experience in construction material supply. (4) ➤ HSE policy and certifications Environmental compliance and sustainability practices(1)	15	The consultant shall provide the employees professional and experience document, HSE and environmental compliance certificates.
Credit Facility	Does the consultant have a credit policy? And to how much amount? ➤ The consultant shall announce with a written letter up to how much credit amount for how much days can provide to the buyer	20	The consultant shall submit a credit agreement letter

3. Financial Standing

Consultant has adequate financial resources to manage Contracts as established by our financial statements, audited by an independent auditor, submitted in this pre qualification . The following table contains our financial data. These data are based on our annual audited accounts. Figures in all columns have been provided on the same basis to allow a direct, year-on-year comparison.

FINANCIAL DATA	Historic Information for Previous Years			
	Year2	Year1	Last Year	Average
A. Information from Balance Sheet				
1. Total Assets				
2. Total Liabilities				
1. Net Value(1-2)				
3. Current Assets				
4. Short-term debts				
II. Working Capital(3-4)				
B. Information from Income Statement				
1. Total Revenue				
2. Profits before tax				
3. Losses				

Along with financial data we provided above we have attached the following documents as proof of our financial standing, as required in the EO1:

Attached documents comply with the following conditions:

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- ✓ Documents reflect the financial situation of the Bidder or partner to a Joint Venture, and not sister or parent companies;
- ✓ Historic financial statements are audited by a certified accountant;
- ✓ Historic financial statements are complete, including all notes to the financial statements;
- ✓ Historic financial statements correspond to accounting periods already completed and audited.

Annual Turnover Data	
Year	Amount and Currency
Average Annual Turnover*	

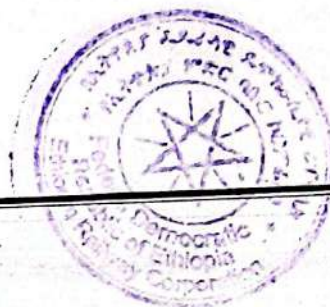
Name: _____ In the capacity of: _____ Signed: _____
Duly authorized to sign the pre qualification for and on behalf of: _____
Dated on [] day of [], 2025

Document Attachments:

1. Renewed Trade license and/or commercial registration Certificate
2. VAT Registration Certificate
3. Valid tax clearance certificate
4. Valid professional license, if applicable
5. Original Manufactures Product Catalogue, if any
6. Dealer agreement documents
7. Bid award letters
8. Warranty Letter
9. Stock Balance letter
10. Last three years sells volume
11. Employees professionalism and experience documents
12. Credit agreement letter
13. Audited financial statements
14. Documents required as proof of the consultant's financial standing,
15. Certificates of award, reference, acknowledgment contracts provided by contracting parties to the consultant successfully completed in the course of the past years.



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16. Company Profile: Including full legal name, years in business, and overview of capabilities.
 17. Contact Information: Official address, contact person, email, and phone number.
 18. Proof of Certification: Copies of relevant quality certifications (if any).



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