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Ethiopian Railway
Corporation

Invitation to Apply for Pre-Qualification as an Approved Supplier for
Service related to construction projects (Legal, training, Audit, Cleaning
etc...)



Prepared by: - Procurement Team

Oct. 2025

9



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.

The Ethiopian Railway Corporation's (ERC) mission to deliver critical national infrastructure extends beyond physical construction to encompass rigorous governance, legal compliance, and human capital development. To this end, a strategic partnership with pre-qualified suppliers for specialized services is indispensable. Expert legal consultants are vital for navigating complex land acquisition, international contracts, and regulatory frameworks, mitigating risks that could lead to significant project delays or financial penalties. Similarly, independent audit and assurance firms are crucial for maintaining financial integrity, ensuring compliance with public expenditure guidelines, and providing transparency to stakeholders. Furthermore, specialized training providers are required to continuously upskill ERC staff and contractors in emerging technologies, safety protocols, and project management methodologies, thereby enhancing overall project quality and efficiency. Even ancillary services like professional cleaning and facility management for stations and offices are essential for ensuring a safe, hygienic, and productive environment for both staff and the public. Procuring these services through a structured, competitive framework is not an administrative function but a core strategic activity that safeguards ERC's assets, reputation, and ultimate project success.





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 "Suppliers") to respond to this pre qualification invitation for ERC's upcoming construction projects for the supply (here in after referred to as "Service supplier related to construction projects (Legal, training, Audit, Cleaning etc... ").

The upcoming projects includes variety of Service supplier related to construction projects categorized as per the below.

	Sub-Category	Description	Key Examples
Service supplier related to construction projects Category	Legal & Contractual Services	Services dealing with legal compliance, contracts, and dispute resolution	Contract Law, Dispute Resolution, Regulatory Compliance, Claims Management, Insurance & Bonding
	Financial & Commercial Services	Services handling financial management, accounting, and cost control	Accounting, Auditing, Tax Services, Cost Consulting, Payroll Management, Project Financing
	Health, Safety & Environmental (HSE)	Services ensuring workplace safety and environmental compliance	Safety Management, Environmental Monitoring, Hazard Assessment, Emergency Response Planning
	Quality Management Services	Services maintaining quality standards and compliance	Quality Control, Quality Assurance, Testing & Inspection, Materials Certification
	Human Resources & Training	Services managing workforce development and labor relations	Staff Recruitment, Training Programs, Labor Relations, Certification Management
	Technology & IT Support	Services providing technical infrastructure and digital	Software Support, BIM Management, IT



			Services, Data Management, ERP....
	Logistics & Supply Chain	Services managing material and equipment flow	Procurement, Inventory Management, Equipment Rental, material handling, Transportation
	Facility & Site Support	Services maintaining site operations and working environment	Site Security, Temporary Utilities, Waste Management, Cleaning Services, Camp Management
	Commissioning & Handover	Services ensuring systems operation and project transition	Systems Testing, Operator Training, Documentation, Warranty Management
	Communication & Stakeholder	Services managing project communication and public relations	Community Relations, Public Outreach, Stakeholder Management, Reporting
	Recreational Service	Inauguration Ceremony, Training, food and drinks....	

1.2 Project Period

Successful suppliers who have passed the first stage of this Pre-Qualification shall be eligible to participate in upcoming tender for up to a period of 24 months.

Interested suppliers shall cover all costs associated with the preparation and submission of the required information to the 'Buyer'. Interested suppliers 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	Supply of the Service supplier related to construction projects
Last date for submission of queries	_____
Last date of query response	_____

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Last date & time of submission of EOI	_____
Address for communication/submission of Pre Qualification	_____
Contact person	Procurement Team, Phone number: _____





PART B:

QUALIFICATION

1. General Information About the Supplier

Supplier'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





2. Professional Technical and Financial Qualification

2.1 Legal and Professional Qualification

Factor	Requirement	Criteria	Documentation Required
Nationality	All suppliers 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 Suppliers List	Having been registered in the Public Procurement and Property Administration Agency's Suppliers List	Must meet requirement	Attach FPPAA Supplier'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 Suppliers Only)	Must meet requirement	Attach Valid tax clearance certificate





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 suppliers.

S/N	Criteria	Description	Weight (%)	Document Submission
1	Technical & Quality Capability	The ability of the supplier to meet quality specifications consistently which include quality features ➤ The supplier shall submit evidence of dealer agreement or distribution authorization letter from at least one renowned manufacturer.(3) ➤ Product quality & compliance with specifications(3) ➤ Quality assurance certifications(2) ➤ Technical expertise and manufacturing processes(3) ➤ Availability of test reports/certificates of analysis(4) ➤ Condition of delivered samples	15	The supplier shall submit a dealer agreement/ distribution authorization letter document /quality certificates, quality and compliance, manufacturing sites ,Previous test reports and samples (if applicable)
2	Delivery	The ability of a supplier to meet specified delivery schedules which include lead-time, on-time performance, fill rate, returns management, location, and transportation. ➤ The supplier shall provide commitment letter for delivery of required products within 3 working days up on award.	15	The supplier shall submit Commitment letter to deliver product within 3 days upon award
3	Performance history	Performance history of the supplier in the financial, economic, social, organizational, and sectoral area. ➤ The supplier 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 supplier shall submit a copy of contract document or evidence on the performance of the contract from the employer
4	Warranty and claim policies	The superiority of the specified written guarantee that promise to replace or return incompatible items if necessary within a specified period and also the claim policy as a formal request for coverage or	10	The supplier shall submit commitment letter for 1 month warranty of product



SN	Criteria	Description	Weight (%)	Document Submission
		compensation for a covered loss. ➤ The supplier shall provide commitment letter for providing 1 month guarantee for product supplied.		supplied.
5	Availability capacity	The volume of construction materials that can be supplied by a supplier. ➤ The supplier shall submit its Inventory capacity and management/ stock movement and balance data/volume of sales/ for the last 2 years/2024-2025/	10	The supplier shall submit stock and balance document /Volume of sales/
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 supplier shall provide its last three year's (2023 - 2025) sales financial volume with supportive documents (Audit report).	10	The supplier shall submit its selling volume in the last three years
7	Supplier's profile	The superiority and reputability of the supplier's statues, past performance, finance, certificates, and references ➤ The supplier shall provide formal documents like its awarded certificates, reference or acknowledgment letter from its customers which ascertains its profile.	5	The supplier shall submit a copy of each document
8	Professionalism	The supplier's competence or skill expected of a professional. ➤ The supplier 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)	5	The supplier shall provide the employees professional and experience document, HSE and environmental compliance certificates.
9	Credit Facility	Does the supplier have a credit policy? And to how much amount? ➤ The supplier shall announce with a written letter up to how much credit amount for how much days can provide to the buyer	20	The supplier shall submit a credit agreement letter



3. Financial Standing

Supplier 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	Current Year	Average
A. Information from Balance Sheet					
1. Total Assets					
2. Total Liabilities					
I. 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 EOI:

Attached documents comply with the following conditions:

- ✓ 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 supplier's financial standing,
15. Certificates of award, reference, acknowledgment contracts provided by contracting parties to the supplier successfully completed in the course of the past years.
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).
19. Safety Record: Company safety policy and record
20. Proof of Insurance: Certificate of General Liability Insurance and other relevant coverage.

