

## **Invitation to Bid**

1. Ministry of Communication & Information Technology invites eligible and qualified bidders for the procurement of Configuring, Managing & Troubleshooting Microsoft Exchange Server 2010 Training
2. The Ministry invites sealed bid from eligible bidders for the provision of **Configuring, Managing & Troubleshooting Microsoft Exchange Server 2010** Training.
3. Interested bidders shall submit certificate of suppliers registration from MOFED and other documentary Evidences demonstrating the bidder's compliance which include:
  - A. Renewed Trading License for the current year.
  - B. Tax clearance certificate valid for the current year
  - C. VAT Registration Certificate
4. Bidding will be conducted in accordance with the National Competitive Bidding (NCB) procedure contained in the public procurement proclamation of Federal Government of Ethiopia and open to all bidders as specified and defined in the bid document.
5. Interested Eligible bidders may obtain further information from and inspect the bid document at the address below from 8:30 am to 12:30 am in the morning and 1:30 pm to 5:30 pm in the afternoon.
6. A complete set of bidding document prepared in English Language may be purchased by interested bidders at the address below and upon payment of ETB 200. The Method of payment is cash.
7. Bids must be delivered to the address below on or before November 26, 2012 at 2:00 pm. All bids must be accompanied by a bid security of ETB 5,000 (Five thousands). The bid will be opened in the presence of bidders/representatives who choose to attend the meeting at the address below at 2:30 pm on the same date of submission at Alsam Building, 4<sup>th</sup> floor, Procurement and Finance and General Service Department. Late bids shall be rejected.
8. The Ministry reserves the right to accept or reject any or all bids.

**Ministry of Communication and Information  
Technology, Mexico Square, Alsam Building  
P.O.Box 1028  
Tel 251 11 552 13 81/251 11 550 58 52  
Fax 251 11 550 39 74  
Addis Ababa, Ethiopia**