



THE NEW SPRIT OF AFRICA

A STAR ALLIANCE MEMBER ™

ETHIOPIAN AIRLINES ENTERPRISE

REQUEST FOR PROPOSAL

FOR SUPPLY OF

DIFFERENT INFLIGHT SERVICE ITEMS

MARCH,2017

I. Introduction and General Information

A. Introduction

Ethiopian Airlines, hereinafter referred to as (Ethiopian), is the National Flag Carrier of Ethiopia. During the past seven decades, Ethiopian has become one of the continent's leading carriers, unrivalled in Africa for its efficiency and operational success, turning profits for almost all the years of its existence.

B. Scope of Solicitation

The purpose of this solicitation is to establish a source or sources of supply for the purchase of different inflight service items on a contractual basis.

C. General Conditions of Tender

The applicants/ bidders are required to submit their bids in accordance with the following conditions.

1. Specification of items

Detail of the items, for which prices are required are given at Annexure-A

2. Date for submission of the Quotation and Sample

Bids in sealed envelopes and actual samples, should be reached at the following address on or before the scheduled closing date April 30th, 2017.

Address for submission of the bids:

Attⁿ: Henmi Chen

ETHIOPIAN AIRLINES SOURCING OFFICE (CHINA)

Address: Room 1615, Main Tower, Guangdong International Building, NO.339
Huanshi Road East, Yuexiu District, Guangzhou GD 510098 China

TEL: +86-20-83329982, FAX: +86-20-87620837, CELL: +86-13632367283

E-MAIL: Henmic@ethiopianairlines.com.cn

Tender opening date; 30th April, 2017; address for Tender opening process

Attⁿ: Tsegenet Fekadu

ETHIOPIAN AIRLINES SOURCING OFFICE (ETHIOPIA)

Headquarters, Bole International Airport

TEL: +251115174918/4552

E-MAIL: Tsegenetf@ethiopianairlines.com

Cc: YonatanT@ethiopianairlines.com

3. Communication

Any questions or concerns must be addressed in writing to the following official address:

Procurement & Supply Chain Management

Attn: **Henmi Chen**

ETHIOPIAN AIRLINES SOURCING OFFICE (CHINA)

Address: Room 1615, Main Tower, Guangdong International Building, NO.339
Huanshi Road East, Yuexiu District, Guangzhou GD 510098 China

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E-MAIL:Henmic@ethiopianairlines.com.cn

4. Preparation of the proposal

- 4.1. All signing, witnessing and initialing is to be in ink. All offers and schedules are to be in typescript.
- 4.2. The person who signs on any offer or document should be a person duly authorized by the supplier.
- 4.3. Complete Proposal and sample per the given specification.

5. Necessary Documents

As part of their proposal, the Vendors should deliver short and precise documents

- Company Profile
- Trade/Customer Reference letter
- Quality certificate
- Current Financial statement
- Other documents, if any

6. Pricing and Payment Schedule

- 6.1. Bidders shall include in their price all applicable costs like taxes, duties etc. Price for each item shall be on EX-Works and FOB Airport basis
- 6.2. The prospective Bidder shall indicate the preferred terms and mode of payment for the service provided. ETHIOPIAN preferred payment schedule is within 30 days after delivery of goods or services.
- 6.3. The vendor should include the packages and logo price in their offer.

8. Validity of the Bid price

Bids should remain valid for at least for 1 year from the submission date of bids.

9. Delivery period

Please mention the delivery time from date of purchase order.

10. Provision of Samples

Bidder shall agree to provide samples for each item along with their Quotation Free of Charge.

12. Warranty

Please indicate the warranty period and condition of the warranty.

II. Special instructions to bidders

- Bidders shall submit their sealed proposals for both **technical and financial** in two **separate** copies marked “Original” and “Duplicate”. The original shall be deemed correct.
- Bidders **shall provide samples** for each item free of charge
- Bids will be accepted for the specifications given in the Tender (Annexure-A). Since Ethiopian wishes no variances to these specifications, the bidder may submit its offer listing the deviations to the stated specifications. But the decision to select or reject bidder’s offers solely rests with Ethiopian.
- Ethiopian, in its sole discretion, may negotiate changes to any submitted Proposal, including price, after submitted Proposals have been opened.
- Ethiopian reserves the right to accept and/or reject any and all submitted Proposals or any part thereof, waive immaterial errors, and award the contract in the best interest of Ethiopian.
- Ethiopian shall be sole interpreter of the terms, conditions, specifications, and performance requirements of this RFP.
- It is not the policy of the Ethiopian to award a contract on the basis of price alone. A Proposal may be evaluated and selected on the basis of reputation, experience, past performance, skill, financial capacity, product quality and features, and delivery schedule.
- Preproduction samples to be supplied pursuant to the awarded contract must be as per samples provided in the preliminary evaluation.
- Once a Proposal has been selected, items or processes may be substituted only by furnishing an equal or superior quality and/or grade product or process than originally specified at no additional cost to Ethiopian. Any such substitution shall be pre-approved by the Ethiopian, and the acceptance of any such substitution shall be in the Ethiopian sole discretion.
- The technical Bid should not contain any indication of the price. In case an indication of the price quoted is included in the Technical Bid, the Bid shall be rejected without any reference to the applicant/bidder. No correspondence will be entertained by Ethiopian in this regard.
- Incomplete bids will not be accepted and do not be considered in any case, and will be rejected.

III. Additional Information

Provision of any additional information that the bidder may deem relevant for consideration with this RFP is very much appreciated.

Annexure-A
Inflight service items

I/N	ET P/N	Item	Pictorial representation	Detail Specifaition	NATURE OF MATERIAL	TYPE OF MATERIAL	UOM	TOTAL ANNUAL QTY
1	90300001	Headrest cover for C-9		100%cotton, embroidery logo, size 22x23cm	Reusabel	cotton	EA	50,000
2	90300005	Pillow case for C-9		100%cotton, embroidery logo, size 51x41cm+13flap	Reusabel	cotton	EA	50,000
3	90300035	Lobby broom/Toy		dual angle plastic bristle broom , 7-1/2"width , semi smooth surface , steel handled.	Consumable	plastic broom	EA	2,304
4	90300045	Toilet Roll Paper (extra soft paper)		SIZE 10X10CM, 2ply, 350sheet per roll, weighth 110gsm/roll,	Consumable	paper	Roll	200,000
5	90300046	Kleenex Tissue Paper (Facial wepa)		22x19cm, 2ply, 100paper per pkt	consumable	paper	PK	500,000
6	90300048	Napkin book fold with full color logo		3 color printed cocktail napkin, size 25x25cm-2ply, 100pc per pk	Consumable	paper	PK	250,000pk
7	90300050	Ladies Sanitary Napkin		SIZE 240X150-perfored film top sheet airlaid paper + obsorbent paper + blue core individual wraped packing easy tape. 1pcs individual bag with printed logo (one color). 10pads per poly bag-60poly bag per carton. One color logo printd on bags and carton.	Consumable	paper	pk	90,000

I/N	ET P/N	Item	Pictorial representation	Detail Specifaciton	NATURE OF MATERIAL	TYPE OF MATERIAL	UOM	TOTAL ANNUAL QTY
8	90300093	Airsickness bag with one side one color print		card-O-seal size 123x80x227mm	Disposable	paper	EA	5000
9	90300432	Toilet Seat cover		1/4 fold-15gsm- 42x36cm. 100sheet per pack. recycled pulp toilet seat cover	Disposable	Paper		15,000
10	90300470	Coat Hangar		wooden	wooden	wood	EA	5000
11	90300502	BLANKET for Economy Class		100% Polyter (110x160)	reusabel	polyster	EA	330,000
12	90300621	Clare Plastic bag	N/A	Size: 82cms x 127cm, 100microns	Disposable	Plastic	EA	350,000
13	90300630	Pillow for economy class		size 30x40cm natural 100% filling 65% down and 35% small feathers.	reusabel	Fabric	EA	43,200
14	90300679	Disposable paper hygienic						

I/N	ET P/N	Item	Pictorial representation	Detail Specifaicon	NATURE OF MATERIAL	TYPE OF MATERIAL	UOM	TOTAL ANNUAL QTY
15	90300721	Cleare Plastic bag	N/A	Size 44x33cm, 40 microns	Disposable	Plastic	EA	2,500,000
16	90300748	Cleare Plastic bag drawstring	N/A	Size 10x14cm with drawsterng string, 50microns	Disposable	Plastic	EA	4,800
17	90300769	PILLOW for cloud nine		70% dawn feather and 30% duck feather, 350gsm filling, Size 40x50cm	Pillow /Reusable	Fabric	EA	21,600
18	90300776	Disposable Headrest cover for economy class		made of non woven, pp neutralohne, Druck-mit 2 faden, size 280x230mm	Disposable	non woven	EA	7,000,000
19	90300892	Clear plastic bag size	N/A	Size: 50 cms x 70cm, 100microns	Disposable	Plastic	EA	15,000
20	90300893	Disposable pillow case for economy class		non woven, size 43x33cm, weight 48gsm, White color with logo in black	Disposable	Non Woven	EA	6,000,000
21	90300897	Bkaket with duvet for c-9		Fabric	Reusabel		EA	20,000
22	90300902	Cleare Plastic bag	N/A	Size: 53 cms x 45cm, 40microns	Disposable	Plastic	EA	300,000

I/N	ET P/N	Item	Pictorial representation	Detail Specifcaiton	NATURE OF MATERIAL	TYPE OF MATERIAL	UOM	TOTAL ANNUAL QTY
23	94000901	Clare plastic bag	N/A	6m x50m in roll, thickness 70 micron	Disposable	Plastic	Roll	1,500
24	94000834	Plastic Paper Roll	N/A	43 x 300m, thickness 60micron (weight 15kg/1Roll)	Disposable	Plastic	KG	18,000
25	94010004	Galley cleaning Towel		fabric: 100% viscos, weight: 80gsm, size: 30x20cm, color: green/white	Disposable	Non-woven	PC	600,000
26	94010024	Micro fiber cloth Red		size 15.5 x 16.5 inches, micro fiber cloth- 80/20 polyester/polamide, weght 48 grams, color Red	Disposable	Fiber cloth	EA	5000
27	94010025	Micro fiber cloth Green		size 15.5 x 16.5 inches, micro fiber cloth- 80/20 polyester/polamide, weght 48 grams, color Green	Disposable	Fiber cloth	EA	5000
28	94010026	Micro fiber cloth Yellow		size 15.5 x 16.5 inches, micro fiber cloth- 80/20 polyester/polamide, weght 48 grams, color Yellow	Disposable	Fiber cloth	EA	5000
29	94010027	Micro fiber cloth White		size 15.5 x 16.5 inches, micro fiber cloth- 80/20 polyester/polamide, weght 48 grams, color White	Disposable	Fiber cloth	EA	5000
30	90300044	hand paper towel		Z-Fold Interfolded Tissue Virgin pulp 38g/m2 1ply,unfold size 23*23 cm;Folded size :7x23cm	Disposable	paper	PK	300,000
31	90300879	Plain cups / paper cups		3oz paper cup	Disposable	paper	PK	100