



## **Suppliers Registration Announcement**

Ethio Telecom is pleased to announce suppliers' registration to all foreign & local suppliers in all business domains such as telecom equipment & services, IT equipment & services, Computer & computer Accessories, Printing & promotional service, Building material & Services, Car spare parts, Electric materials and others.

The objective of the registration is to assess additional registration for the new entrants & to be able to update previous registered suppliers' profile. Suppliers are expected to fill ethio telecom suppliers' registration form from ethio telecom website here attached with this announcement or may collect the registration form from Head office, 3<sup>rd</sup> floor office No-301 in person.

### **I. Suppliers Registration requirement**

#### **(Local suppliers)**

- Copy of valid and renewed certificates are:
  - Commercial registration certificate from Trade & industry Development Office
  - Business license from Ministry of Trade & Industry.
  - Taxpayer Registration Certificate Ethiopian revenue and custom Authority.
  - Value added tax registration certificate from Ethiopian revenue and custom Authority.
  - Tax clearance certificate.
  - Support Certification or letter from Public Procurement Agency to participate in competitive bid.
  
- Updated suppliers information:
  - Company profile
  - Recent consecutive three years Audit report.
  - Recommendation Letters
  - ISO certificate if any.



### (Foreign Suppliers)

- Copy of all legal registration certificates from the concerned body.
- Company profile
- Product or services Portfolio
- Three year Audited financial report.
- Recommendation letters
- If local agent delegated, manufacturing authorization letter.
- Relevant certificate i.e. ISO, ITU, which ever applicable.

## II. Registration procedure:

- Suppliers shall download suppliers registration form from Ethio telecom website ([www.ethiotelecom.et](http://www.ethiotelecom.et)) or shall collect the hard copy from Head quarter, office No-210 in person.
- Send back the document along with filled suppliers registration form directly to the following address:

- Sourcing and facilities Division-Sourcing Department,  
Supplier Relation management Section, Head Quarter, 3<sup>rd</sup> floor,  
Office No-301

- Postal service:

Ethio telecom

Sourcing and facilities Division-Sourcing Department

Supplier Relation management Section

P.O. Box 1047

Addis Ababa, Ethiopia.

- Suppliers can send & get assistance by the following contact email address:

mengesha.asrat@ethiotelecom.et +251 911-502395

kebede.bekele@ethiotelecom.et +251 911-505854

mulu.hagos@ethiotelecom.et +251 923807454

almaz.negussie@ethiotelecom.et +251 911 503369

Click here to get a Supplier Registration Form <http://www.ethiotelecom.et/etamh/sprf.html>

or find next page of this document.



## SUPPLIER PARTNER REGISTRATION FORM

SPRF No:	
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Our company sourcing process is designed to ensure equal and fair treatment of suppliers and requires that all of its key suppliers are qualified in accordance to Ethio Telecom requirements before business can be conducted. Suppliers wishing to participate in the process shall complete the Supplier Registration Form. If there is an alignment for the type of products or services you provide, our company procurement agent will contact you to explore potential opportunities.

We encourage your timely response to our company questions and requests.

Please note that all purchases are made in a competitive sourcing. Completing the form neither automatically include your firm on the company's potential supplier list, nor does it constitute approval as our company supplier and obligate our company to request quotations.

**NO PAYMENT IS REQUIRED TO GET THIS FORM**

### SECTION 1: COMPANY DETAILS AND GENERAL INFORMATION

New Registration <input type="checkbox"/> Update to Registration on File <input type="checkbox"/>				
Name of Company				
Office Address:				
	Tel No		Contact Person Full Name	
	Email		Tel No	
	Web Site		Fax No	



**SECTION 2: FINANCIAL INFORMATION**

(Please attach a certified/audited copy of your latest Balance Sheet and Income Statement or your Annual Report to Shareholders/Audited Financial Report)

Have you declared bankruptcy or changed majority ownership in the last 3 years?

Yes       No

Annual value of total sales for the past 3 years

Year:	
Year:	
Year:	
Bank Name:	
Bank Address:	
Account Name:	
Bank Account No:	

List your current ratio, revenue, and % growth in last 5 yrs.

YEAR	CURRENT RATIO	REVENUE	% GROWTH	PRODUCTION TURNOVER

What are your Company's credit terms? (Mark all that apply)

Net 30 day's     
  Prompt payment discounts     
  Other discounts  
 Other \_\_\_\_\_

**SECTION 3: WORKFORCE PROFILE**

Number of Full-Time Employees				
<b>EMPLOYMENT TYPE</b>	<b>NUMBER OF PERSONNEL EMPLOYED</b>			
Management				
Technical, Production				
Quality Control				
Administration				
Skilled/Semi Skilled/ Unskilled				

**SECTION 4: TECHNICAL CAPABILITY AND INFORMATION ON GOODS/SERVICES OFFERED**

<p>Does your Company have Quality Assurance Certification (e.g. ISO certificate or equivalent)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, Please provide copies.</p>	
<p>List the core goods and services offered by your Company (Authorized agents and traders must submit proof or certificates from manufacturers that they are authorized to deal with the products)</p>	
<b>NO.</b>	<b>DESCRIPTION OF GOODS/SERVICES</b>
<p>Does your Company supply goods/services or have contracts with in Ethiopia and/or public organizations?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details.</p>	



**SECTION 5: EXPERIENCE**

Please list recent contracts with in Ethiopia and/or internationally				
YEAR	US\$	ORGANIZATION	GOODS/SERVICES SUPPLIED	DESTINATION
To which Countries has your Company exported and/or managed projects over the last 3 Years?				
YEAR	COUNTRIES			
1				
2				
3				



Please provide reference sources for goods supplied and/or services rendered by your Company within the last 12 months and provide copies of recommendation letters (if any).

NAME OF COMPANY	ADDRESS	TEL NO.	FAX NO

**SECTION 6: DECLARATION**

We declare and confirm that the information furnished above is true and correct to the best of our knowledge. We shall promptly bring to the notice of the Supplier Relation Section of Ethio Telecom, any changes in the matters of relevant information connected thereof.

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**Name** **Signature** **Date[DD/MM/YY]**

**NB:** Please return this completed form to Ethio Telecom Sourcing Department Supplier Relation Section in person  
Or Send through

**Email:** [mengesha.asrat@ethiotelecom.et](mailto:mengesha.asrat@ethiotelecom.et)