

# U.S. EMBASSY, ADDIS ABABA

## Invitation to bid

The Embassy of the United States of America, Addis Ababa, Ethiopia, invites all eligible bidders to submit a price quote for medical claims reimbursement administration for locally employed staffs and their dependents as per locally employed staff supplemental medical plan policy.

1. Interested and eligible bidders, who have renewed their license for the year 2018/19 and are VAT registered, shall obtain bid documents from the Embassy front main gate during office hours from April 01-05 , 2019 Monday to Thursday 09:00–16:00 p.m. and Friday 09:00 -11:00 a.m.
2. Bidders should submit two bid documents, one financial proposal and the other technical proposal in separately sealed envelopes that are signed and stamped on each page and on each envelope, labeled FINANCIAL and TECHNICAL respectively, to the below address:

US Embassy Addis Ababa,  
Solicitation # I9ET1019Q0006  
Attn: Contracting office (Bid for Medical Claims Reimbursement administration)  
P.O.Box – 1014  
Addis Ababa, Ethiopia

3. Interested eligible bidders may obtain further information from the contracting office at 011 130 6728
4. The bid document collection date will close on April 19, 2019 COB 11:00 a.m.
5. The US Embassy Addis Ababa reserves the rights to accept or reject any or all bids.