

# **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 proposal for Life Insurance Coverage for locally employed staffs (LES) of post Addis Ababa.

1. Interested and eligible bidders, who have renewed their license for the year 2016 and are VAT registered, shall obtain bid documents from the Embassy main gate during office hours from October 20, 2015 Monday to Thursday 09:00 – 16:00 and Friday 09:00-11:00.
2. Bidders should submit the bid documents containing one original and one copy, sealed separately, signed and stamped on each page and on each envelope, for both financial and technical proposals (label them FINANCIAL/TECHNICAL), to the below address:

**US Embassy Addis Ababa,  
Attn: Contracting office (Bid for Life Insurance)  
P.O.Box - 1014  
Addis Ababa, Ethiopia**

3. Interested eligible bidders may obtain further information from the contracting office at 011 130 6874.
4. The bid document collection date will close on Tuesday, October 23, 2015 at COB 16:00.
5. The US Embassy Addis Ababa reserves the rights to accept or reject any or all bids.