



ITALIAN TRADE AGENCY

Office Addis Abeba

MEETING MINUTES

PROJECT	Addis Build by the BIG 5 Construct Ethiopia
TOPIC	The tender document evaluation of financial and technical offers for service of buildup, dismantling & rental of electronic equipment of the Italian Pavilion at Addis Build by the BIG 5 Construct Ethiopia
DATE	14/04/2023
TIME	from 9:30 am to 11:00 am
LOCATION	Embassy of Italy – ICE - Addis Ababa Office (ITA)
WRITTEN BY	Dr.ssa Marta Tesfaye Mamo
ATTENDEES	1. President: Dr. Riccardo Zucconi (Trade Commissioner - Addis Ababa ICE Office) 2. Effective member: Dr.ssa Marta Tesfaye Mamo (Trade Analyst) 3. Effective member: Dr. Senay Aklilu Wendafrash (Trade Analyst)
SENT TO	Companies representatives of this competition who sent documents as per the instructions given in the tender is: 1. Exhibit Africa Ltd

Invited and registered companies for this service supply

S/N	Invited Stand Builders Companies	Status
1	<p>Pro Expo Yogi Corp, Factory Street, Nairobi, Kenya sheetal@pro-expo.co.ke Mobile/WhatsApp: +254 722 826 830 www.pro-expo.co.ke</p>	Withdrawn on their own decision
2	<p>Exhibit Africa Ltd 4th Floor, Hennessy Tower (HQ) Port Louis, Mauritius Telephone: +251 964603739/ +971 551112106 (WhatsApp) dm@exhibit-africa.com www.exhibit-africa.com</p>	Sole Winner of this competition
3	<p>Exhibitions Stand Contractors LTD C/O Eliud Njarumi Karomo, ID 2605953066 Nandi Road Karen - P.OBX 25513-00603 Nairobi Kenya Email: richard@eco.co.ke Telephone:+2540722848465</p>	Not submitted
4	<p>Leo Construction Alfoz Plaza, Office No. 618 Imperial to Gerji Road Addis Ababa, Ethiopia Email: info@leoconst.com Telephone: +251 91 173 7227 https://leoconst.com/#page1</p>	Not submitted



Award Criteria

The tender award basis will be assigned to the best economic offer according to the following criteria **(A) Technical Evaluation & (B) Price Calculation:**

- 60% - Technical Offer
- 40% - Price

Please note that any offer which did not meet the requirements asked for in the tender documentation was not considered and therefore was excluded from the tender procedures.

The best economic offer was calculated on the basis of scores attributed proportionally to each evaluation criteria.

A) Technical Evaluation

The technical offer (60%) will be evaluated as followings:

Evaluation criteria	Weight	Score
Quality of the furniture	10	60
Quality of the flooring	10	60
Quality of the lighting system	10	60
Quality of the structure	10	60
Quality of the Design	10	60
Quality of Construction Material proposed	10	60
Total	60	60



Score explication:

Inadequate	0-29
Acceptable	30 - 35
Good	36-45
Excellent	46-60

B) Price Calculation:

Price must be below or within the fixed budget expressed for consideration of this tender valuation process.

Opening of the Tender

It is to be recalled that invitation for tender dated on 30/03/2023 with protocol number N. 0039234/23, service of buildup, dismantling & rental of electronic equipment of the Italian Pavilion at Addis Build by the BIG 5 Construct Ethiopia has been launched on our website with a submission deadline date of 13/04/2023 at 4:00 pm: <https://www.ice.it/it/mercati/etiopia/avvisi-pubblici-bandi-di-gara> .

Even though it was written in the invitation to tender document that the public session will be held at 9:30 pm (which is a typing error), we held the public session today, Friday 14/04/2023 at 9:30 am with the only tender document received from Exhibit Africa Ltd.

EXHIBIT AFRICA LTD

Observation and Evaluation

The documents received respected the procedure of this tender, and the envelopes were properly sealed and stamped and there was no confusion on documents presentations. The rendering of the construction was clearly presenting the materials and the equipment requested.



I. Envelope A “Documents”

- Special Tender Specifications document was properly signed and stamped and returned by Mr. Daniel Mesfin who is representing Exhibit Africa Ltd;
- Technical specifications “Italian Pavilion” at Addis Build by the Big 5 Construct Ethiopia, 18th-20th May 2023, Addis Ababa Millennium Hall was properly signed and stamped and returned by Mr. Daniel Mesfin who is representing Exhibit Africa Ltd;
- Digital management declaration for direct contracts above € 40,000.00 was properly signed and stamped and returned by Mr. Daniel Mesfin who is representing Exhibit Africa Ltd.
- Post-employment clause was properly signed and stamped and returned by Mr. Daniel Mesfin who is representing Exhibit Africa Ltd;

II. Envelope B “Technical offer 234 sqm – Building Materials”:

Evaluation of Exhibit Africa	Weight	Score
Quality of the furniture	10	60
Quality of the flooring	10	60
Quality of the lighting system	10	60
Quality of the structure	10	60
Quality of the Design	10	60
Quality of Construction Material proposed	10	60
Total	60	60

Total: 60/60



III. Envelope C "Contract offer 234 sqm – Building Materials":

Price Offer

Acceptable if below or within the fixed budget	Weight	Score
	40	30
Total	40	30

Total: 30/40

Grand Total: 90/100

Observation and Evaluation

The price offered was found to be within the budget stated on this tender and both the technical presentation and proposal specify the requirements and criteria of the tender.

1. President: Dr. Riccardo Zucconi (Trade Commissioner - Addis Ababa ICE Office)
2. Effective member: Dr.ssa Marta Tesfaye Mamo (Trade Analyst)
3. Effective member: Dr. Senay Aklilu Wendafrash (Trade Analyst)



A handwritten signature in blue ink, appearing to be "Marta Tesfaye Mamo", written over a horizontal line.