## CONTRACT with CONSULTING FIRM



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## SERVICE REQUEST FORM

CoSoft No.	Consultant No.			SR. No		
REQUESTER DETAILS						
Project Name:						
Project No. [12 Digits]:				Da	te:	
Full Name of requester:				Те	l:	
Position:			Email:			
Contact Person, if any:						
	CONSULTING FIRM DETAILS					
Name of concultancy firm:	Ľ	JUNSULTING F		No	of experts to be bired:	
Name of consultancy firm:	Kabalar			INO	of experts to be hired:	
Sub City:	Kebele:		House No:	City		
Telephone:	Mobile:		Email:			
Fax:		P.O.Box:		TIN:		
Business License/Work Per	ense/Work Permit D VAT Registration Certificate D					
METHOD OF PROCUREMENT						
Direct award						
<ul> <li>ToR</li> <li>Direct award justification</li> </ul>	□ ToR □ Eligibility grid		□ ToR □ Evaluation scheme		ation scheme	
		Technical Evaluation		Shortlisted bidders with justification		
		Text to be published on newspaper				
		PERIOD OF A	SSIGNMENT			
From		То		No. of days		
· · · · · ·						
FEE / ESTIMATED COST						
Fee         /Day □         / Month □         Lump sum □         VAT inclusive YES □         NO □						
ADVANCE PAYMENT						
		ADVANCE I	PAYMENT			
For service contracts	Quarterly n			obilization	n expenseETB	
For Work contracts	Cost of eq	eed uipment and ma	ETB 🛛 🖬 Mo	obilizatior _ETB	n expenseETB	
For Work contractsImage: Contract set of the set of	Cost of eq	eed uipment and ma № □	ETB 🛛 🖵 Mo aterial		n expenseETB	
For Work contracts	Cost of eq Yes D Der fee grid at	ieed uipment and ma No tached  Yes	ETB DM aterial	_ETB		
For Work contracts Payment as per fee grid Justification of payment, if not as p <u>NB</u> : No advance can be given for <i>service</i> con needs, possibly plus mobilization expenses c for pre-financing costs for equipment and mal	Cost of eq Yes ber fee grid att htracts < EURO 20 an be given out. For terials (e.g. travel of	ieed uipment and ma No tached Yes 0,000. For service contract 0,000. For service contract or works contracts, no adv expenses) can be agreed.	ETB Ma aterial	_ETB 6months Advan	ce payment in the amount of the quarterly	
For Work contracts Payment as per fee grid Justification of payment, if not as p <u>MB</u> : No advance can be given for <i>service</i> con needs, possibly plus mobilization expenses c	Cost of eq Yes ber fee grid att htracts < EURO 20 an be given out. For terials (e.g. travel of	uipment and ma No tached Yes 0,000. For service contracts 0,000. For service contracts, no advect a service contracts, no advect a service s	ETB Ma aterial	_ETB 6months Advan	ce payment in the amount of the quarterly	
For Work contracts	Cost of eq Yes per fee grid att htracts < EURO 20 an be given out. Fr terials (e.g. travel ¢ needed for reque	eed	ETB Ma aterial	_ETB 6months Advan iven out except	ce payment in the amount of the quarterly	
For Work contracts Payment as per fee grid Justification of payment, if not as p <u>NB</u> : No advance can be given for <i>service</i> con needs, possibly plus mobilization expenses c for pre-financing costs for equipment and mal	Cost of eq Yes per fee grid att htracts < EURO 20 an be given out. Fr terials (e.g. travel ¢ needed for reque	uipment and ma No tached Yes 0,000. For service contracts 0,000. For service contracts, no advect a service contracts, no advect a service s	ETB Ma aterial	_ETB 6months Advan	ce payment in the amount of the quarterly	
For Work contracts	Cost of eq Yes per fee grid att htracts < EURO 20 an be given out. Fr terials (e.g. travel ¢ needed for reque	eed	ETB Ma aterial	_ETB 6months Advan iven out except	ce payment in the amount of the quarterly	
For Work contracts       Image: Contracts         Payment as per fee grid       Justification of payment, if not as provided to the service conneeds, possibly plus mobilization expenses conference of the service conneeds, possibly plus mobilization expenses conference of the service conneeds, possibly plus mobilization expenses conneeds, plus mobilization	Cost of eq Yes per fee grid att htracts < EURO 20 an be given out. Fr terials (e.g. travel e needed for reque	eed	ETB Material No D ts > EURO 20,000 and > vance payments can be gi EURO 50,000. ZATION	_ETB 6months Advan ven out except Date:	nce payment in the amount of the quarterly in exceptional cases, an advance payment	
For Work contracts	Cost of eq Yes Der fee grid att htracts < EURO 20 an be given out. Fr terials (e.g. travel d needed for reque	eed	ETB Material No D ts > EURO 20,000 and > vance payments can be gi EURO 50,000. ZATION	_ETB 6months Advan ven out except Date:	and last name, function, OU	

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH GIZ Office Addis Ababa