



**West Africa Quality System Programme**  
**Support for the implementation of the ECOWAS Quality Policy (ECOQUAL)**  
**Funded by the European Union**

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## **CONSULTATION FOR THE DESIGN AND PRODUCTION OF ECOWAS QUALITY AWARDS TROPHIES**

### **TERMS OF REFERENCE**

*This document consists of 4 pages*

**March 2017**

Program Implemented by UNIDO



## 1- GENERAL

The ECOWAS Commission adopted in 2013 Regulation C / REG.17 / 12/13 adopting the rules of organization of ECOWAS Quality Awards. The first edition of the award will be organized with the technical and financial support of the “West Africa Quality System” Programme (WAQSP) of the ECOWAS Commission, implemented by UNIDO and funded by the EU. The Award-giving ceremony is scheduled for the 30<sup>th</sup> of June, 2017. This consultation was launched for the design and production of trophies to be handed over to the winners of these awards during the ceremony.

## 2- OBJECTIVES

**The ECOWAS Quality Award** aims to reward the best companies in the region by rewarding the efforts to improve the quality of products and services in the region. The specific objectives of this award are:

- Supporting the effort to promote the quality approach at national and regional levels;
- Encourage the use of regional integration tools;
- Encourage companies for good governance and sustainable performance;
- Promote excellence in quality management.

To achieve these objectives, five (5) awards were created:

### **01 Awards of excellence :**

1. ECOWAS EXCELLENCE AWARD

### **04 Special Awards :**

1. LEADERSHIP
2. PRODUCT REALIZATION
3. RESOURCE MANAGEMENT
4. ORIENTATION TO INTERESTED PARTIES

## 3- FEATURES

### **3.1. Features of the trophies at design**

The trophies will reflect:

- excellence in quality;
- The contribution of quality in the achievement of the ECOWAS integration objectives;
- Quality as a factor to penetrate regional and international markets.

### 3.2. Technical features of the trophies at production

The technical features are presented in the table below:

Height	15 cm-30 cm	
Width	15 cm-30 cm	
Thickness	5 mm - 15 mm	
plinth	Length	15 cm-30 cm
	Width	15 cm-30 cm
	Thickness	2cm - 10cm
	material	Your choice but indicate your choice
	Collar	Depending on the type of trophy
Printing	Digital color	
Inscription	Each trophy will be marked: <ul style="list-style-type: none"><li>- ECOWAS Quality Award,</li><li>- 2017 Edition</li><li>- Excellence Award, Leadership Award, Product Realization Award, Resource Management Award, Orientation to the Interested Parties Award, EU Special Award, ECOWAS Special Award, UEMOA Special Award, UNIDO Special Award, Special Award for the woman entrepreneur according to the trophy in question,</li><li>- Category A, B or C.</li></ul>	
Engraving	Your choice	
material	Your choice but indicate your choice	
max mass	350 g	

**NB:** The production will start after the evaluation of designs and following the notification of the ECOWAS Commission.

### 4. SUBMISSION OF OFFERS

- a) Proposals will be made in **a format suitable for transmission electronically**. They will include:
  - An explanatory note,
  - The designs of trophies accompanied with quotation and perspective views;
  - The suggestion of materials that can be used;
  - The production cost by material
  
- b) The proposals shall include designs for the three (3) types of awards:
  - ✓ **1 design for the trophy of the Excellence Award,**
  - ✓ **1 design for the trophies representing the Special Awards** (Leadership Award, Product Realization Award, Resource Management Award, Orientation to the Interested Parties Award, etc.). The design will be the same for the special awards and the difference will be marked by a play colors, material used and / or the inscriptions;

- ✓ **1 design for trophies representing the Honorary Award.** The drawing will be the same for four (4) Honorary Awards and the difference will be marked by a play of colors, material and / or the inscriptions.

## **5- ELIGIBILITY**

The eligibility criteria for applicants are:

- a. Be a citizen or exercise within the ECOWAS region,
- b. Offer designs for all the types of trophies mentioned in section **3.1 c)**
- c. Have experience in the field,
- d. Provide evidence of a and c.

## **6- REMUNERATION**

The overall remuneration for the design of the 3 types of trophies is **1500 Euros** divided as follows:

- ✓ The best design for the trophy Excellence Award: **500 Euros**
- ✓ The best design for the trophies representing the Special Awards: **500 Euros**
- ✓ The best design for trophies representing the Honorary Awards: **500 Euros**

Following the evaluation of proposals, the creator of the best proposal for each type of design will be paid, and will be entrusted with the production of the corresponding trophies.

**The selected designs will be the exclusive property of the ECOWAS Commission.**

## **7 TRANSMISSION OF DOCUMENTS**

The proposals are received at the following address **no later than April 23<sup>rd</sup> 2017, at midnight.**

Mr. Aka Jean Joseph KOUASSI, Chief Technical Advisor: [a.kouassi@unido.org](mailto:a.kouassi@unido.org);  
West Africa Quality System Programme: [QUALIPROGRAMME@GMAIL.COM](mailto:QUALIPROGRAMME@GMAIL.COM)

Ms TRAORE Fatima, Executive Assistant to the Commissioner Industry and Private Sector Promotion: [fatimategr@yahoo.fr](mailto:fatimategr@yahoo.fr)

## **8- RESERVED RIGHTS**

The ECOWAS Commission reserves the right to the method of choice. Only applicants whose proposals are selected will be contacted.