

## Section I. Invitation for Bids (IFB)

### **LOCAL COMPETITIVE BIDDING FOR THE PRODUCTION OF VISIBILITY AND PUBLICITY MATERIALS FOR ECOWAS COMMISSION**

Date: 05<sup>th</sup> August , 2020  
LCB/COM/AUG/2020

#### ***Invitation for Bids***

1. The ECOWAS Commission, within the framework of the execution of its 2020 budget intends to carry out the production of visibility and publicity materials for ECOWAS commission.
2. The ECOWAS Commission now invites sealed bids from eligible bidders for the Supply **in one (1) lot of the above subject** for ECOWAS Commission and Annexes.
3. Interested eligible bidders may obtain further information and inspect the Bidding Documents at the Procurement Division of the Directorate of General Administration, 1<sup>st</sup> Floor ECOWAS Commission, 101 Yakubu Gowon Crescent, Asokoro District, PMB 401, Abuja, Nigeria.

Electronic mail address: [procurement@ecowas.int](mailto:procurement@ecowas.int), [sbangoura@ecowas.int](mailto:sbangoura@ecowas.int); [alungu@ecowas.int](mailto:alungu@ecowas.int); [soulate@ecowas.int](mailto:soulate@ecowas.int)

4. A complete set of Bidding Documents may be purchase by interested bidders upon Submission of a written application addressed to the Directorate of General administration and upon payment of a non-refundable fee of **Twenty thousand Naira only (₦20,000)**
5. Bids must be accompanied by an **Original Bid Security (bank guarantee or insurance bond) of Five Hundred Thousand Naira Only (N500, 000.00).**
6. Bids should be delivered in a sealed envelope and deposited in the **ECOWAS Tender Box located at the Directorate of General Administration, Procurement Division, 1<sup>st</sup> Floor ECOWAS Commission, 101 Yakubu Gowon Crescent, Asokoro District, P. M. B. 401 Abuja Nigeria.**
7. **Bids should be clearly marked "LOCAL COMPETITIVE BIDDING FOR THE PRODUCTION OF VISIBILITY AND PUBLICITY MATERIALS FOR ECOWAS COMMISSION, Do Not Open, Except in Presence of the Procurement Committee" and submitted on or before 11.00 am on 16 ,September , 2020 at the latest and should clearly indicate Price, Specifications, Delivery**

**Period, Bid Validity Period and Bid Security Validity Period as these will determine the acceptance of bids received.**

- 8.** Bids will be opened in the presence of bidders/representatives who choose to attend (Via virtual meeting), on **16 , September , 2020 at ECOWAS Commission, Plot 101, Yakubu Gowon Crescent, Asokoro District.**
- 9.** This invitation for Bids is also published in the ECOWAS Website <http://www.ecowas.int/doing-business-in-ecowas/ecowas-procurement/>

**Commissioner, General Administration and Conference**