



**LOCAL COMPETITIVE BIDDING FOR THE PURCHASE OF END OF
YEAR SOUVENIRS FOR 2021**

Date: 04th August, 2021
LCB/COM/AUG/2021

Invitation for Bids

1. The ECOWAS Commission, within the framework of the execution of its 2021 budget intends to carry out the purchase of end of year souvenirs for 2021.
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, 1st Floor ECOWAS Commission, 101 Yakubu Gowon Crescent, Asokoro District, PMB 401, Abuja, Nigeria.

Electronic mail address: sbangoura@ecowas.int with copy to procurement@ecowas.int ; alungu@ecowas.int ; soulate@ecowas.int;

4. A complete set of Bidding Documents may be purchased 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 Four Hundred Thousand Naira Only (N400,000.00).**
- 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, 1st 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 PURCHASE OF END OF YEAR SOUVENIRS FOR 2021, Do Not Open, Except in Presence of the Procurement Committee" and submitted on or before 11.00 am on September 7th, 2021 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 **September 7th 2021 at ECOWAS Commission, Plot 101, Yakubu Gowon Crescent, Asokoro District at 12 00 noon .**

 - 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