



ECOWAS COMMISSION  
COMMISSION DE LA CEDEAO  
COMISSÃO DA CEDEAO

## INTERNAL MEMORANDUM

**To:** Commissioner, General Administration and Conference  
**From:** Director, EGDC  
**Cc:** Commissioner, Social Affairs & Gender  
**Ref.:** EGDC/PROC/01-2022/001/sg  
**Date:** 24 January, 2021  
**SUBJECT:** Submission of EGDC's 2022 Procurement Plan

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Honorable Commissioner,

We are writing to hereby submit the 2022 Procurement Plan Consultancy, Goods and Services for the ECOWAS Gender Development Center (EGDC) for your consideration.

Please accept, Honorable Commissioner, the assurances of our highest consideration.

**Ahmed Awudu GUMAH**  
Ag. Director, EGDC





**2022 ANNUAL PROCUREMENT PLAN FOR THE ECOWAS GENDER DEVELOPMENT CENTER - CONSULTANCY**

S/N	DESCRIPTION	Basic data						Implementation		Duration	
		Selection Method	Lump Sum or Time-Based	Estimated Budget USD	Estimated Budget UA	Prior/ Post Review	Plan vs. Actual	Start Date	End Date		
	<b>LIST OF CONTRACTS</b>										
1	Operationalisation of ECOWAS Gender Policies and Strategies: Recruitment of a resource person to develop and pre-test the ECOWAS Gender Barometer Tool in ECOWAS Member States	ICS	Lumpsum	15,750	10,965	Prior	Actual	21/02/22	06/05/22	45 Days	
2	Annual Gender Events and Meetings: Celebration of International Women's Day	ICS	Lumpsum	1,750	1,219	Prior	PLAN Actual	15/02/2022	11/03/2022	5 Days	
3	Economic Empowerment of Women in the ECOWAS Region: Recruitment of 3 Resource Persons designing policy brief on the Programme of Provision of support to women engaged in the processing of agricultural, marine and handicraft products	ICS	Lumpsum	8,400	5,848	Prior	PLAN Actual	21/03/2022	15/04/2022	7 Days	
4	Planning	ICS	Lumpsum	13,500	9,398	Prior	PLAN Actual	04/04/2022	30/06/2022	3 months	
5	Monitoring and Evaluation	ICS	Lumpsum	65,250	45,426	Prior	PLAN Actual	07/02/2022	29/07/2022	6 months	
6	Recruitment of a IT Consultant to undertake an internet network assessment	ICS	Lumpsum	11,700	8,145	Prior	PLAN Actual	15/02/22	29/02/2022	2 weeks	
	<b>TOTAL</b>			<b>116,350</b>	<b>81,001.30</b>						

Exchange Rate used in 2022 budget consolidation

1UA = 1,398242 USD

NA: Not Applicable

CQ: Consultant Qualifications - (2 months)

ICS: Selection of Individual Consultant (2 months)

QCBS: Quality Cost Based Selection (4 months)

DC: Direct Contracting (2 months)

LCS: Least Cost Selection (4 months)

Prepared by:

Mr Ahmed A. GUMAH & Mrs THIAM Salimata

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## 2022 PROCUREMENT PLAN FOR EGDC GOODS & SERVICES

PROCUREMENT PLAN 2022 GOODS & SERVICES		Basic data										Implementation		Duration
SIN	Description	Lot No.	Estimated Budget USD	Estimated Budget UA	Procurement Method	Pre/Post Qualification	Prior/ Post Review	Plan vs. Actual	Start Date (of the Procurement Process)	End Date (of the procurement process in line with Procurement deadline set up in the Code)	Total Duration of the Procurement process			
1	Office Equipment	1	12000	8354	RFQ	Post Qualification	Prior	Plan Actual	April 2022	May-22	1 month			
2	Office Furniture	1	8300	5778,29	RFQ	Post Qualification	Prior	Plan Actual	Mar-22	Apr-22	1 month			
3	Software maintenance	1	1170	815	RFQ	Post Qualification	Prior	Plan Actual	Mar-22	Apr-22	1 month			
4	Low value Office Furniture	1	4804	3345	RFQ	Post Qualification	Prior	Plan Actual	Mar-22	Apr-22	1 month			
5	Computer consumables	1	5132	7371	RFQ	Post Qualification	Prior	Plan Actual	Mar-22	Apr-22	1 month			
6	Low Value Office Equipment	1	3450	2513	RFQ	Post Qualification	Prior	Plan Actual	Mar-22	Apr-22	1 month			
7	IT (& purchase of heavy UPS with back up for the server)	1	23850	44672	RFQ	Post Qualification	Prior	Plan Actual	Mar-22	Apr-22	1 month			
8	Low Value IT Equipment	1	2700	1880	RFQ	Post Qualification	Prior	Plan Actual	Mar-22	Apr-22	1 month			
9	Equipment maintenance	1	2320	1615,48	RFQ	Post Qualification	Prior	Plan Actual	Mar-22	Apr-22	1 month			
10	Library equipment for the reference Centre	1	1300	9500	RFQ	Post Qualification	Prior	Plan Actual	Apr-22	May-22	1 month			

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11	Office supplies	1	5104	7332	RFQ	Post Qualification	Prior	Plan Actual	Mar-22	Apr-22	1 month
12	Consumable supplies	1	6006	4181,25	RFQ	Post Qualification	Prior	Plan Actual	Mar-22	Apr-22	1 month
13	Low Value Office Furniture	1	4805	3345	RFQ	Post Qualification	Prior	Plan Actual	Feb-22	Apr-22	1 month
14	Computer Consumables	1	9450	6884	RFQ	Post Qualification	Prior	Plan Actual	Mar-22	Apr-22	1 month
15	Uniform for Transport Staff	1	8424	5865	RFQ	Post Qualification	Prior	Plan Actual	Mar-22	Apr-22	1 month
16	Documents reproduction	1	1248	4869	RFQ	Post Qualification	Prior	Plan Actual	Mar-22	Apr-22	1 month
17	Publicity Materials Printing	1	2700	1901	RFQ	Post Qualification	Prior	Plan Actual	Mar-22	Apr-22	1 month
18	Printing & production of publicity items	1	11000	8284	RFQ	Post Qualification	Prior	Plan Actual	Mar-22	Apr-22	1 month
19	Medical insurance	1	66046	45980	RFQ	Post Qualification	Prior	Plan Actual	Mar-22	Apr-22	1 month
<b>TOTAL</b>				<b>179,809</b>	<b>162,910</b>						

LCB: Local Competitive Bidding (2 months)  
 RCB: Open Regional Competitive Bidding (3 months)  
 IRCB: International Restrictive Competitive Bidding (2 months)  
 ICB: Open International Competitive Bidding (3 months)  
 RFQ: Request For Quotation (1 month)  
 DC: Direct Contracting (1 month)  
 RT: Regional Restrictive Tender (2 months)  
 NA : Not Applicable

Exchange Rate  
 1UA = 1,398,242

Prepared by: Seynabou NGOM  
 Vetted by: Saihou NJIE

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