



## Invitation For Bids

### Selection of additional Travel Agency for ECOWAS

Reference: ICB No: ECW/CIS-DAGS/PROC/01/2025

March 6, 2025

1. ECOWAS Commission, within the framework of the execution of its 2025 budget, intends to carry out the selection of a Travel Agency with proven expertise to process various aspects of official travel of ECOWAS Institutions in Abuja, including but not limited to airline ticketing, hotel reservations, travel advisory, assistance with formalities related to the shipment of human remains, and other travel related services.
2. The main objective is to provide travel management and related services including, but not limited to airline ticketing and airport transfer, and related services at the lowest cost for Staff Members and/or their dependents (for purpose of official and non-official Travels) and Consultants, Government Officials and Participants attending meetings or on official business for the ECOWAS Institutions.
3. The ECOWAS Commission now invites bids from eligible qualified travel agencies in ECOWAS Member States and duly registered in the Country of Origin and in Nigeria (through a local partner duly registered in Nigeria). This is necessary because Only Nigerian based Agencies can issue Airline tickets such as: British Air Ways, Lufthansa, Emirates, and few others at affordable fares given that most of the Commissions' travels originate from Nigeria.
4. Interested eligible Travel Agencies may obtain further information at the following address and official hours: **ECOWAS Commission, Directorate of Administration and General Services, Procurement Division, 1<sup>st</sup> Floor, 101 Yakubu Gowon Crescent, Asokoro District, Abuja, Nigeria; Monday to Friday from 9.00 am to 5.00 pm.** Email: [procurement@ecowas.int](mailto:procurement@ecowas.int) avec copie à [sbangoura@ecowas.int](mailto:sbangoura@ecowas.int) ; [ikkamara@ecowas.int](mailto:ikkamara@ecowas.int) ; [ombacke@ecowas.int](mailto:ombacke@ecowas.int) ; [pbessi@ecowas.int](mailto:pbessi@ecowas.int).
5. The Bidding Document is available for all operators at the Procurement Division, Directorate of Administration and General Services, ECOWAS Commission located on the first (1<sup>st</sup>) floor at the address mentioned above. A complete set of Bidding Documents (English or French) can be obtained by interested Travel Agencies upon submission of a written application addressed to the Directorate of Administration and General Services, and upon payment of a non-refundable fee of **One Hundred US Dollars (US\$ 100)**, or its equivalent in a free convertible currency acceptable to ECOWAS, in cash or by banker's cheque in favour of ECOWAS Commission.
6. For Bidders outside Nigeria, the Bidding Document can be mailed to interested Bidders upon payment (by Transfer) of non-refundable fee of **One Hundred US Dollars (US\$100)** only, to ECOWAS Commission (transfer charges borne by the bidder). The account details will be made available upon request.
7. **Bids shall be valid for 120 Days from the deadline of submission.**
8. Bids must be accompanied by an **Original Bid Security (bank guarantee) of three Thousand US Dollars only (US\$3,000)** or its equivalent in a free convertible currency acceptable to ECOWAS.

**Note:** This Bid Security must remain valid for thirty (30) days after the expiration of the bid validity period which give a total bid security validity period of 150 Days. If the Banking Institution issuing the Bank Guarantee is located outside the ECOWAS Member States, it shall have a correspondent Financial Institution located in one of the Member States to make it enforceable. **Bidders are invited to strictly follow this instruction.**

9. The Bids, consisting of one (1) original and three (3) copies, must be deposited at ECOWAS Commission, 101 Yakubu Gowon Crescent, Asokoro District, Abuja, Nigeria, Directorate of Administration and General Services, Office of the Procurement Division, 1<sup>st</sup> Floor, **no later than 11:00 a.m. (local time, GMT+1) on APRIL 10, 2025.** Bidders are also invited to submit an electronic copy of the bid on a USB flash drive (PDF and Excel sheet for price tables), which will be provided at the same time as the physical bid. The USB flash drive containing the electronic copy must be inserted in each envelope.
10. Bids should be clearly marked **ICB: ECW/CIS-DAGS/PROC/01/2025- Selection of additional travel agency for ECOWAS commission, “do not open, except in the presence of the opening committee”**, and should comprise a technical bid in line with the description of services; and a financial bid including all services charges and discount supported or offered by the Travel Agency (exclusive of taxes). **The envelope SHALL also indicate the bidder’s name.**
11. Bids will be opened in the presence of bidders/representatives who choose to attend on **April 10, 2025, at 12.00 noon local time (GMT + 1).** A Link for the online opening session will also be communicated to interested Bidders.
12. This invitation for Bids is also published at the ECOWAS website.

**ECOWAS Commission**