



FRAMEWORK AGREEMENT ARRANGEMENT

RENTAL AND DELIVERY AS WELL AS, INSTALLATION AND TESTING WHERE APPLICABLE OF INTERPRETATION EQUIPMENT FOR ECOWAS COMMISSION

No: ADD-PP-G-2025-003

1. ECOWAS Commission based in Abuja has allocated funds towards the cost of the Rental and Delivery as well as, Installation and Testing where applicable of Interpretation Equipment for ECOWAS Commission.
2. The ECOWAS Commission, based in Abuja, therefore invites sealed bids for **the rental of Interpretation Equipment.**
3. A Framework Agreement will be signed with ECOWAS Commission based in Abuja.
4. The Bidding Document is only obtainable at the Procurement Division, Directorate of General Administration, ECOWAS Commission, Plot 101, Yakubu Gowon Crescent, Asokoro District, Abuja, Nigeria, **upon submission of a written request and non-refundable payment of One hundred US Dollars (US\$100) made in favour of ECOWAS Commission, Abuja.**
5. Interested Bidders may obtain further information at the address below, during office hours: Monday to Friday from **9.00am to 4.00pm (Nigeria Time, GMT+1)**, ECOWAS Commission, Directorate of General Administration, Procurement Division, 1st Floor, Plot 101, Yakubu Gowon Crescent, Asokoro District, PMB 401 Abuja Nigeria. **E-mail:** ikkamara@ecowas.int; with copy to sbangoura@ecowas.int; ombacke@ecowas.int; kfofana@ecowas.int; manyaduba@ecowas.int.

6. Bids SHALL be valid for a period of **120 days** after deadline for submission of bid and must be accompanied by a **Bid Security (ORIGINAL Bank Guarantee) of Two thousand US dollars (US\$2 000)**.

The Bid Security (ies) SHALL REMAIN VALID for 148 Days after the deadline for submission of bids.

7. For physical submission of bids **(1 original and 3 Copies)** SHALL be delivered in a sealed envelope clearly marked **‘Framework Agreement for the Rental and Delivery as well as, Installation and Testing where applicable of Interpretation Equipment for ECOWAS Commission based in ABUJA’ Do Not Open, Except in Presence of the OPENING COMMITTEE**. The envelope SHALL also indicate the bidder’s name as well as the Lot (s) for which he is bidding.

8. Bids SHALL be deposited at General Administration, Procurement Division Office, 1st Floor ECOWAS Commission, 101 Yakubu Gowon Crescent, Asokoro District, PMB 401, Abuja, Nigeria **on or before 16 September 2025 at 11 .00 am (Nigeria Time, GMT + 1)**.

9. For electronic submission, the encrypted bids SHALL be sent to: ikkamara@ecowas.int; with copy to sbangoura@ecowas.int; ombacke@ecowas.int; kfofana@ecowas.int; manyaduba@ecowas.int. All electronic submissions SHALL ensure that the **ORIGINAL COPY** of the Bid Security is available at ECOWAS Commission no later than the deadline of submission of bids indicated in the bidding document.

10. Bids will be opened the same day in the presence (face to face or video conference based on the prevailing situation) of the bidders who wish to attend at **1.30 pm, (Nigeria Time, GMT + 1), ECOWAS Commission, Abuja, Nigeria.**

ECOWAS Commission