



FRAMEWORK AGREEMENT ARRANGEMENT

SUPPLY AND DELIVERY AS WELL AS, INSTALLATION AND TESTING WHERE APPLICABLE OF OFFICE STATIONARIES FOR ECOWAS COMMISSION BASED IN ABUJA

No: ADD-PP-G-2025-002

1. ECOWAS Commission based in Abuja have allocated funds towards the cost of the Supply and Delivery as well as, Installation and Testing where applicable of Office and Network Equipment.
2. The ECOWAS Commission, based in Abuja, therefore invites sealed bids for **the supply of Office Stationaries.**
3. A Framework Agreement will be signed with ECOWAS Institutions 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.** Payment shall be made by bank transfer or cash deposit to the ECOWAS Commission account. The tender documents will be delivered by hand for physical purchases or by email.
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; sshadrack@ecowas.int ; pbessi@ecowas.int.
manyaduba@ecowas.int.

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

The Bid Security SHALL REMAIN VALID for 148 Days after the deadline for bids submission.

8. Bids **(1 original and 3 Copies)** SHALL be delivered in a sealed envelope clearly marked **“International Competitive Bidding for the Supply and Delivery as well as, Installation and Testing where applicable of Office Stationaries 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.

9. 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).**

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 **12.30 am, (Nigeria Time, GMT + 1), ECOWAS Commission, Abuja, Nigeria.**

ECOWAS Commission