COMUNIDADE ECONOMICA DOS
ESTADOS DA AFRICA OCIDENTAL

ECONOMIC COMMUNITY OF
WEST AFRICAN STATES

COMMUNAUTE ECONOMIQUE DES
ETATS DE L'AFRIQUE DE L'OUEST

Invitation to Bid for the Supply and delivery of End of Year Gift for ECOWAS Commission

Invitation to Bids No.: PP-2026-IN-GOODS-042

Country: NIGERIA

1. The **ECOWAS COMMISSION** allocated for the year 2026 a budget operating to finance the procurement of various goods and non-Consultancy services: **Supply and delivery of End of Year Gift**.

2. The **ECOWAS COMMISSION** invites sealed bids from eligible and qualified Bidders to provide the end of year gift as indicated at section 5 of the Bidding Document. No variants will be considered.

3. The procurement shall be conducted by Local Competitive Bidding as defined in the Revised ECOWAS Procurement Code (Annex 1 to 8), and open to all eligible Bidders.

4. The following are eligible to bid:

   - Bidders from the Procuring Entity country.
   - Bidders from any ECOWAS country.
   - Firms established outside ECOWAS that have signed a joint venture agreement with a Firm in the ECOWAS member country.

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**: procurement@ecowas.int; with copy to sbangoura@ecowas.int; ikkamara@ecowas.int; ombacke@ecowas.int; jahofodji@ecowas.int.

6. The qualification requirements are:

   - certified financial statements for the last three financial years (2024, 2023 and 2022);
   - the average annual turnover over the last 3 years at least equal to 70% of the amount of the offer
   - At least 2 similar contracts carried out by the bidder during the last 5 years.

7. The Bidding Document is only obtainable at the Procurement Division, Directorate of General Administration, ECOWAS Commission, Directorate of General Administration, Procurement Division, 2nd Floor, Umaru Musa Yar'Adua Expressway (Airport Road) Lugbe District, Abuja Nigeria, **upon Non-refundable payment of one hundred US Dollars (US$100) made in favour of ECOWAS Commission**. Payment shall be made by bank transfer to the ECOWAS Commission account. The tender documents will be delivered only by email.

8. Bids must be delivered to **ECOWAS Commission, Directorate of General Administration, Procurement Division, 2nd Floor, Umaru Musa Yar'Adua Expressway (Airport Road) Lugbe District, Abuja Nigeria** not later than **June 16th 2026, at 11am GMT+1**. Bids submitted after the deadline for submission of bids shall not be accepted by the Bid Opening Committee. Bids shall be opened the same day in the presence of the representatives of the bidders present at the **ECOWAS Commission, Directorate of General Administration, Procurement Division, 2nd Floor, Umaru Musa Yar'Adua Expressway (Airport Road) Lugbe District, Abuja Nigeria** at 11am GMT+1. Bids must include a bid guarantee in the amount of 5,000,000 Naira.

9. Bids shall remain valid for a period of 120 days from the submission deadline.

ECOWAS COMMISSION