CHARACTERISTICS FOR THE SUPPLY OF 2024 PROMOTIONAL GIFT ITEMS
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TERM 1: Colour Code

Where indicated, each article must strictly respect the following colour codes:

1. **Green**: Hex #008244, RGB (0,130,68)
2. **Red**: Hex #8e1d36, RGB (142,29,54)

TERM 2: Bidding Samples

Bidders must clearly indicate on each sample of item the placement of EBID’s logo and/or slogan with a piece of paper or any other material. This piece of paper must contain EBID’s logo and/or slogan.

Bidders may submit items that they may have already personalised for other institutions as samples.

*Only bidders who submit samples will be considered for evaluation.*

TERM 3: Characteristics of Articles

ARTICLE 1: STICKY NOTE ORGANISER WITH CALENDAR

- **Type**: a sticky note organiser personalised with EBID’s logo and slogan;
- **Description**: a sticky note organiser containing an integrated annual calendar;
- **Dimension**: the organiser case shall measure 23cm x 10 cm;
- **Cover material**: synthetic fabric, moleskin or faux leather;
- **Additional feature**: inside the organiser, the supplier must provide at least three different sizes of sticky notes as well as flag notes in different colours,
  - The design shall be selected from the submitted samples.
- **Quantity**: 500 pieces

ARTICLE 2: WALL CALENDAR

- **Type**: wall calendar personalised with EBID’s logo and slogan;
- **Format**: 380mm x 600mm;
- **Style**: the design shall be selected from the samples submitted;
- **Quantity**: 1,000 pieces.

ARTICLE 3: UNIVERSAL TRAVEL ADAPTER WITH USB PORTS AND A CUSTOMISED CASE

- **Type**: a universal travel adapter with multiple USB/USB-C charging ports, personalised with the EBID logo and slogan;
- **Description**: a universal travel adapter with 3 to 5 USB/USB-C ports that is compatible with international plugs (Europe, USA, China, Australia, UK, Far East, Pacific Islands); personalised with EBID’s logo lasered on;
- **Colour**: black, grey or green;
ARTICLE 4: POWERBANK NOTEBOOK
- **Type**: a powerbank notebook personalised with EBID’s logo and slogan;
- **Format**: 17cm x 23cm;
- **Interior pages**: maximum 250 sheets of paper, the spacing between the lines on each page must be a minimum of 0.7cm;
- Maximum of 14 pages or 7 sheets of paper intended for EBID’s corporate profile in three languages (English, French and Portuguese) with a four-colour printing process printed both sides on 135g low gloss paper;
- The first interior page must contain an image of the Bank’s headquarters, a flag of each ECOWAS Member State, the logo and slogan of EBID, and contact details;
- Daily pages in English, French and Portuguese and printed either in green, burgundy, black or grey and on 80g non-glossy paper. Each page should feature the EBID logo in colour;
- A page that should indicate the dates of the Independence anniversary of ECOWAS Member States as well as public holidays;
- Maximum of 18 pages or 9 sheets of paper containing maps of the ECOWAS region as well as the ECOWAS Member States with four-colour printing process printed both sides on 135g low gloss paper;
- **Additional features**: page marker, headband and spiral binding;
- **Cover material**: synthetic fabric, moleskin, leather or faux leather;
- **Cover details**: the year and logo of the Bank should be embossed on to the cover;
- **Cover colour**: green, red, grey or brown;
- The model shall be selected from the submitted samples;
- **Quantity**: 1,000 pieces.

ARTICLE 5: TISSUE BOX HOLDER
- **Type**: tissue box holder branded with EBID’s logo and slogan;
- **Description**: case for a tissue box with integrated compartments;
- **Material**: synthetic leather, leather, or wood;
- The model shall be selected from the submitted samples.
- **Quantity**: 400 pieces.

EXECUTIVE ARTICLES

ARTICLE 6: EXECUTIVE POWERBANK NOTEBOOK SET
- **Type**: an executive powerbank notebook gift set personalised with EBID’s logo and slogan;
- **Description**: a gift set which must contain an executive powerbank notebook with a minimum of 4 additional executive items;
- **Interior pages**: maximum 250 sheets of paper, the spacing between the lines on each page must be a minimum of 0.7cm;
- Maximum of 14 pages or 7 sheets of paper intended for EBID corporate profile in three languages (English, French and Portuguese) with a four-colour printing process printed both sides on 135g low gloss paper;
The first interior page must contain an image of the Bank’s headquarters, a flag of each ECOWAS Member State, the logo and slogan of EBID, and contact details;

Daily pages in English, French and Portuguese and printed either in green, burgundy, black or grey and on 80g non-glossy paper. Each page should feature the EBID logo in colour;

A page that should indicate the dates of the Independence anniversary of ECOWAS Member States as well as public holidays;

Maximum of 18 pages or 9 sheets of paper containing maps of the ECOWAS region as well as the ECOWAS Member States with four-colour printing process printed both sides on 135g low gloss paper;

**Additional features:** page marker, headband and spiral binding;

**Cover material:** fabric, synthetic leather, leather or moleskin;

**Cover details:** the year and logo of the Bank should be embossed on to the cover;

The design shall be selected from the submitted samples;

**Colour:** black, grey, or brown.

**Quantity:** 250 pieces

**ARTICLE 7: CUP COASTERS WITH STAND**

**Type:** a set of cup coasters with stand personalised with EBID’s logo and slogan;

**Specifications:** the set of coasters shall be for a minimum of 4 cups and it must have a stand;

**Material:** the set of coasters set shall be made of leather, marble, wood or agate;

**Colour:** black, brown, green, white or grey;

The model shall be selected from the submitted samples.

**Quantity:** 150 pieces

**ARTICLE 8: PERFUME DIFFUSER**

**Type:** an electric perfume diffuser personalised with EBID’s logo and slogan;

**Description:** an electric perfume diffuser with automatic shut-off functionality;

**Specifications:** a water tank capacity, Euro plug type;

**Material:** plastic;

**Weight:** less than 1kg;

The model shall be selected from the submitted samples.

**Quantity:** 200 pieces

**ARTICLE 9: UV LIGHT DISINFECTANT**

**Type:** a UV light disinfectant box personalised with EBID logo and slogan;

**Description:** a UV light disinfectant box, UV-C sterilisation box, UV phone disinfectant box for smartphones, jewellery and household items;

**Specifications:** UVC LEDs produce UV light with a wavelength of 260nm-280nm that can effectively destroy 99.9% of DNA/RNA germs and bacteria. At least 8 long-life UVC LED chips. It should fit almost all smartphones. 360-degree UV light. Automatic shut-off functionality. USB power supply;

**Size:** it should be light and compact;

The model shall be selected from the submitted samples.

**Quantity:** 200 pieces

**ARTICLE 10: GREETING CARD**

**Type:** greeting card personalised with EBID’s logo and slogan;

**Characteristics:** EBID branded envelopes to be delivered with the cards;
Material: high-end 200g matte paper or glossy paper;
Text in three languages (English, French and Portuguese);
The model shall be selected from the submitted samples.
Quantity: 300 pieces

ARTICLE 11: GIFT BAG
Type: gift bag personalised with EBID logo and slogan;
Description: an executive bag to hold certain gift items;
Material: Nylon or canvas;
Size and dimensions: 60cm (length) x 53 cm (width);
Features: it shall contain a zipper closure, durable leather handles, it shall be personalised with EBID’s logo and contact details;
Colour: brown or black;
The model will be selected based on samples submitted.
Quantity: 400 pieces