



BANQUE D'INVESTISSEMENT ET DE DEVELOPPEMENT DE LA CEDEAO
ECOWAS BANK FOR INVESTMENT AND DEVELOPMENT
BANCO DE INVESTIMENTO E DE DESENVOLVIMENTO DA CEDEAO

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;

- ✚ **Additional features:** the adapter must come with a personalised storage case;
- ✚ The design shall be selected from the submitted samples.
- ✚ **Quantity:** 500 pieces

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