



CHARACTERISTICS FOR THE SUPPLY OF 2023 PROMOTIONAL GIFT ITEMS

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: OFFICE DIARY

- + **Type**: office diary personalised with EBID's logo and slogan;
- + **Description**: a diary with each page containing two dates;
- + **Format**: 17 cm x 25.5 cm;
- + **Interior pages**: maximum 250 sheets of paper, the spacing between the lines on each page must be a minimum of 0.7 cm;
- + Maximum of 12 pages or 6 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.
- + 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. The pages should indicate the dates of the anniversary of ECOWAS Member States as well as public holidays. The spacing between the lines on each page must be a minimum of 0.7 cm;
- + Maximum of 16 pages or 8 sheets of paper containing maps of the ECOWAS region as well as the 15 ECOWAS Member States with four-colour printing process printed both sides on 135g low gloss paper;
- + **Additional features:** page marker and headband;
- + **Cover material:** fabric, moleskin or PU leather;
- + **Cover details:** the year and EBID's logo should be embossed on to the cover;
- + **Colour:** matte colour either in black, green, red, grey or brown;
- + The design shall be selected from the submitted samples.
- + **Quantity:** 1,500 pieces.

ARTICLE 2: WALL CALENDAR

- + **Type:** wall calendar personalised with EBID's logo and slogan;
- + **Format:** 380 x 600 mm;
- + **Style:** the design shall be selected from the samples submitted;
- + **Quantity:** 1,500 pieces.

ARTICLE 3: NOTEBOOK

- + **Type:** notebook personalised with EBID's logo and slogan;
- + **Description:** a notebook with a maximum of 150 sheets of paper and a spiral binding;
- + **Format:** 17 cm x 23 cm;
- + **Interior pages:** each page will be personalised with EBID's logo. The spacing between the lines on each page must be a minimum of 0.7 cm;
- + **Cover material:** hardback cover;
- + **Cover presentation and colour:** colour in matte red or green;
- + The model shall be selected from the submitted samples;
- + **Quantity:** 1,000 pieces.



ARTICLE 4: V-NECK POLO T-SHIRT

- + **Type:** V-neck polo t-shirt with short sleeves and collar, personalised with EBID's logo and slogan;
- + **Material:** 220-280g 100% cotton, easy washing and drying;
- + **Sizes:** European sizes **M, X, XL, XXL, XXXL**; (**female cut:** 100 M, 150 L, 150 XL, 80 XXL, 20 XXXL; **male cut:** 200 M, 275 L, 275 XL, 200 XXL, 50 XXXL);
- + **Colour:** white, green or grey;
- + **Style:** female cut t-shirts and male cut t-shirt
- + **Logo and slogan (La Banque de la CEDEAO. The ECOWAS Bank. O Banco da CEDEAO):** EBID's logo and slogan must be crested and embroidered on the left-hand side of the chest in English, French and Portuguese;
- + **Diameter of logo:** 5.5 cm;
- + A sample of each polo size or a European size chart must be submitted. The model shall be selected from the submitted samples.
- + **Quantity:** 1,500 pieces (500 female cut, 1,000 male cut)

ARTICLE 5: TISSUE BOX HOLDER

- + **Type:** tissue box holder branded with EBID's logo and slogan;
- + **Description:** case for a tissue box;
- + **Dimension:** 25 cm x 13 cm x 10 cm;
- + **Material:** PU leather or leather;
- + The model shall be selected from the submitted samples.
- + **Quantity:** 300 pieces

ARTICLE 6: POWERBANK KEYCHAIN

- + **Description:**
- + **Dimension:**
- + **Material:**
- + **Specifications:**
- + **Weight:**



- + **Colour:** black, green, red, brown or grey;
- + The model shall be selected from the submitted samples.
- + **Quantity:** 300 pieces.

ARTICLE 7: UMBRELLA

- + **Type:**
- + **Description:**
- + **Specifications:**
- + **Material:**
- + **Colour:** green or red;
- + **Components:**
- + The model shall be selected from the submitted samples.
- + **Quantity:** 300 pieces.

ARTICLE 8: METALLIC TABLETOP

- + **Type:**
- + **Description:**
- + **Specifications and weight:**
- + The model shall be selected from the submitted samples.
- + **Quantity:** 300 pieces.

EXECUTIVE ARTICLES

ARTICLE 9– EXECUTIVE POWERBANK NOTEBOOK SET

- + **Type:** executive powerbank notebook gift set personalised with EBID's logo and slogan;
- + **Description:** a gift set which must contain an executive powerbank notebook, an executive biro pen, and other executive gift items personalised with EBID's logo;
- + **Format:** 17cm x 23cm.
- + **Interior pages:** maximum 250 sheets of paper, the spacing between the lines on each page must be a minimum of 0.7 cm;



- + Maximum of 12 pages or 6 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. The pages should indicate the dates of the anniversary of ECOWAS Member States as well as public holidays;
- + Maximum of 16 pages or 8 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;
- + Bookmark and headband;
- + **Additional features:** page marker and headband;
- + **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:** matte colour either in black, navy blue or brown;
- + **Quantity:** 150 pieces.

ARTICLE 10– GREETING CARD

- + **Type:** greeting card personalised with EBID's logo and slogan;
- + **Description:** 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:** 200 pieces.

ARTICLE 11 – UNIVERSAL TRAVEL ADAPTER WITH USB PORTS AND PERSONALISED CASE



- + **Type:** universal travel adapter with multiple USB charging ports personalised with EBID's logo and slogan;
- + **Description:** a universal travel adapter with 3-5 USB ports that is compatible with international plugs (Europe, USA, China, Australia, UK, Far East, Pacific Islands); personalised with EBID's logo laser engraved;
- + **Colour:** black;
- + **Additional features:** must come with a personalised storage case;
- + The design shall be selected from the submitted samples.
- + **Quantity:** 150 pieces.

ARTICLE 12: CRYSTAL TABLETOP 3D

- + **Type:** EBID Crystal Tabletop branded 3D tabletop mobile stand, watch and pen holder;
- + **Indicative measurement:** 254mm x 102mm x 122mm;
- + **Desired weight:** Less than 3kg;
- + EBID building, logo and slogan should feature in monochrome engraving;
- + The model will be selected based on samples submitted;
- + **Quantity:** 100 pieces.

ARTICLE 13 – VIP GIFT BAG

- + **Type:** VIP gift bag personalised with EBID logo, and slogan;
- + **Description:** a VIP bag to hold certain gifts;
- + **Material:** Nylon or canvas;
- + **Size and dimensions: Large:** 45 (L) x 38 cm (W) ;
Extra-large: 60cm (L) x 53 cm (W) ;
- + **Features:** Zipper closure, durable leather handles;
- + **Colour:** brown, cream with brown handles;
- + The model will be selected based on samples submitted;
- + **Quantity:** 300 pieces
 - 150 large and 150 extra-large

ARTICLE 14 – LEATHER BAG



- + **Type:** leather bag personalised with EBID's logo;
- + **Description:**
- + **Dimension :**
- + **Specifications:**
- + **Weight:**
- + **Colour:** black or brown;
- + The model shall be selected from the submitted samples.
- + **Quantity:** 100 pieces.

ARTICLE 15: PORTABLE SCANNER

- + **Type:** portable scanner personalised with EBID's logo;
- + **Description:**
- + **Dimension:**
- + **Weight:**
- + The design shall be selected from the submitted samples.
- + **Quantity:** 100 pieces.

ARTICLE 16 – LEATHER DOCUMENT HOLDER

- + **Type:** EBID personalised document holder with card pockets;
- + **Material:** leather;
- + **Dimensions:** 25 cm x 32 cm;
- + **Colour:** black, brown or grey;
- + **Type of engraving:** embossed printing;
- + The model shall be selected from the submitted samples.
- + **Quantity:** 100 pieces