



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

# SPECIFIC NOTICE FOR THE AWARD OF PUBLIC CONTRACTS

Administration et Services Généraux

Administration and General Services

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## SPECIFIC NOTICE FOR THE AWARD OF PUBLIC CONTRACTS

N°AO/002/2023/03/DASG/DSGP/ICM OF 27 MARCH 2023

### Tender Notice for the provision of Promotional Gifts for the year 2024

1. This invitation to tender is part of the implementation of the procurement plan for the year 2023.
2. Within the framework of the implementation of the 2023 capital budget, EBID has allocated funds to finance certain acquisitions of goods and services with a view to promoting the Bank's visual identity.
3. EBID is seeking sealed bids from eligible and qualified candidates for the supply of gifts for the year 2024.
4. Variants are allowed in the framework of this invitation to tender;
5. The award of the Contract will be conducted by public tender as defined in EBID's procurement policy, and open to all eligible candidates.
6. This tender document can be downloaded free of charge from EBID's website at [www.bidc-ebid/opportunities](http://www.bidc-ebid/opportunities).
7. For any additional information, bidders are requested to contact the Head of the General Services and Assets Division at the following address: [secretariatdasg@bidc-ebid.org/ichabimougnan@bidc-ebid.org](mailto:secretariatdasg@bidc-ebid.org/ichabimougnan@bidc-ebid.org).
8. The qualification requirements are :
  - *Be a company specialised in events, marketing of gifts, decoration, etc;*

- *To have executed at least two similar contracts in the last five years, with copies of the certificates of good execution duly issued by the sponsors of the gifts concerned;*
  - *Provide copies of the trade or company register, the manufacturer's authorisation, the certificate of non-bankruptcy and any other document justifying the legal existence and technical and financial capacities;*
  - *Provide copies of the CVs of the staff dedicated to the mission;*
  - *Provide colour brochures of the equipment concerned, the technical data sheet, the life span, the country of manufacture, etc.*
  - *For start-up companies or those who have not been in business for the last three years, they must provide a copy of a professional risk insurance.*
9. Groupings are allowed in this tender. However, the only form permitted is a joint venture. In this respect, the companies concerned must submit, as part of their tender, the deed of association signed by the parties. This document must also indicate the leader of the consortium. The maximum number of members of the consortium is fixed at 3.
10. Subcontracting is subject to the prior written agreement of EBID. If authorised, subcontracting may not exceed thirty percent (30%) of the value of the basic contract.
11. At the end of the selection process, a lump sum contract will be signed with the selected supplier.
12. The quantities may be increased or decreased by 30%. EBID reserves the right to cancel the procurement process at any stage of the procedure without prejudice.
13. At the end of the evaluation work, the provisional results will be published on EBID's website. At the same time a letter of intent to award will be sent to the prospective bidders. Unsuccessful bidders may lodge an appeal with the Director of Administration and General Services within five (5) working days from the deadline for publication of the provisional results.
14. Tenders in closed envelopes "one original + 3 copies" shall be deposited at the secretariat of **the Director of Administration and General Services located at office 505, 5th floor right wing of the building**. The outer envelope shall be marked **"Call for tenders for the supply of Christmas gifts for the year 2024 to be opened only in committee"**;
15. The deadline for submission of bids is **Tuesday 16 May 2023 at 10.00 hours (local time)**. Tenders received after this time and date will not be accepted and will be

returned to their authors unopened. Tenders sent by post (DHL, Chronopost, EMS, etc.) may be accepted, the date and time of the postmark being taken as proof. However, notwithstanding the sender's stamp, if the tenders reach the above-mentioned office after opening, they will not be accepted.

16. This tender dossier consists of eleven (11) separate lots as follows

- Lot 1 : Sticky Note Organiser with Calendar (500 pieces)
- Lot 2 : Wall calendar (1000 pieces)
- Lot 3 : Universal travel adapter with USB port with customised case (500pieces)
- Lot 4 : Powerbank Notepad (1000 pieces)
- Lot 5 : Tissue Box Holder (400 pieces)
- Lot 6 : UV Light Disinfectant (200 pieces)
- Lot 7 : Coaster with holder (150 pieces)
- Lot 8 : Perfume Diffuser (200 pieces)
- Lot 9 : Powerbank vip notepad set (250 pieces)
- Lot 10 : Greeting card (300 pieces)
- Lot 11 : Gift bag (400 pieces)

**Each supplier is free to tender for the lot(s) of his choice.**

**NB: EBID reserves the right at any stage of the procedure to reject all tenders, to cancel the tender or to declare it unsuccessful without prejudice.**