



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

**REF: AOI-001/05/2026/PRMP/CDSGP/ICM
BID DOCUMENT
FOR THE ACQUISITION OF TWO (02) SALOON
CARS FOR EBID**

Procurement of Vehicles

MAY 2026

Table of Contents

Section I - Instructions to tenderers

| | |
|--|----------|
| A. Introduction..... | 3 |
| 1. General Provisions | 3 |
| B. Request for Quotation..... | 3 |
| 2. Contents | 3 |
| C. Preparation of the Request for Quotation | 3 |
| 3. Language of the Bid..... | 3 |
| 4. Documents constituting the Bid..... | 3 |
| 5. Quotation..... | 3 |
| 6. Bid Currency | 4 |
| 7. Bid validity period | 4 |
| D. Submission of bids..... | 4 |
| 8. Sealing and Marking Bids..... | 4 |
| 9. Deadline for Submission of Bids | 4 |
| E. Opening of Bids and Bid Evaluation | 4 |
| 10. Opening of Bids by the Contracting Authority..... | 4 |
| 11. Evaluation and Comparison of Bids | 4 |
| F. Award of the Contract | 4 |
| 12. Award of Contract..... | 4 |
| 13. Notification of Contract Award | 5 |

Section II - Letter of Request for Quotation 6

Section III - Model schedules 7

| | |
|---|--|
| 1. Letter of Request for Quotation | |
| 2. Quantity Specification Sheet (to be completed by the tenderer) | |
| 3. Technical description of supplies (to be completed by the Contracting Authority) | |
| 5. Comparative table of quotations (to be completed by the Contracting Authority) | |

Section I - Instructions to Bidders

Section I aims to give bidders the necessary information to submit their quotations following the conditions set by the Contracting Authority. It also covers procedures for bid submission, opening, evaluation, and contract award.

A. Introduction

- 1. General Provisions** 1.1 The term "day" refers to a calendar day.

B. Request for Quotation

- 2. Contents** 2.1 The Bid Documents describe the goods covered by the contract, set out the tender procedures and specify the terms and conditions of the contract.

The bid shall comprise the following:

- (a) Price list;
- (b) The Bill of Quantities (BoQ);
- (c) The Request for Quotation
- (d) Price Comparison Table

The Bidder must review the instructions, templates, terms and conditions, and specifications contained in the bid documents.

C. Preparation of the Request for Quotation

- 3. Language of the Bid** The Request for Quotation must be written in French or English.
- 4. Documents constituting the Bid** 4.1 The Request for Quotation submitted by the bidder shall include the following duly completed documents:
- (a) The completed, dated and signed bid document
 - (b) Duly completed, dated and signed Bill of Quantities
 - (c) The draft contract, completed, dated and signed
- 5. Quotation** 5.1 The Bidder shall specify the place of delivery and the price excluding tax and customs duties;
- 5.2 The Bidder shall complete the Bill of Quantity provided in the Request for Quotation, indicating the specification of the goods in the line reserved for it, the unit prices, the total price for each item and the delivery times for the goods they propose to deliver under this contract.

5.3 The Supplier shall complete and sign the draft contract form.

6. Bid Currency Prices must be quoted in Francs CFA or USD

7. Bid validity period 7.1 Bids shall be valid for the period stipulated in the Request for Quotation.

D. Submission of bids

8. Sealing and Marking Bids 8.1 Bidders shall place the original and copies of their bid documents in a sealed envelope:

- (a) addressed to the Contracting Authority at the address set out in the Request for Quotation; and
- (b) shall bear the title and number of the bid, as indicated in the Request for Quotation.

9. Deadline for Submission of Bids The Requests for Information and Quotations must be received at the address specified in paragraph 8.1(a) above no later than the time and date specified therein. Quotations may be submitted electronically to the address indicated by the Contracting Authority.

E. Opening of Bids and Bid Evaluation

10. Opening of Bids by the Contracting Authority 10.1 The Contracting Authority shall open the bids in the presence of representatives of suppliers who wish to attend the opening, on the date, at the time and at the address specified in the Request for Quotation letter.

10.2 The Contracting Authority will prepare minutes of the bid opening session, which will be given to all bidders.

11. Evaluation and Comparison of Bids 11.1 The Contracting Authority will evaluate and compare bids in the following order:

- Examining the compliance of bids with deadlines and technical specifications;
- Checking arithmetic operations, using unit prices in words to make any necessary corrections;
- Drawing up a summary table of the bids evaluated.

F. Award of the Contract

12. Award of Contract 12.1 The Contracting Authority shall award the contract to the Bidder whose bid substantially complies with the provisions of the

Request for Quotation and is evaluated as the most advantageous in terms of value for money.

**13. Notification of
Contract
Award**

13.1 The contract shall be deemed to have been concluded upon the signing of the contract letter by the selected Supplier and the Contracting Authority. This contract letter shall be notified by means of an administrative order, inviting the Supplier to deliver the supplies in accordance with the terms of the Request for Quotation.

Section II - Invitation Letter

[BIDC letterhead]

Object: **Supply and Delivery of Two (02) Office Vehicles for EBID**

Dear Sir/Madam

We inform you that, as part of the 2026 budget implementation, two (2) office vehicles will be acquired for EBID. The bid document for this, is divided into two (2) separate lots as follows:

- Lot 1: One (1) dark grey Toyota Corolla 1.8 Hybrid, petrol "or equivalent";
- Lot 2: One (1) black Toyota Camry XLE AWD Hybrid, petrol or equivalent;

To this end, you will find attached the technical specification sheet of the vehicles, which we kindly ask you to cost and return to us no later than **22 May 2026 at 10:00 am** in a sealed envelope addressed to EBID with the words "Call for tenders for the Supply and delivery of two (2) office vehicles". Bids should be submitted at the 5th floor of the EBID building, Office number 0505D, PO Box 2704, Lomé, Togo.

The eligibility and qualification criteria are as follows:

- Have the following administrative documents (business registration certificate, economic operator's card, etc.);
- Have carried out at least five similar contracts in the last five years;
- Have a workshop for vehicle maintenance and after-sales service.

Your offer must be quoted exclusive of tax and accompanied by the signed contract letter that will constitute the contract if your offer is selected.

The vehicles are to be delivered [*At EBID's premises, located at 128, boulevard du 13 janvier BP 2704 Lomé-Togo, tel +228 22 21 68 64*] within **120 days maximum**.

Yours sincerely

Section III – Annexes

1. Offer Letter

Date: _____

Bid Document No.: **AOI- 001/05/2026/PRMP/CDSGP/ICM**

A: (Indicate the name and address of the Contracting Authority)

Dear Sir/ Madam,

Having examined the Request for Quotation, of which we hereby formally acknowledge, we, the undersigned, offer to supply and deliver two (2) office vehicles (specify lot(s) in accordance with the Request for Quotation for the sum of *[state total bid price in words and figures]* or other amounts listed in the Bill of Quantity hereto attached and which forms part of this Request for Quotation.

If our offer is accepted, we undertake to deliver the vehicles in accordance with the provisions specified in the Bill of Quantity and the Technical Specification Sheet.

We commit ourselves to the terms of this tender for a maximum period of *[120 days]* from the date fixed for the opening of bids, as stipulated in the Request for Quotation; the Bid shall be binding on us and shall be accepted at any time before the end of that period.

Until a formal contract is drawn up and signed, this offer, together with the notice of contract award, shall be binding on both parties.

.....20.

[signature] [title]

Duly authorised to sign a tender for and on behalf of: _____

[Name of Contracting Authority]

Request for Quotation No __ of __/__/__ Bid submission date : __

2 - Price List
(to be completed by the Bidder)

| No | Detailed item description | Quantity | Price per unit | Total price | Delivery | |
|----|---|----------|----------------|-------------|----------|--------|
| | | | | | deadline | Place: |
| 1 | <p>Toyota Corolla 1.8 Hybrid</p> <p>Model : Corolla Hybride, Paintwork : Dark Grey (GQK), Engine : Hybrid (Petrol + Electric), Premium fabric upholstery, Automatic mirrors, Electrically adjustable door mirrors, Reversing camera, Steering: Electric assistance, Wheels: Alloy 15 inch, Tyres: 195/65 R15, Number of seats: 5, Intelligent LED+ lighting system, Automatic headlamp levelling, LED taillight, brake light and direction indicator, Rain sensor, Traction control: VSC, Gross Vehicle Weight: 1845 kg, Air conditioning: Automatic, Engine type: 4 cylinders in line, 16 valves, DOHC, VVT-, Displacement: 1798 cc, Maximum power: 72 kW at 5200 rpm, Maximum torque: 142 Nm at 3600 rpm, Gearbox type: : E-CVT (Electronic Continuously Variable Transmission), Hybrid System, Electric Motor: Permanent magnet synchronous, Maximum electric motor power: 70 kW, Maximum torque electric motor: 185 Nm, Battery: Lithium Nickel-Cobalt-Manganese, Total combined system power: 101 kW, Brake type: Ventilated discs, Dimensions: : 4635 × 1780 × 1435 mm (LxWxH), Wheelbase: 2700 mm, Ground clearance: 140 mm, Multifunction steering wheel adjustable (height and depth), 7-inch TFT colour display, 10.25-inch multimedia system, Smartphone connectivity (CarPlay / CarLife / HiCar), Start/Stop button, Dual-zone automatic climate control, Electric windows with anti-trap system</p> | 1 | | | | |

[Name of Contracting Authority]

Request for Quotation No __ of __/__/__ Bid submission date: __

2 - Price list
(to be completed by the Bidder)

| No | Detailed item description | Quantity | Price per unit | Total price | Delivery | |
|----|---|----------|----------------|-------------|----------|--------|
| | | | | | deadline | Place: |
| 2 | TOYOTA CAMRY XLE AWD Hybrid Painting: Black Attitude 218, Model: XLE AWD hybrid:, Dark athermic rear glazing, Hybrid engine: Petrol +Electric, Seat upholstery: black leather heated and ventilated, heated steering wheel, premium interior trim, automatic mirrors, electric folding door mirrors, 18-inch alloy wheels, Tires: 235/45 R 18, Floor mats, 4-way lumbar support, Number of seats:5, Gross vehicle weight: 2150kg, Underbody protection, Dimensions: 4915/1840/1445mm (L/W/H), Wheelbase: 2825 mm, Ground clearance: 137 mm, Motor: 4-cylinder, 2.5-litre engine with Atkinson cycle. Gearbox type: Electronically controlled CVT (eCVT), Power: 232 horses, traction: AWD, Front and Rear parking radars, De-icing mirrors, Spare tyres, Brake type: ventilated discs, Front and side airbags, 12.3" digital instrument panel and 12.3" multimedia touchscreen. 12.3" Touch media screen; 9-speaker JBL audio system, Smart LED lighting system, Wireless charging and connection via Bluetooth, Fuel tank size 60 L, | 1 | | | | |

[Name of Contracting Authority]

Request for Quotation No __ of __/__/__ Tender submission date: __

[Name of Contracting Authority]

Restricted tender No __ of __/__/__ Date of submission of prices __/__/__

3 - Technical Specification Sheet
(to be completed by the Contracting Authority)

[The Contracting Authority prepares the list of equipment to be procured, enters the quantity, delivery time and place. Each item must be described precisely, without reference to brand names. Indicate the list of accessories and spare parts. Bidders may, if they wish, complete this document by hand or reproduce it in the same format. This table can be adapted to suit the particularities of each case.]

| No | Designation | Detailed item description | Quantity | Delivery | |
|----|-------------|---------------------------|----------|----------|--------|
| | | | | deadline | Place: |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |

4 - Contract Letter

Under the terms of Request for Quotation No _____ entered into on _____ between [state name and address of the Contracting Authority] (hereinafter referred to as "the Customer") on the one hand and [full name and address of the Supplier] (hereinafter referred to as "the Supplier") on the other hand:

WHEREAS the Customer wishes certain supplies to be delivered and certain ancillary services to be provided by the Supplier, i.e., *[put the designation of the supplies and services]* and has accepted an offer from the Supplier for the delivery of these supplies and the provision of these services for an amount equal to *[put the price of the supplies in words and figures, inclusive of all taxes]* (hereinafter referred to as the "Contract Letter Price").

IT HAS BEEN AGREED AS FOLLOWS:

1. The following documents shall be considered an integral part of the Contract Letter:
 - (a) The Request for Quotation sent to the Supplier;
 - (b) The Bill of Quantity *[and Delivery Schedule if required]* and
 - (c) The Technical Specification Sheet.
2. In consideration of the payments to be made by the Contracting Authority to the Supplier as set out below, the Supplier agrees to deliver the supplies, render the services and remedy defects and deficiencies in such supplies and services in accordance with the provisions of this Letter of Contract.
3. EBID agrees to pay the Supplier, in respect of the supplies and services delivered in accordance with the Request for Quotation, the Contract Letter Price on the following terms of payment: *[Insert the methods of payment selected and specify the tenderer's bank details for the transfer, excluding any other method of payment]*.

THE PARTIES to the contract have signed it in accordance with the laws of their respective countries, on the dates and years set out below.

Signed at on

For the Contracting Authority,

For the Supplier

5 - Quotation Comparison Table

[Name of Contracting Authority]

Request for Quotation No ___ of ___ / ___ / ___ Date of prize-giving ___ / ___ / ___

Date of opening of bids ___ / ___ / ___ Place of opening: _____

| N° | Tenderer's Name | Completeness of Bid Yes/No | Compliance with the Bid Yes/No | Delivery Times | Total price incl. VAT | Comments |
|----|-----------------|-------------------------------|-----------------------------------|----------------|-----------------------|----------|
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Members of the Tender Committee:

| | | |
|-------------|-----------------|------------------|
| Name | Position | Signature |
|-------------|-----------------|------------------|

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