



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

**REF: AO/010/2026/06/DASG/DIPSI/ICM
PUBLIC TENDER DOCUMENT
FOR THE PROCUREMENT OF NINE ITEMS FOR
EBID'S 2027 PROMOTIONAL GIFT ITEMS**

Procurement of Goods

JUNE 2026

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1. Letter of Request for Quotation and Information
2. Bill of Quantity and Specifications (to be completed by the tenderer)
3. Technical specifications (to be completed by the Contracting Authority)
4. Comparative table of quotations (to be completed by the Contracting Authority)

Section I - Instructions to Bidders

Section I provides tenderers with the information they need to submit their quotations in accordance with the conditions laid down by the Contracting Authority. It also provides information on substituting, opening, evaluating bids, and awarding the contract.

A. Introduction

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

B. Contents of the Request for Quotation and Information Document

- 2. Content of the Document** 2.1 The bid documents describe the prospective supplies, set out the consultation procedures and stipulate the terms and conditions of the contract.
- The bid document must include the following:
- (a) Price quotation form;
 - (b) Bill of Quantity and Specifications (BQS);
 - (c) sample Letter for Request for Quotation and Information
 - (d) sample table for comparing quotations.
- 2.2 The Supplier shall examine the instructions, conditions and specifications in the Tender Documents.

C. Preparation of the Request for Quotation and Information

- 3. Language** The Request for Quotation must be submitted in French or English.
- 4. Documents making up the Offer** 4.1 The Request for Quotation submitted by the supplier shall include the following duly completed documents:
- (a) the completed, dated and signed offer letter
 - (b) the Bill of Quantity and Specifications duly completed, dated and signed
 - (b) the draft contract letter, completed, dated and signed
- 5. Price** 5.1 The bidder shall specify in the offer letter the place of delivery and the price, excluding tax and customs duties;

5.2 The Supplier shall complete the Bill Quantity and Specifications provided in the Request for Information and Quotation File, indicating the characteristics of the supplies in the line reserved for it, the unit prices, the total price for each item and the delivery times for the supplies they propose to deliver under this contract.

5.3 The Supplier shall complete and sign the draft contract.

**6. Supply
Currency**

Prices will be denominated in CFA francs or US dollars.

**7. Tender
Validity
Period**

7.1 Tenders will be valid for the period stipulated in the Request for Quotation and Information letter.

D. Submission of offers

**8. Sealing and
Marking
Offers**

8.1 Suppliers shall place the original and copies of their quotation in a sealed envelope:

(a) addressed it to the Contracting Authority at the address set out in the Request for Quotation and Information letter, and

(b) shall bear the name of the contract, the title and the bid number as indicated in the Request for Quotation and Information letter.

**9. Deadline for
Submission
of Bids**

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 in the Request for Quotations and Information letter. Quotations may be submitted electronically to the address indicated by the Contracting Authority.

E. Opening of Bids and Evaluation

**10. Opening of
Bids by the
Contracting
Authority**

10.1 The Contracting Authority will open tenders in the presence of representatives of suppliers who wish to attend the opening on the date, at the time and the address specified in the Request for Quotation and Information letter.

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

**11. Evaluation
and
Comparison
of Offers**

11.1 The Contracting Authority will evaluate and compare tenders 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 the Contract

12.1 The Contracting Authority will award the contract to the bidder who submits the tender that substantially complies with the Request for Quotation and Information and Documents provisions and is evaluated as the most advantageous in terms of value for money.

13. Notification of Contract award

13.1 The formation of the contract shall be the signing of the Contract Letter by the Supplier and the Contracting Authority. This contract letter will be notified by service order, inviting the Supplier to deliver the supplies under the conditions specified in the Request for Quotation letter.

Section II - Invitation Letter

[EBID letterhead]

Subject: **Procurement of Nine Additional Items as Part of the 2027 Promotional Gift Items for EBID**

Dear Sir/Madam,

As part of the implementation of its 2026 capital budget, the ECOWAS Bank for Investment and Development (EBID) has allocated funds for the promotion of the Institution's visual identity.

The promotional gifts are divided into nine (09) separate lots:

- Lot 1: Refined Consumer Pens
- Lot 2: Car Battery Booster Kit
- Lot 3: Mini LED Projector for Smartphones
- Lot 4: Cup Warmer + Cup Set
- Lot 5: Smartphone Holder With Charging Capacities
- Lot 6: Set of Accessories for Opening a Wine Bottle
- Lot 7: Leather Computer Bag
- Lot 8: VIP Gift Box
- Lot 9: Candle Lamp

Bidders are free to submit a bid for one or more lots, as they see fit.

To this end, please find attached the quantitative and technical specifications for these items. You are invited to submit your quotation and return it to us no later than Wednesday, **July 08th, 2026, at 10:00 a.m. GMT**, in a sealed envelope addressed to EBID and clearly marked:

“Simplified Tender for the Procurement of Nine Items for the 2027 Promotional Gift Items for EBID”

Attention: To be opened only during the bid opening session.

Submissions must be delivered to the **Secretariat of the Director of Administration and General Services, located at Office 505 D, 5th Floor (Right Wing) of the EBID Headquarters.**

Late submissions will not be accepted and shall be returned unopened to the bidder. Proposals sent via courier services (e.g., DHL, EMS, Chronopost) will be accepted, with the postal stamp serving as proof of timely dispatch. However, any bid received physically after the opening session will be deemed inadmissible.

Eligibility and Qualification Criteria

Bidders must meet the following eligibility and qualification requirements:

- Be a legally established company specializing in event management, corporate gift supply, decoration, or related services;
- Have a minimum of three (03) years of experience in the relevant field. Previous services rendered to institutions comparable to EBID will be considered an advantage;
- Be duly registered and operating in compliance with all applicable legal requirements;
- Submit copies of the company's commercial registration certificate, manufacturer's authorization, certificate of non-bankruptcy, and any other relevant documents demonstrating legal existence, as well as technical and financial capacity;
- Provide colour brochures and technical specifications for each proposed item;
- Include a physical sample of each proposed item.

Women-owned and women-led enterprises are strongly encouraged to apply.

The financial offer must be expressed exclusive of all taxes and accompanied by the signed draft contract, which will serve as the binding agreement should your bid be selected.

The items must be delivered within a maximum period of **sixty 60 calendar days** to the following address:

**ECOWAS Bank for Investment and Development, 128 Boulevard du 13 Janvier,
P.O. Box 2704, Lomé – Togo, Tel: +228 22 21 68 64**

Yours faithfully,

Person Responsible for Public Procurement

Section III – Annexes templates

1. Bid Submission Letter

Date: _____

Requests for Quotations N°: **AO-010/06/2026/DASG/CDIPSI/ICM**

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

Dear Sir/ Madam,

Having examined the Request for Quotation, receipt of which is hereby formally acknowledged, we, the undersigned, offer to supply and deliver **nine items as part of the 2027 Promotional Gift Items (please specify the lot(s))** in accordance with the Request for Quotation for the sum of [state total tender price in words and figures] **[state total bid price in words and figures]** or such other amounts as are set out in the attached Bill of Quantity and Specifications which forms part of this Request for Quotation.

If our offer is accepted, we undertake to deliver the articles in accordance with the provisions specified in the Bill of Quantity and Specifications.

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

Until a contract is duly signed, this tender, together with the notification of the award of the contract, shall constitute a mutually binding contract.

Done at.....20.

[signature]

[title]

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

(Name of Contracting Authority)

Request for Information and Quotation No ___ of ___/___/___

Tender submission date: _

2. Priced Bill of Quantity
(to be completed by the bidder)

Lot	Detailed Item Description	Quantity	Unit price	Total price	Delivery	
					Deadline	location
1	<p style="text-align: center;">REFINED CONSUMER PENS</p> <ul style="list-style-type: none"> ✚ Type: Consumer pens ✚ Format: Blue ink biros ✚ Style: blue ink biros, metallic, spring or side twist. Refined finish despite its mainstream look, with badge logo engraving. ✚ Finish: Shiny metallic. ✚ The model will be selected based on the samples submitted. 	5 000 units				

[Name of the Contracting Authority]

Request for Quotations No. ____ dated / ____ / ____

Tender submission date: _____

2. Priced Bill of Quantity
(to be completed by the bidder)

Lot	Detailed Item Description	Quantity	Unit price	Prix Total	Delivery	
					Deadline	Location
2	<p>CAR BATTERY BOOSTER KIT</p> <p>✦ Type: 2000A lithium battery booster/starter, compatible with diesel engines up to 7.0L and petrol engines up to 8.0L.</p> <p>✦ Description: Portable, compact and robust 2,000 A lithium battery booster, capable of quickly restarting 12V batteries in various types of vehicles (cars, motorbikes, SUVs, utility vehicles, boats, quads). Offers up to 40 starts per charge and is compatible with petrol engines up to 8.0 L and diesel engines up to 7.0 L. Incorporates anti-spark and reverse polarity safety technology. It can also be used as an external USB or Type-C battery and has a 400-lumen LED light with 7 modes (including SOS). IP65 design, resistant to water, dust and shock. Supplied with reinforced clips, a USB-C cable, and a carrying pouch.</p> <p>(Please refer to the Annex for the complete technical specifications)</p>	400 units				

[Name of the Contracting Authority]

Request for Quotations No. ____ dated / ____ / ____

Bid Submission Deadline: _____

2. Priced Bill of Quantity
(to be completed by the bidder)

Lot	Detailed Item Description	Quantity	Unit price	Total price	Delivery	
					Deadline	Location
3	<p>MINI LED PROJECTOR FOR SMARTPHONES</p> <ul style="list-style-type: none"> ✚ Type: Mini LED spotlight for iOS and Android compatible smartphones ✚ Description: Portable 4K/1080P full HD mini projector with Bluetooth, Wi-Fi, USB and HDMI, 180° multi-angle projection, adjustable position of at least 120°, noise level below 30 decibels. ✚ Equipment: Solid ✚ Features: the product must have an adjustable pose of at least 120° and must be elegant, delivered in a branded protective box with the EBID logo. ✚ Size: to be determined based on samples submitted. ✚ Colour: all white or all light grey or a mixture of white and light grey ✚ Branding: The device itself must bear EBID logo button, as must its packaging. The model will be selected based on the samples submitted. 	300 units				

[Name of the Contracting Authority]

Request for Quotations No. _____ dated // _____

Bid Submission Deadline: _____

2. Priced Bill of Quantity
(to be completed by the bidder)

Lot	Detailed Item Description	Quantity	Unit price	Total price	Delivery	
					Deadline	location
4	<p>CUP WARMER + CUP SET</p> <p>✚ Type: Cup warmer + mug set compatible with warming base .</p> <p>✚ Description: The compatible cup warmer + mug set is designed to warm liquid drinks (coffee, tea, chocolate, etc.). It consists of two items: a heat-resistant cup and a rechargeable base, both of which must be compatible. Take inspiration from the VOBAGA set on Amazon.</p> <p>✚ Material: Cup- Ceramic or borosilicate; base = circular or square shape, aluminium heating part, soft touch leaving no marks, shock resistant.</p> <p>✚ Features: Ceramic or borosilicate resistant to temperatures around 70°C. The lateral face of the base must be branded with the 3 lines of the EBID logo (EBID names in the 3 languages); the cup must be covered with the badge logo, so that the combination of the 2 items shows the complete logo when superimposed. Use of the stacked logo compulsory on this specific item.</p> <p>✚ (Please refer to the Annex for the complete technical specifications)</p>	600 pieces				

[Name of the Contracting Authority]

Request for Quotations No. ____ dated // _____

Bid Submission Deadline: _____

2. Priced Bill of Quantity
(to be completed by the bidder)

lot	Detailed Item Description	Quantity	Unit price	Total price	Delivery	
					Deadline	location
5	<p>SMARTPHONE HOLDER WITH CHARGING CAPACITIES</p> <ul style="list-style-type: none"> ✚ Type: Magnetic phone holder, 360-degree adjustable, capable of charging smartphones and other smart devices, compatible with iOS and Android, customised with the EBID logo at the back.. ✚ Description: A circular, magnetic smartphone charging holder that provides a secure and adjustable mount for all type smartphones in vehicles. Should come with a mechanism that would allow use in the car. ✚ Material: Fall-resistant, soft-touch material, magnetic PC, ABS, iron, rubber, magnet-compatible . ✚ ((Please refer to the Annex for the complete technical specifications)) ✚ Model Selection: The final model will be selected based on the samples submitted. 	200 pieces				

[Name of the Contracting Authority]

Request for Quotations No. ____ dated // ____

Bid Submission Deadline: _____

2. Priced Bill of Quantity
(to be completed by the bidder)

Lot	Detailed Item Description	Quantity	Unit price	Total price	Delivery	
					Deadline	location
6	<p>SET OF ACCESSORIES FOR OPENING A WINE BOTTLE</p> <ul style="list-style-type: none"> ✚ Type: Pocket set for wine lovers. ✚ Description: The "Round Wine Gadget Set" by <i>Wine is Life</i> model gives an idea of what's expected. The set must contain: a stainless-steel corkscrew, a pouring spout, a neck ring and a cork. ✚ Material: Soft-touch, non-textured leather or quality PU hard circular case with impeccable stitching and finishing, hot-stamped with the EBID badge logo ✚ (Please refer to the Annex for the complete technical specifications) ✚ Model Selection: The final model will be selected based on the samples submitted. 	160 units				

[Name of the Contracting Authority]

Request for Quotations No. _____ dated // _____

Bid Submission Deadline: _____

2. Priced Bill of Quantity
(to be completed by the bidder)

Lot	Detailed Item Description	Quantity	Unit price	Total price	Delivery	
					Deadline	location
7	<p>LEATHER COMPUTER BAG</p> <ul style="list-style-type: none"> ✦ Type: Executive computer bag in real leather, personalised with the EBID logo and hot-stamped. ✦ Description: The finishes of the VON BAER or MAXWELLSCOTTBAGS computer bags, which can accommodate computers from 13 to 16 inches, are a good reference. ✦ Material: 100% Leather, premium quality with exceptional resistance and a patina that embellishes over time. Unisex model <p>Smart organisation - Padded laptop compartment (13" - 16"), document pocket and thoughtful pockets for chargers, cards and essentials: everything in its place.</p> <ul style="list-style-type: none"> ✦ Luxurious, timeless design - An architectural silhouette with balanced proportions, ideal for professional environments and business trips. ✦ Durable hardware - Solid brass hardware, reinforced anchor points and ultra-fluid closures; Solid zips won't fade and glide smoothly. ✦ Personalisation - Discreet hot stamping <p>✦ (Please refer to the Annex for the complete technical specifications)</p>	120 units				

[Name of the Contracting Authority]

Request for Quotations No. _____ dated // _____

Bid Submission Deadline: _____

2. Priced Bill of Quantity
(to be completed by the bidder)

Lot	Detailed Item Description	Quantity	Unit price	Total price	Delivery	
					Deadline	Location
8	<p>VIP GIFT BOX SET</p> <ul style="list-style-type: none"> ✦ Type: VIP gift box customized with the EBID logo. ✦ Description: the VIP gift box must contain a leather Power Bank notepad and a minimum of 4 additional items: namely a stainless steel thermos showing the temperature of the liquid inside, a circular & flat magnetic wireless smartphone charger with refined folding stainless steel stand, a VVIP pen, a leather-made travel document holder (passport, ID, License, etc.) with anti RFID features, a <i>pair of wireless headphones</i> with a refined design such as the "Sudio" brand headphones <i>or any other type of exclusive high-tech products and/or travel accessories.</i> ✦ Branding: All items included in the gift box must bear the EBID logo in an elegant and subtle manner. ✦ (Please refer to the Annex for the complete technical specifications) ✦ Model Selection: The final model will be selected based on the samples submitted. 	250 pieces				

[Name of the Contracting Authority]

Request for Quotations No. _____ dated // _____

Bid Submission Deadline: _____

2. Priced Bill of Quantity
(to be completed by the bidder)

Lot	Detailed Item Description	Quantity	Unit price	Total price	Delivery	
					Deadline	location
9	<p>CANDLE LAMP</p> <ul style="list-style-type: none"> ✦ Type: Plug-in candle warmer. ✦ Description: Sleek, stylish desk lamp that can heat a scented candle so you don't have to light the candle. The heat from the lamp melts the wax in the scented candle, spreading its scent. ✦ Features: Set includes 2 bulbs, 2 different candle scents in a glass jar, programmable timer and dimmer, compatible with several sizes of scented candle glass jars, and adjustable height. ✦ Material: candle: solid glass jar, surrounded by an imitation leather pouch, see <i>AIKUT model</i> on Amazon. The scent of the candle should be soft, non aggressive. ✦ (Please refer to the Annex for the complete technical specifications) ✦ Model Selection: The final model will be selected based on the samples submitted. 	250 units				

[Name of the Contracting Authority]

Request for Quotations No. ____ dated / ____ / ____

Bid Submission Deadline: _____

3. CHARACTERISTICS OF ITEMS

TERM 1: COLOUR CODE

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

1. **Green: Hex #006400, RGB (0,100,0)**
2. **Red: Hex #800000, RGB (128,0,0)**

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.

ARTICLE 1: REFINED CONSUMER PENS

- + **Type:** Consumer pens
- + **Format:** Blue ink biros
- + **Style:** blue ink biros, metallic, spring or side twist. Refined finish despite its mainstream look, with badge logo engraving.
- + **Finish:** shiny metallic
- + The model will be selected based on the samples submitted.
- + **Quantity:** 5000 pieces

ARTICLE 2: CAR BATTERY BOOSTER KIT

- + **Type:** 2000A lithium battery booster/starter, compatible with diesel engines up to 7.0L and petrol engines up to 8.0L.
- + **Description:** Portable, compact and robust 2,000 A lithium battery booster, capable of quickly restarting 12V batteries in various types of vehicles (cars, motorbikes, SUVs, utility vehicles, boats, quads). Offers up to 40 starts per charge and is

compatible with petrol engines up to 8.0 L and diesel engines up to 7.0 L. Incorporates anti-spark and reverse polarity safety technology. It can also be used as an external USB or Type-C battery and has a 400-lumen LED light with 7 modes (including SOS). IP65 design, resistant to water, dust and shock. Supplied with reinforced clips, a USB-C cable, and a carrying pouch.

- + **Hardware:** Robust IP65-rated casing with rubber over moulding for protection against water, dust and shock. High-conductivity terminals for optimum energy transfer. Spark-proof technology and reverse polarity protection for safe 12 V connections: no risk of sparking or incorrect connection.
- + **Features:** Instant restart of discharged battery thanks to peak lithium power of 2,000 amp-hours. Up to 40 starts per charge for petrol engines up to 8.0 L and diesel engines up to 7.0 L.
- + Personalised gift bag with the EBID logo (the kit itself must be packed in a rigid protective box).
- + **Accessories:**
 - Battery booster 2 000A
 - 12 V male adapter
 - 12 V female adapter
 - Portable battery
 - Extension cable
 - USB cable
 - Microfibre storage bag
 - User guide and warranty information.
- + **Size:** to be determined based on samples submitted.
- + **Colour:** to be determined according to the samples submitted
- + **Branding:** The packaging for the selected model must be branded with the EBID logo button, as must the device itself. Colors of the logo will be determined based on selected based samples
- + **Quantity:** 400 pieces

ARTICLE 3: MINI LED PROJECTOR FOR SMARTPHONES

- + **Type:** Mini LED spotlight for iOS and Android compatible smartphones
- + **Description:** Portable 4K/1080P full HD mini projector with Bluetooth, Wi-Fi, USB and HDMI, 180° multi-angle projection, adjustable position of at least 120°, noise level below 30 decibels.
- + **Equipment:** Solid
- + **Features:** the product must have an adjustable pose of at least 120° and must be elegant, delivered in a branded protective box with the EBID logo.

- ✚ **Size:** to be determined based on samples submitted.
- ✚ **Colour:** all white or all light grey or a mixture of white and light grey
- ✚ **Branding:** The device itself must bear EBID logo button, as must its packaging. The model will be selected based on the samples submitted.
- ✚ **Quantity:** 300 pieces

ARTICLE 4: CUP WARMER + CUP SET

- ✚ **Type:** Cup warmer + mug set compatible with warming base
- ✚ **Description:** The compatible cup warmer + mug set is designed to warm liquid drinks (coffee, tea, chocolate, etc.). It consists of two items: a heat-resistant cup and a rechargeable base, both of which must be compatible. Take inspiration from the VOBAGA set on Amazon.
- ✚ **Equipment:** Cup = Ceramic or borosilicate; base = circular or square shape, aluminium heating part, soft touch leaving no marks, shock resistant.
- ✚ **Features:** Ceramic or borosilicate resistant to temperatures around 70°C. The lateral face of the base must be branded with the 3 lines of the EBID logo (EBID names in the 3 languages); the cup must be covered with the badge logo, so that the combination of the 2 items shows the complete logo when superimposed. Use of the stacked logo compulsory on this specific item.
Delivered in a sturdy box personalised with the EBID logo. USB or Type-C charging/connection cable.
- ✚ **Size:** to be determined based on samples submitted.
- ✚ **Colour:** EBID green with white logo; or white with green logo & black writing; or EBID green with logo and orange-tinted writing.
- ✚ The model will be selected based on the samples submitted
- ✚ **Branding:** The base should feature the three lines of the logo (EBID name in the three languages); the mug should feature EBID logo button, centered on the mug, so that when the two items are placed on top of each other, the full logo is visible. The “stacked logo” shall be used on this specific item (logo button on top, and 3 lines of the Bank’s denomination below the button)
The set shall be delivered in a branded box customised with the full EBID logo. The model will be selected based on the samples submitted
- ✚ **Quantity:** 600 pieces

ARTICLE 5: SMARTPHONE HOLDER WITH CHARGING CAPACITIES

- ✚ **Type:** Magnetic phone holder, 360-degree adjustable, capable of charging smartphones and other smart devices, compatible with iOS and Android, customised with the EBID logo at the back.
- ✚ **Description:** A circular, magnetic smartphone charging holder that provides a secure and adjustable mount for all type smartphones in vehicles. Should come with a mechanism that would allow use in the car.
- ✚ **Equipment:** Fall-resistant, soft-touch material, magnetic PC, ABS, iron, rubber, magnet-compatible
- ✚ **Features:** Easy to hold thanks to a secure rear flap in inox, secure rear flap should have a circular shape smaller than the logo button. Must come with a removable mechanism that allows use in the car: it must be able to be attached to most car dashboards or windscreens. Universal compatibility: Compatible with a wide range of smartphones.
- ✚ **Dimensions:** To be determined based on samples.
- ✚ **Colour:** white, black logo, grey logo or green logo
- ✚ **Branding:** The item (approximately 6cms diameter) should feature the logo button, centerd.
- ✚ The set shall be delivered in a branded hard case customised with the full EBID logo. The model will be selected based on the samples submitted

Quantity: 200 pieces

ARTICLE 6: SET OF ACCESSORIES FOR OPENING A WINE BOTTLE

- ✚ **Type:** Pocket set for wine lovers.
- ✚ **Description:** The *"Round Wine Gadget Set"* by *Wine is Life* model gives an idea of what's expected. The set must contain: a stainless-steel corkscrew, a pouring spout, a neck ring and a cork.
- ✚ **Equipment:** Soft-touch, non-textured leather or quality PU hard circular case with impeccable stitching and finishing, hot-stamped with the EBID badge logo
- ✚ **Features:** The set should be presented in a circular container of high-quality leather or PU with a fine, soft, non-textured feel, carefully arranged in foam. The foam should be soft (marshmallow texture) and be of a light colour that contrasts with the leather or PU box. The shapes of the accessories must be cut out of the protective foam. Must be delivered in a customised box or container bearing EBID logo.
- ✚ **Dimensions:** to be determined according to the submitted samples. Should fit in a pocket
- ✚ **Colour of PU box:** Pallet of soft camel to tobacco brown leathers with hot stamping of the badge logo.
- ✚ The model will be selected based on the samples submitted

Quantity: 160 pieces

ARTICLE 7: LEATHER COMPUTER BAG

- + **Type:** Executive computer bag in real leather, personalised with the EBID logo and hot-stamped.
- + **Description:** The finishes of the VON BAER or MAXWELLSCOTTBAGS computer bags, which can accommodate computers from 13 to 16 inches, are a good reference.
- + **Material:** 100% Leather, premium quality with exceptional resistance and a patina that embellishes over time. Unisex model
- + Smart organisation - Padded laptop compartment (13" - 16"), document pocket and thoughtful pockets for chargers, cards and essentials: everything in its place.
- + Luxurious, timeless design - An architectural silhouette with balanced proportions, ideal for professional environments and business trips.
- + Durable hardware - Solid brass hardware, reinforced anchor points and ultra-fluid closures; Solid zips won't fade and glide smoothly.
- + Personalisation - Discreet hot stamping
- + **Dimensions:** to be determined according to the samples submitted.
- + **Colour:** black, tobacco, chocolate brown
- + **Branding :** Marquage à chaud du logo bouton de la BIDC centré sur l'une des faces du sac, en hauteur vers le zip principal.
The model will be selected based on the samples submitted.
- + **Quantity:** 120 pieces

ARTICLE 8: VIP GIFT BOX

- + **Type:** a VIP gift box customised with EBID logo
- + **Description:** the VIP gift box must contain a leather Power Bank notepad and a minimum of 4 additional items: namely a **stainless steel thermos** showing the temperature of the liquid inside, a **circular & flat magnetic wireless smartphone charger** with refined folding stainless steel stand, a **VVIP pen**, a **leather-made travel document holder** (passport, ID, License, etc.) with anti RFID features, a **pair of wireless headphones** with a refined design such as the "Sudio" brand headphones **or any other type of exclusive high-tech products and/or travel accessories.**

- ✚ **Branding** : All items included in the box set must feature the BIDD logo in an elegant and subtle manner. Luxurious packaging; top-of-the-range customised BIDD box or hard case with elegant matt and soft-touch design; refined opening (e.g. ribbon, magnetic clasp, velvet case).
- ✚ **Dimensions**: The size will be chosen based on the samples submitted. The VIP gift box must be delivered in a customised container bearing EBID logo.
- ✚ **Colour of box**: matte black with metallic logo, grey or white; black or green logo; bottle green logo, golden-brown or mouse grey black logo.
- ✚ The model will be selected from the samples submitted.
- ✚ **Quantity**: 250 pieces

For the Powerbank notepad included in the VIP box:

- ✚ **Format**: 17 cm x 23 cm.
- ✚ **Inner pages**: a maximum of 250 sheets, line spacing must be at least 0.7cm;
- ✚ A maximum of 14 pages, i.e. 7 sheets, for the editorial publication on EBID in three languages (English, French and Portuguese), printed on both sides in four-colour process on 135g semi-matt paper;
- ✚ Pages in English, French and Portuguese, in green, burgundy red, black or grey. Each page must be personalised with the EBID logo in colour and will be printed on 80g offset paper. The pages must indicate the dates of the national holidays of the ECOWAS Member States and public holidays known in advance;
- ✚ A maximum of 18 pages, i.e. 9 sheets, containing cartography (maps of ECOWAS and 12 Member States in the same solid color (deep green for exemple) + 3 AES countries in a lighter green; printed on both sides in four-colour process on 135g semi-matt paper;
- ✚ **Additional features**: bookmark and headband/tranfile; Wireless charging for compatible devices; USB ports for wired charging; Built-in phone holder; Card slots; Pen loop; Rechargeable with replaceable A5 notepad;
- ✚ **Cover material**: synthetic fabric, moleskin, leather or imitation leather;
- ✚ Cover details: the bank's logo must be hot-stamped;
- ✚ **Colour**: black, green, burgundy red, grey or brown;
- ✚ The model will be selected based on the samples submitted

ARTICLE 9: CANDLE LAMP

- ✚ **Type:** Plug-in candle warmer.
- ✚ **Description:** Sleek, stylish desk lamp that can heat a scented candle so you don't have to light the candle. The heat from the lamp melts the wax in the scented candle, spreading its scent.
- ✚ **Features:** Set includes 2 bulbs, 2 different candle scents in a glass jar, programmable timer and dimmer, compatible with several sizes of scented candle glass jars, and adjustable height.
- ✚ **Material:** candle: solid glass jar, surrounded by an imitation leather pouch, see ***AIKUT model*** on Amazon. The scent of the candle should be soft, non aggressive.
- ✚ **Colour:** white/gold, off-white or light beige/gold
- ✚ **Branding:** The lamp base and its bell must be branded with the BIDC button logo using a technique that ensures a long-lasting finish. The PU pouch with a grained texture must be hot-stamped. The final colours will be determined based on the selected samples..
- ✚ **Model Selection:** The final model will be selected based on the samples submitted.
- ✚ **Quantity:** 250 units.

4 - Contract Letter

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

WHEREAS the Customer desires certain supplies to be delivered and certain ancillary services to be provided by the Supplier, i.e., **[put in the designation of the supplies and services]** and has accepted an offer from the Supplier for the delivery of such supplies and the provision of such services for an amount equal to **[state 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 will be considered an integral part of the Contract Letter:
 - (a) The Request for Information and Quotation sent to the Supplier;
 - (b) The Bill of quantity and Specifications *[and Delivery Schedule if required]* and;
 - (c) The Technical Specifications.
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 in all respects.
3. EBID agrees to pay the Supplier, in respect of the supplies and services delivered in accordance with the Request for Quotation and Information, the Contract Letter Price in accordance with the following terms of payment: **[Insert the method of payment chosen and specify the bidder's bank details for the transfer to the exclusion of any other method of payment]**.

THE PARTIES TO THE CONTRACT have signed the contract in accordance with the laws of their respective countries on the days and years mentioned 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 submitted ___/___/___

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

N°	Bidder's name	Details of the Offer Yes/No	Compliance with the offer Yes/No	Delivery times	Total Free Tax	Comments

Members of the Committee:

Name _____ **Position** _____ **Signature** _____

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