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/013/2025/06/DASG/DSGP/ICM
SIMPLIFIED TENDER DOCUMENT
FOR THE PROCUREMENT OF TWO ADDITIONAL ITEMS FOR EBID'S 2026 PROMOTIONAL GIFT ITEMS

Procurement of Goods

JUNE 2025

Table of contents

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 Two Additional Items as Part of the 2026 Promotional Gift Items for EBID**

Dear Sir/Madam,

As part of the implementation of its 2025 investment budget, the ECOWAS Bank for Investment and Development (EBID) has allocated funding to strengthen the institution's visual identity. In this context, an initial open tender was launched from March 31 to May 7, 2025, for the supply of 2026 Promotional Gift Items.

Following the conclusion of that process, EBID has identified the need to procure two additional items. The present procurement procedure, therefore, concerns the acquisition of the following items, grouped into two (2) separate lots:

- **Lot 1: Two hundred (200) Durable Umbrellas**
- **Lot 2: Three hundred (300) Manicure Sets**

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

Kindly find attached the quantitative and technical specifications for the requested items. You are invited to submit your financial proposal in a sealed envelope, no later than **Tuesday, July 15, 2025, at 10:00 a.m. GMT**, addressed to EBID and clearly marked: **"Simplified Tender – Procurement of Two Additional Items for the 2026 Promotional Gift Items for EBID".**
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 color brochures and technical specifications for each proposed item;
- Include a physical sample of each proposed item.

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 **ninety (90) 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,

Section III – Annexes templates

1. Bid Submission Letter

Date: _____

Requests for Quotations N°:**AO-013/06/2025/PRMP/CDSGP/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 **[Two additional items as part of the 2026 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 vehicles 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)

No	Detailed item description	Quantity	Unit price	Total price	Delivery	
					deadline	Place
1	**DURABLE UMBRELLA** **Type:** umbrella personalised with EBID's logo. **Description:** umbrella with an automatic push button function to open and close personalised with EBID's logo. **Specification:** UPF 50+ UV protection: the umbrella must be made with durable materials and has a UPF 50+ rating, which means it blocks up to 98% of UVA and UVB rays. High-density water repellent fabric. Strong fiberglass ribs and frame made specifically with ultra-flex 2025 tech that are windproof. Lightweight, easy one-handed use, small & portable. Auto open-close function: it must be designed with one button on/off on the handle for easy one-handed operation. Must be provided with a personalised umbrella sleeve. **Dimension:** minimum diameter of opened umbrella is 107cm. **Colour:** brown, green or grey The model shall be selected from the samples submitted	200 pieces				

(*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)

No	Detailed item description	Quantity	Unit price	Total price	Delivery	
					deadline	Place
2	**NAIL CARE SET** - **Type:** nail care set personalised with EBID's logo. - **Description:** a professional manicure kit containing a minimum of 24 multi-functional tools, including hand care, facial care, and foot care tools. - **Specification:** stainless steel nail and facial tools made of a high-quality steel, which is strong and durable, extremely hard and sharp. Multi-purpose: manicuring, pedicuring, eyebrow shaping, anti-acne, and exfoliating. Tools must be provided in a branded hard-shell case, which will be placed in a branded box. - **Colour:** white, black or grey. - The model shall be selected from the samples submitted	300 pieces				

(*Name of Contracting Authority*)

Request for Information and Quotation No __ of __/__/__ Tender submission date: _

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.

3 - Technical description of the Vehicles

(to be completed by the Contracting Authority)

[*The Contracting Authority prepares the equipment list to be procured and 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. Tenderers 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 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 price incl. tax**	**Comments**

Members of the Committee:

Name **Position** **Signature**

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