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

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**REF: AOI-002/02/2024/PRMP/CDSGP/ICM  
RESTRICTED INVITATION TO TENDER  
FOR THE SUPPLY OF A TOTOYA VEHICLE  
LEXUS LX 600 3.5 L OR EQUIVALENT**

## **SUPPLY CONTRACTS**

**FEBRUARY 2024**

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## **Section I - Instructions to bidders**

The purpose of Section I is to provide bidders with the information they need to submit quotations in accordance with the conditions established by the Contracting Authority. Contracting Authority shall also provide information on how tenders are to be submitted, opened, and evaluated as well as on the contract agreement.

### **A. Introduction**

- 1. General Provisions**      1.1 “Day” means one calendar day.

### **B. the Content of the Request for Quotation and Information (RQI)**

- 2. Content**      2.1 The RQI shall provide description of the goods under the proposed contract, lay down the procedures for bidding and stipulate the conditions of the proposed contract.

It shall include the following documents:

- (a) the Price List;
- (b) the Product Specification Sheet;
- (c) the RQI cover letter template;
- (d) quotation comparison table.

- 2.2 the Supplier shall review the instructions, templates, conditions, and specifications contained in the RQI.

### **C. Preparation of the Quotation and Provision of Information**

- 3. Offer Language**      The quotation and information must be written in French or English.

- 4. Documents Constituting the Tender**      4.1 the response to the RQI submitted by the supplier shall include the following documents duly completed:
- (a) the completed, dated and signed cover letter;
  - (b) the Quantitative and Descriptive Form duly completed, dated, and signed;
  - (b) the draft contract agreement, completed, dated, and signed.

- 5. Mention of the price**      5.1 The bidder must specify in the cover letter the place of delivery and the price excluding tax and customs duties.
- 5.2 The Supplier shall complete the Specification and Quantity sheet provided in the RQI, indicating the characteristics of the good in the line so reserved, the unit price, the total price for each item and the times they propose to deliver them.

5.3 the Supplier shall complete and sign the draft contract agreement.

**6. Currencies of the Tender** Prices shall be quoted in FCFA or in US dollars.

**7. Validity Period of Tender** 7.1 Offers shall be valid for the period stipulated in the RQI.

#### **D. Submission of Tenders**

**8. Sealing and marking tenders** 8.1 Bidders must submit the original and copies of their quotation in sealed envelope:

- (a) addressed to the Contracting Authority at the address indicated in the RQI; and
- (b) shall bear the contract title, and the bid number, as indicated in the RQI.

**9. Deadline for submission of tenders** The RQI must be received at the address specified in paragraph 8.1(a) above no later than the time and date so specified. Quotations may be submitted electronically to the address indicated by the Contracting Authority.

#### **E. Opening and Evaluation of Bids**

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

10.2 The Contracting Authority shall prepare minutes of the opening of bids and send same to all bidders.

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

- check the conformity of bids, in terms of deadlines and technical specifications;
- check arithmetic operations, using unit prices in words to make any necessary corrections;
- drawing up a summary table of the tenders evaluated.

#### **F. Award of the Contract**

**12. Award of the Contract** 12.1 The Contracting Authority shall award the contract to the bidder whose offer significantly complies with the provisions in the RQI, assessed as the most advantageous, in terms of quality-cost

ratio.

- 13. Notification of Contract Award**
- 13.1 The signing of the contract agreement by the Supplier and the Contracting Authority shall constitute the establishment of a valid supply agreement and shall be notified by order of service, inviting the Supplier to deliver the goods under the conditions specified in the RQI.

## Section II – Invitation to Tender

*[EBID letterhead]*

Subject: Restricted Tender Invitation for the supply and delivery of a Toyota Lexus LX 600 3.5 L V6 TWN TURBO or equivalent vehicle

Dear Sir/Madam,

The contract referred to in paragraph 1 provides for the acquisition of the following: **Supply and delivery of a Toyota Lexus LX 600 3.5 L V6 TWN TURBO or equivalent.**

To this end, you will find attached the specifications of this vehicle which I kindly ask you to quote for and submit no later than **[14 February 2024]** in a sealed envelope addressed to EBID with the words " Restricted Invitation to Tender for **the Supply and delivery of a Toyota Lexus LX 600 3.5 L V6 TWN TURBO or equivalent.**

**The eligibility and qualification criteria are as follows:**

- be a vehicle dealer authorised to import and sell vehicles;
- have, but not limited to, the following administrative documents (company registration certificate, economic operator's card, etc);
- have executed at least five similar contracts in the last five years;
- have a vehicle maintenance and after-sales service centre.

Your offer must be quoted net of tax and accompanied by the signed contract template letter that will serve as a binding agreement in the event that your offer is accepted.

The vehicle shall be delivered **[at the premises of EBID, located at 128, boulevard du 13 Janvier BP 2704 Lomé-Togo, tel +228 22 21 8 64]** within a **maximum of 45 days.**

Yours faithfully.



### Section III –Annexed Templates

#### 1. Bid Cover Letter

Date: \_\_\_\_\_

Request for Quotation and Information N°:**AOI-002/02/2024/PRMP/CDSGP/ICM**

*To: (Indicate the name and address of the Contracting Authority)*

Dear Sir/Madam,

We, the undersigned, having examined the Request for Quotation and Information, receipt of which we hereby formally acknowledge, offer to supply and deliver **[One Toyota Lexus LX 600 3.5 L V6 TWN TURBO or equivalent]** in accordance with the provisions in the Request for Quotation and Information (RQI) for a sum of *[state the quoted price in words and in figures]* or such other amounts as are set out in the attached Price Schedule Form of which forms part of the RQI

We undertake, if our offer is accepted, to deliver the supplies in accordance with the provisions specified in the Specification Sheet.

We shall be bound by the terms of this supply agreement for a maximum period of [ 45 days] counting from the tender opening date, as stipulated in the RQI; it shall be binding on us and shall be accepted at any time before the end of this period.

Until a formal contract is drawn and signed, this offer, together with the notification of contract award, shall constitute a mutually binding agreement.

Done at ..... on .....20.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[title]*



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

[*Name of the Contracting Authority*]

Request for Information and Quotation N° \_\_\_ of \_\_\_/\_\_\_/\_\_\_

Date of submission of tender

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**2 - Price List**  
**(to be completed by the bidder)**

No.	Detailed description of the item	Quantity	Unit price	Total price	Delivery	
					Deadline	location
	ONE LEXUS LX600 3.5L V6 TWIN TURBO AUTOMATIC 2023 MODEL ENGINE: 3.5l, V6; Twin-Turbo & variable-speed automatic transmission, 110-litre dual fuel tank, 265/50 R22 Allow wheels, 4-spoke synthetic leather steering wheel with wood finish ELECTRICAL TILT+TELESCOPIC (W/Memory), electric rear door, leather and wood steering wheel, roof console with Moonroof, 12-inch EMV (Electro Multi-vision) display. 3-inch, EMV (Electro Multi-vision) screen, touch-sensitive remote-control INTERFACE WITH MARK LEVINSON 25 REAR ENTRY SYSTEMS, pseaker audio system, start button+PREMISES PREMIUM LEATHER SEAT MATERIAL? Electrically adjustable driver's seats Electrically adjustable head restraints Air conditioning+ front heating 5d/MEMO=variable length) Electrically adjustable 2nd row seats with central armrest AIRBAGS MULTI6TERRAIN SYSTEMS WITH DRIVE CONTROL AND TURN ASSISTANCE? ELECTRIC PARKING BRAKE PANORAMIC VIEW MONITOR	1				

[Name of the Contracting Authority]

Restricted tender No \_\_ of \_\_/\_\_/\_\_

Date of submission/\_\_/\_\_/\_\_

**3 – Technical Specifications of Vehicle**  
*(To be completed by the Contracting Authority)*

[The Contracting Authority prepares a list of the items to be procured, stating the quantity, the delivery date, and the place of delivery. *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 may be adapted to suit the particularities of each tender*].

No.	Designation	Detailed description of the item	Quantity	Delivery	
				Deadline	Place of Delivery
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

#### 4 - Contract letter

Pursuant to Request for Quotation and Information No. \_\_\_\_\_ dated \_\_\_\_\_ between *[insert 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 requires certain items to be delivered and certain ancillary services to be provided by the Supplier, i.e., *[insert designation of supplies and services]* and has accepted an offer from the Supplier for the delivery of such goods and the provision of such services for an amount equal to *[insert price of supplies in words and figures, inclusive of all taxes]* (hereinafter referred to as the "Contract Price").

THEREAFTER IT HAS BEEN DECIDED AND AGREED AS FOLLOWS:

1. The following documents shall be deemed to form an integral part of the of Contract agreement:
  - (a) The Request for Quotation and Information sent to the Supplier;
  - (b) The quantity sheet [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 forth below, the Supplier agrees to deliver the goods, render the services and remedy defects and deficiencies in such goods and services in accordance with the provisions of this Contract Agreement.
3. EBID agrees to pay to the Supplier, in respect of the goods and services delivered in accordance with the RQI, the Contract price in based on the following terms of payment: *[Insert the method of payment chosen and specify the tenderer'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, done at ....., .....

For the Contracting Authority

for the Supplier

### 5 – Quotation Comparison Table

[Name of the Contracting Authority]

Request for Quotation and Information N° \_\_\_ of \_\_\_/\_\_\_/\_\_\_

Award Date \_\_\_/\_\_\_/\_\_\_

Tender Opening Date \_\_\_/\_\_\_/\_\_\_

place: \_\_\_\_\_

NO.	Bidders' name	Completeness of the tender Yes/No.	Conformity of the tender Yes/No.	Delivery deadline	Total price incl. VAT	Comments

#### Members of the Procurement Committee:

<u>Name</u>	<u>function</u>	<u>signature</u>
-		
-		
-		
-		