



## ADDENDUM TO TENDER NO: N°AO/004/2024/05/DASG/ DSGP/ICM

### For the supply of Promotional Gift Items for the year 2025

REF	ORIGINAL TENDER	AMMENDMENTS
TD Section 0; 8 Page 5	Section 0. Invitation for Bids (IB) 8. Eligible candidates must: - Be a company specialising in the manufacture and/or marketing of office furniture;	The tender should read as follows: Section 0. Invitation for Bids (IB) 8. Eligible candidates must: - Be a company specialising in events, marketing gifts, decorations, etc.
ITB 1.1 Page 29	The reference number of the N°AO/007/2021/07/DASG/ DSG/ICM	Reference of the invitation to tender N°AO/004/2024/05/DASG/ DSGP/ICM
ITB 11.1 (g) Page 30	Copies of the resumes of the contractors; - Color brochures of the proposed equipment;	Copies of the resumes of those involved; - Colour brochures of the proposed items;
GCC 15.1 Page 99	<p><b>Payment for goods from abroad :</b> Payment shall be made as follows:</p> <p>i) Advance Payment: Ten (10) percent of the Contract Price shall be paid within 30 days of signing the Contract, against a demand for payment, and a bank guarantee of an equivalent amount (ii) valid until delivery of the Goods and (iii) in the standard format provided in the bidding document or other format acceptable to the Contracting Authority.</p> <p>ii) At shipment: eighty (80) percent of the Contract Price of the shipped goods shall be paid by confirmed and irrevocable letter of credit opened in the name of the Supplier in a bank in the Supplier's country, against the provision of the documents specified in GCC Clause 12.</p> <p>iii) On delivery: the balance of ten (10) percent of the Contract Price of the goods delivered shall be paid within thirty (30) days of receipt of the goods, against a claim for payment supported by a statement of receipt issued by the Contracting Authority. A security deposit of 5% shall be applied to fixed assets. The release of this guarantee will take place 28 days after the signing of the final handover report without reservations. This deposit may be released early against the provision of a bank guarantee or insurance issued by an approved company. This guarantee shall be released in the same</p>	<p><b>Payment for goods from abroad:</b> Payment shall be made as follows:</p> <p>i) Advance Payment: Thirty (30) percent of the Contract Price shall be paid within 30 days of signing the Contract, against a demand for payment, and a bank guarantee of an equivalent amount (ii) valid until delivery of the Goods and (iii) in the standard format provided in the bidding document or other format acceptable to the Contracting Authority.</p> <p>ii) On delivery and acceptance of goods: the balance of seventy (70) percent of the Contract Price of the goods delivered shall be paid within thirty (30) days of receipt of the goods, against a claim for payment supported by a statement of receipt issued by the Contracting Authority. A security deposit of 5% shall be applied to fixed assets. The release of this guarantee will take place 28 days after the signing of the final handover report without reservations. This deposit may be released early against the provision of a bank guarantee or insurance issued by an approved company. This guarantee shall be released in the same form and timeframe as the retention of the guarantee itself.</p>

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GCC 15.1 Page 100	<p><b>Payment for goods and services from Togo (Bank Headquarters):</b></p> <p>Payment shall be made as follows:</p> <p>i) Advance Payment: Ten (10) percent of the Contract Price shall be paid within 30 days of signing the Contract, against a demand for payment, and a bank guarantee of an equivalent amount</p> <p>(ii) valid until delivery of the Goods and (iii) in the standard format provided in the bidding document or other format acceptable to the Contracting Authority.</p> <p>ii) At shipment: eighty (80) percent of the Contract Price of the shipped goods shall be paid by confirmed and irrevocable letter of credit opened in the name of the Supplier in a bank in the Supplier's country, against the provision of the documents specified in GCC Clause 12.</p> <p>iii) On delivery: the balance of ten (10) percent of the Contract Price of the goods delivered shall be paid within thirty (30) days of receipt of the goods, against a claim for payment supported by a statement of receipt issued by the Contracting Authority. A security deposit of 5% shall be applied to fixed assets. The release of this guarantee will take place 28 days after the signing of the final handover report without reservations. This deposit may be released early against the provision of a bank guarantee or insurance issued by an approved company. This guarantee shall be released in the same form and timeframe as the retention of the guarantee itself.</p>	<p><b>Payment for goods and services from Togo (Bank Headquarters):</b></p> <p>Payment shall be made as follows:</p> <p>i) Advance Payment: Thirty (30) percent of the Contract Price shall be paid within 30 days of signing the Contract, against a demand for payment, and a bank guarantee of an equivalent amount</p> <p>(ii) valid until delivery of the Goods and (iii) in the standard format provided in the bidding document or other format acceptable to the Contracting Authority.</p> <p>ii) On delivery and acceptance of goods: the balance of seventy (70) percent of the Contract Price of the goods delivered shall be paid within thirty (30) days of receipt of the goods, against a claim for payment supported by a statement of receipt issued by the Contracting Authority. A security deposit of 5% shall be applied to fixed assets. The release of this guarantee will take place 28 days after the signing of the final handover report without reservations. This deposit may be released early against the provision of a bank guarantee or insurance issued by an approved company. This guarantee shall be released in the same form and timeframe as the retention of the guarantee itself.</p>
GCC 25.2 Page 102	Inspections and tests will be performed at: _ [insert locations]	Inspections and tests will be performed at: _ [EBID]
GCC 26.1 Page 102	Penalty for delay will be: [insert] % per week	The maximum amount of the penalty for delay shall be ten (10) percent of the Contract price

**PERSON RESPONSIBLE FOR PUBLIC PROCUREMENT**