
COMUNIDADE ECONOMICA DOS
ESTADOS DA AFRICA OCIDENTAL

ECONOMIC COMMUNITY OF
WEST AFRICAN STATES



COMMUNAUTE ECONOMIQUE DES
ETATS DE L'AFRIQUE DE L'OUEST

BIDDING DOCUMENTS
issued on: 19th August 2024

for

**The Award of a Framework
Agreement for**

**Selection of Catering Services Providers for ECOWAS
Parliament**

Invitation to Bid No: *FW No: 08/EP/DAF/PROC/2024*

Contracting Authority: *ECOWAS PARLIAMENT*

Table of Contents

| | |
|-------------------------------------------|-----------|
| Section 1. Bid Notice (BN) | 3 |
| Section 2. Bid Data Sheet (BDS) | 5 |
| Section 3. Bidder Information Form | 8 |
| Section 4. Bid Submission Letter | 9 |
| Section 5. Description of Services | 10 |

Section 1. Bid Notice (BN)

FW No: 08/EP/DAF/PROC/2024

1. The ECOWAS Parliament intends to apply a portion of its budgeted counterpart funds to finance the “**Selection of Catering Services Providers for ECOWAS Parliament**” under a Framework Agreement.
2. The ECOWAS Parliament invites proposals to be submitted from eligible and qualified Catering Service providers with the relevant experience, to provide high quality and professional services for ECOWAS Parliament. The services will include meetings, and any other events organized on a demand basis i.e. provision of a variety of foods and beverages for lunch, dinner, cocktail, coffee breaks and snack boxes.
3. The menu proposed for each category should be prepared according to the category of meetings below:
 - **Category A:** Hybrid – V.V.I.P meetings
 - **Category B:** V.I.P meetings
 - **Category C:** In-house meetings
 - **Category D:** Training Programmes
 - **Category E:** Other types of ECOWAS Events
4. Service Providers are requested to submit their proposals and indicate the category of interest as highlighted above. Service Providers are not limited to submitting proposals for one category only and may submit for either one or more categories. The category or categories must be clearly stated in the submission.
5. The Framework Agreement will be awarded to a maximum of four (4) holders. The Framework Agreement will be for an initial duration of one (1) year and may be subject to renewal conditions based on performance for a maximum 2 years.
6. Interested Service Providers shall provide information demonstrating that they have the required qualifications and experience to provide the requested services and meet the criteria set out in the Bidding Document.
7. Proposals (1 original and 2 copies) must be submitted in a sealed envelope at the following address to the attention of: **Director of Administration and Finance, ECOWAS Parliament, Herbert Macaulay Way, Garki, Abuja**, and clearly marked: “**Selection of Catering Services Providers for ECOWAS Parliament**” - **(Do not open, except in presence of the Opening Committee)**, no later than **Friday, 20th September 2024 at 11.00 a.m.** (Nigerian Time). Bids submitted after the deadline will not be accepted. The envelope should also indicate the Service Provider’s name. An electronic version must also be included in the envelope.
8. Bids will remain valid for a period of 60 days from the deadline for submission.

9. Interested Service Providers may obtain information during office hours from the: Procurement Unit, ECOWAS Parliament, International Conference Centre Herbert Macaulay Way; Monday to Friday from 9:00am to 4:00pm (Nigeria Time). E-mail: procurement@parl.ecowas.int with copy to: ajagne@parl.ecowas.int; lhoungan@parl.ecowas.int ; akayode@parl.ecowas.int and neremie@parl.ecowas.int

10. Proposals will be opened in the presence of Service Providers' Representatives present at the following address: ECOWAS Parliament, Herbert Macaulay Way, Garki, Abuja, on Friday, 27th September 2024 at 12:00 noon (To be confirmed). A link will be sent for representatives that cannot participate physically, to attend virtually.

11. Note: An additional requirement for the best qualified Catering Services Providers with scores above 70 points, would be an invitation to participate in a "Food Tasting Presentation" in the presence of the Committee, which will occur prior to the final selection for the Framework Agreement.

Ag. Secretary General

Section 2. Bid Data Sheet (BDS)

| A. Introduction | |
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| IB 1.1 | Reference of the invitation to bid <i>FW No: 08/EP/DAF/PROC/2024</i> |
| IB 1.1 | Name of Contracting Authority: <i>ECOWAS Parliament</i> |
| IB 1.1 | <p>Type of Framework Agreement: <i>closed Framework Agreement without second-stage competition.</i></p> <p><i>Call off contracts shall be by direct selection based on the following:</i></p> <ul style="list-style-type: none"> • <i>a balanced division of services in turn, on a rotational basis for meetings and events.</i> • <i>a combination of service providers will be selected for major events to cater for a larger audience.</i> |
| IB 1.2 | The maximum number of service providers to be awarded the Framework Agreement: <i>Four (4)</i> |
| IB 1.3 | The duration is one (1) year renewable, subject to conditions for a maximum of (two) years. |
| IB 2.1 | Source of funding for contracts to be awarded under the Framework Agreement: <i>ECOWAS Parliament Budget</i> |
| IB 2.2 | The maximum budget is: <i>N/A</i> |
| IB 5.1 | <p>The qualification requirements applicable to bidders are as follows:</p> <p>Financial Capacity:</p> <p style="padding-left: 40px;">The bidder must provide written proof that they meet the following requirements:</p> <ul style="list-style-type: none"> • Certified Audited Financial Statements for the past three (3) years 2021, 2022 and 2023 showing an average turnover of at least NGN15,000,000.00. The Audited financial statement SHALL be duly signed by a Certified Auditing Firm with indication of the contact and address of the Audit Firm for purpose of verification if necessary. <p>NB: The non-presentation of the Certified Audited Financial Statements will lead to the disqualification of the bidder.</p> |

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| | <p>Technical Capacity and Experience:</p> <p>The bidder must prove, with supporting documents, that they meet the following requirements for technical capacity and experience:</p> <ul style="list-style-type: none"> • The bidder shall demonstrate having executed at least two (2) contracts with similar organisations during the last three (3) years (2021, 2022 and 2023) as Service Provider with the value for each contract/order being at least NGN 10,000,000.00. For this purpose, the bidder shall provide the following as indicated below: <p>Experience will be considered only when evidence are provided and can be checked as follows:</p> <ul style="list-style-type: none"> ▪ Identifiable Delivery Note for each similar job undertaken; ▪ The Certificate of Job Completion for each similar contract executed, issued by the client for the said contract; ▪ The Contact address of the Client shall also be provided for verifications. |
| <p>B. Bidding documents</p> | |
| <p>IC 7.1</p> | <p>For <u>clarification purposes</u> only, the address of the person responsible for the Contract at the Contracting Authority is as follows:</p> <p><i>Attention: Directorate of Administration and Finance, ECOWAS Parliament, Herbert Macaulay Way, Garki, Abuja</i></p> <p>Interested bidders may obtain information during office hours from Monday to Friday between 9:00am to 4:00pm (Nigeria Time). E-mail: procurement@parl.ecowas.int with copy to: ajagne@parl.ecowas.int ; lhoungan@parl.ecowas.int ; akayode@parl.ecowas.int and neremie@parl.ecowas.int</p> |
| <p>C. Preparing Bids</p> | |
| <p>IC 11.1 (g)</p> | <p>The bidder must enclose the following documents with their bid:</p> <p>The submission of the following documents are required from the bidders and will be checked at the preliminary phase of the evaluation:</p> <ul style="list-style-type: none"> ✓ Cover Letter duly signed by the company's authorized signatory; ✓ Copy of Certificate of Incorporation / Registration issued by the Relevant Authority of the bidder's country (such as Corporate Affairs Commission (CAC) for Nigeria), with nature of business in Catering Services, Hospitality, Restaurants and related services. Foreign Companies are also requested to provide proof of partnership with ECOWAS National Company(ies); ✓ Copy of Tax Clearance Certificates issued by the relevant Authority for the past three (3) years (2021, 2022 and 2023). |

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| | The Non-Submission of any of these documents/ documents requested in Section 5. Description of Services will lead to the disqualification of the bidder. |
| IC 12.2 | Price schedules for Supplies and Related Services <i>are</i> required |
| IC 14.6 (a) | The destination is: <i>ECOWAS Parliament or other locations as indicated in the Order Form.</i> |
| IC 14.8 | The prices offered by the Service Provider may be subject to review if the performance period of the Framework Agreement is longer than twelve (12) months. The Service Directorate would engage in periodic market survey for subsequent review in price due to inflation. |
| IC 19.1 | The period of validity of the offer will be <i>60</i> days. |
| IC 20.2 | The amount of the Bid Security is: <i>Not applicable</i> |
| IC 21.1 | In addition to the original of the bid, the number of copies requested is <i>2 copies.</i> |
| D. Submission of Bids and Opening of Bids | |
| IC 22.2 (b) | The inner and outer envelopes must bear the following identifications: <i>“Selection of Catering Services Providers for ECOWAS Parliament”- (Do not open, except in presence of the Opening Committee)</i> |
| IC 23.1 | To submit bids only, the address of the Contracting Authority is as follows: Director of Administration and Finance, ECOWAS Parliament, Herbert Macaulay Way, Garki, Abuja The closing date and time for submission of bids are as follows: Date: <i>Friday, 20th September 2024</i> Time: <i>11:00 a.m. (Nigerian Time)</i> |
| IC 26.1 | The bids will be opened at the following address: Address: ECOWAS Parliament, Herbert Macaulay Way, Garki, Abuja Date: <i>Friday, 27th September 2024 (TBC)</i> Time: <i>12:00 noon (To be confirmed).</i> |
| E. Evaluation and Comparison of Bids | |
| IC 33.4 (a) | <i>Bids must cover all the requirements in the description of services for evaluation, in accordance with the criteria.</i> |
| F. Award of the Contract | |
| IC 35.2 | <i>The Framework Agreement will be awarded to a maximum of four (4) Service Providers whose offers are determined to be substantially responsive to the Bidding Documents, provided further that the Service Providers are determined to be qualified to perform the Contract satisfactorily.</i> |

Section 3. Bidder Information Form

[The bidder completes the table below in accordance with the instructions in square brackets. The table must not be modified. No substitutions will be allowed].

Date: *[Insert date (day, month, year) of bid submission].*
Bid Notice Number: *[Insert name of Bid Notice].*

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| 1. Bidder name: <i>[Insert the legal name of bidder].</i> |
| 2. In the case of a joint venture, the names of all the members: <i>[insert the legal name of each member of the joint venture].</i> |
| 3. Country where the bidder is located, or legally registered: <i>[insert name of country of registration].</i> |
| 4. Bidder's company year of registration: <i>[insert year of registration].</i> |
| 5. The bidder's official address in the country of registration: <i>[insert the bidder's legal address in the country of registration].</i> |
| 6. Details of the bidder's duly authorised representative: Name: <i>[insert the name of the bidder's representative].</i> Address: <i>[insert address of bidder's representative].</i> Telephone: <i>[insert telephone of bidder's representative].</i> E-mail address: <i>[insert e-mail address of bidder's representative].</i> |
| 7. Enclosed are copies of the following documents: <i>[tick the box(es) corresponding to the original documents attached].</i> <input type="checkbox"/> Registration document, listing or incorporation of the firm named in 1 above <input type="checkbox"/> In the case of a joint venture, a letter of intent to form a joint venture, or a joint venture agreement. |

Section 4. Bid Submission Letter

[The bidder completes the letter below in accordance with the instructions in square brackets. The format of the letter must not be altered. Any reservation or major deviation from this format may result in the bid being rejected].

Date: *[insert date (day, month, year) of bid submission]*.
Bid Notice Number: *[insert name and the number of bid notice]*.

To: *[insert full name of Contracting Authority]*.

We, the undersigned, certify that:

- a) We have examined the Bidding Documents: *[insert number]*; and have no reservations with respect thereto;
- b) We undertake to bid for the following Related Services: **Selection of Catering Service Providers for ECOWAS Parliament**;
- c) The total price of our bid, excluding the discount offered in clause (e) below, is: *[insert the total bid price in words and figures, indicating the currencies and amounts corresponding to those currencies]*;
- d) The unit price schedule is contained in the annexes *[insert name of annexes]*;
- e) The discounts offered, and the terms and conditions for applying them are as follows:
[Give details of discounts offered, if any, and the item(s) in the price list(s) to which they apply].
- f) Our bid will remain valid for sixty (60) days and will continue to be binding on us and may be accepted at any time before the expiry of that period;
- g) We undertake not to grant or promise to grant to any person involved in any capacity whatsoever in the contract award procedure any undue advantage, financial or otherwise, directly or through intermediaries, to obtain the contract and in general to comply with the provisions of the Charter of Transparency and Ethics in Public Procurement as evidenced by the attached undertaking form, signed by us.
- h) It is understood that this bid, and your written acceptance of this bid contained in the notification of award of the Contract sent by you to us, shall serve as the contract between us until a formal contract is drawn up and signed.
- i) We understand that you are not obliged to accept the lowest evaluated bid or any of the bids you may receive.

Name *[insert the full name of the person signing the offer]*.
In my capacity as *[indicate the capacity of signatory]*.

Signature *[insert signature]*

Having the authority to sign the bid for and on behalf of *[insert full name of the bidder]*.

Dated _____ day of *[Insert date signed]*

Section 5. Description of Services

OBJECTIVES:

- To provide high quality Catering Services with reasonable price and value for money.
- To professionally manage the demand for meetings and events in terms of quality of food, services, and time delivery.
- To provide dietary preference including halal meals and snacks in variety packages with minimum order requirements.

RATIONALE:

- To maintain a Long-Term Agreement (LTA) that is reliable in rendering services for meetings and events.
- To achieve this objective fundamentally, the formality, purpose, number of guests and type of delegates expected for the meetings or events, including resources available and the experience of the service providers selected to cater for any given event, should be considered.

SCOPE OF CATERING SERVICES:

The Catering Service providers are expected to serve ECOWAS Parliament meetings, and any other events organized, on a demand basis i.e. provision of varieties of foods and beverages for lunch, dinner, cocktail, coffee breaks and snack boxes, with details as follows:

1. The type of serving for lunch and dinner will be served either as a buffet or in boxes i.e. packed food.
2. The type of serving for coffee breaks will be served either as a buffet or in boxes i.e. packed food.
3. Lunch and dinner should have a variety of foods /meal options which includes: Farinaceous meals, Poultry, Seafood, Meat, Leguminous, Soups and Deserts.
4. Tea/Coffee breaks should include a variety of snacks and beverages (different types of tea, and coffee or cold beverages – juice/soft drinks) etc.
5. Snack packs should have different types of snacks, sandwiches, protein, fruits, vitamins, water etc.
6. The type of serving for Cocktails should be determined according to the request, either Mocktails or Cocktails (non-alcoholic drinks or alcohol with varieties of drinks, proteins, snacks, dessert and fruits etc).
7. **Service Providers should have the ability to serve food/cuisines originating from different ECOWAS Member States.**

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8. The Catering Service provider should provide suitable sitting arrangements (where applicable), neatly decorated for participants during the meetings and events as required.
 9. Quality and quantity should always be maintained.
 10. The menu proposed for each category should be prepared according to the category of meetings below:
 - Category A:** Hybrid – V.V.I.P meetings
 - Category B:** V.I.P meetings
 - Category C:** In-house meetings
 - Category D:** Training Programmes
 - Category E:** Other types of ECOWAS Events

The Service Providers should submit proposals and indicate the category of interest as highlighted above. Service Providers are not limited to submitting proposals for one category only and may submit for either one or more categories. The category should be clearly stated.

11. The meeting convener should work with the ECOWAS Parliament, Administration and Conference Division to prepare the budget for the catering services before approval of the meetings, and events.
12. The meeting convener **MUST** confirm **satisfactorily or unsatisfactorily**, the Certification Form of the Catering Services provided.
13. The **Meeting Request Form:** must be duly filled by an officer from the Convening Department/Directorate with all necessary details, attachments, list of participants, work program, flight details etc.

Additionally, the Catering Service providers are expected to deliver the above-mentioned catering services on an ad-hoc basis upon request for services (both indoor and outdoor of the Office as may be required).

MINIMUM HYGIENE REQUIRED STANDARD

- The Caterer/employees shall provide Medical Certificates of Food Handlers yearly to certify medical fitness.
- Use of hand gloves when serving food.
- The Service Providers shall maintain high quality hygiene and all pest control (e.g. Flies) and cleaning of the surrounding areas of the premises as required for an effective operation during the period of the meetings and events.
- The Service Providers shall provide its employees with adequate uniforms during the period of the meetings and events.
- The Service Providers and its employees should have valid company identification cards which should always be kept visible on duty.

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- If the Service Provider and/or its employees are from other Nationalities, a valid identification card and relevant work permit should be provided.
 - Certification of no Criminal Record, from the competent security authorities for employees should be provided.

ECOWAS / SERVICE PROVIDERS OBLIGATION

- Continuous monitoring of high-quality management and improvement.

MANDATORY SITE VISIT:

- Periodic inspection of Service Provider(s) place(s) of operation, where food is prepared, to ascertain the cleanliness of the environment (quarterly inspections).
- The list of all equipment and machines intended to be used.

ECOWAS OBLIGATION:

- ECOWAS shall have a price list of all meals to be served during meetings, Tea breaks am/pm, Lunch, Dinner, Cocktails, and meals for other events like celebrations.
- Decoration of Venue, Rentals, which is subject to periodic review due to inflation, shall undergo periodic market surveys by ECOWAS.

TECHNICAL PROPOSAL:

Service Providers must submit their proposal in the following format which must be signed, and include the following elements which will be used as criteria for evaluation: The Technical Proposal should include the following elements which will be used as criteria for evaluation:

- The Service Provider's profile indicating the experience of the company in the type of services. A minimum of five (5) years' experience is required.
- The Service Provider should include a reference list of clients with similar services provided (current or past clients) for a minimum period of two (2) consecutive years or more, along with their contact details.
- The Service Provider should include a business registration certificate and license documents showing the number of years in this type of business. The minimum requirement is five (5) years.
- The Service Provider shall provide a brief description in the technical proposal of how the company plans to carry out the services i.e. its approach and methodology.
- Details of the Service Provider's quality assurance of food and services are monitored to ensure it receives excellent level of services, procedures and practices showing that they qualify.
- Proposed menu plan: for catering services for meetings, coffee breaks, lunch and brunch should include a wide variety of items. This part should demonstrate the ability of presenting a variety of healthy foods, snacks, beverages etc to accommodate different needs and tastes.

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- Menu plans with a combination of meals from several parts of the ECOWAS Region will be at an advantage.
 - List of all equipment and machines intended to be used in executing the contract with photos of utensils, cutlery, crockery, buffet server & food warmers etc.
 - Demonstration of the availability of staff.
 - The company's health and safety practices, Food Handling procedures.

FINANCIAL PROPOSAL:

- The Financial Proposal must be signed and indicate the category and description of items, quantity (if applicable) and unit price.
- The prices will not include VAT or other additional taxes of any nature.
- The Service Directorate would engage in periodic market survey for subsequent review in price due to inflation.

ADDITIONAL REQUIREMENT FOR SHORTLISTED SERVICE PROVIDERS:

- The best qualified Catering Service Providers with scores above 70 points, would be invited to participate in a "Food Tasting Presentation" in the presence of the Committee prior to the final selection for the Framework Agreement.

DURATION:

- The Framework Agreement will be for an initial duration of one (1) year and may be subject to renewal conditions based on performance of the contract for a maximum of two (2) years.

TERMS OF PAYMENT:

- Payment will be made 100% upon submission of a Catering Services Certification Form, signed by the meeting Convener to the Directorate of Administration and Conference for onward processing.
- Payment shall be made in Bank Transfers to the Service Provider Company's account.