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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: 6<sup>th</sup> August 2024**

**for**

**The Award of a Framework  
Agreement for**

***PRODUCTION OF NEWSLETTERS IN THREE (3) LANGUAGES FOR  
THE ECOWAS PARLIAMENT***

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**Local Competitive Bidding (LCB)**

**Invitation to Bid No: *FW No: 01/EP/DAF/PROC/2024***

**Contracting Authority: *ECOWAS PARLIAMENT***

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# Section 1. Bid Notice (BN)

*FW No: 01/EP/DAF/PROC/2024*

1. The ECOWAS Parliament intends to apply a portion of its budgeted counterpart funds to finance the “**Production of Newsletters in Three (3) Languages for the ECOWAS Parliament**” under a Framework Agreement.
2. The ECOWAS Parliament invites bids to be submitted in a sealed cover from suitably qualified and eligible bidders to provide high quality and professional services in accordance with the Technical Specifications when requested.
3. The Framework Agreement will be awarded to a maximum of one (1) holder. The duration of 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.
4. Bids (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: “**Production of Newsletters in Three (3) Languages for the ECOWAS Parliament - (Do not open, except in presence of the Opening Committee)**”, no later than **Friday, 6<sup>th</sup> September 2024 at 11.00 a.m.** (Nigerian Time). Bids submitted after the deadline will not be accepted. The envelope should also indicate the Bidder’s name. An electronic version must also be included in the envelope
5. Bids will remain valid for a period of 60 days from the deadline for submission.
6. Interested bidders 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](mailto:procurement@parl.ecowas.int) with copy to: [ajagne@parl.ecowas.int](mailto:ajagne@parl.ecowas.int) ; [neremie@parl.ecowas.int](mailto:neremie@parl.ecowas.int) ; [lhoungan@parl.ecowas.int](mailto:lhoungan@parl.ecowas.int) ; [akayode@parl.ecowas.int](mailto:akayode@parl.ecowas.int)
7. Bids will be opened in the presence of bidders’ representatives present at the following address: ECOWAS Parliament, Herbert Macaulay Way, Garki, Abuja, on 6<sup>th</sup> September 2024 at 12:00 noon (To be confirmed). A link will be sent for representatives that cannot participate physically, to attend virtually.
8. The Bidding Documents are available on the ECOWAS Website.

**Ag. Secretary General**

## Section 2. Bid Data Sheet (BDS)

<b>A. Introduction</b>	
<b>IB 1.1</b>	Reference of the invitation to bid <i>FW No: 01/EP/DAF/PROC/2024</i>
<b>IB 1.1</b>	Name of Contracting Authority: <i>ECOWAS Parliament</i>
<b>IB 1.1</b>	Type of Framework Agreement: <i>closed Framework Agreement without second-stage competition.</i>
<b>IB 1.2</b>	The maximum number of suppliers/service providers to be awarded the Framework Agreement: <i>1</i>
<b>IB 1.3</b>	The duration is one (1) year renewable, subject to conditions for a maximum of (two) years.
<b>IB 2.1</b>	Source of funding for contracts to be awarded under the Framework Agreement: <i>ECOWAS Parliament Budget</i>
<b>IB 2.2</b>	The minimum planned quantity is: <i>500 copies</i>
<b>IB 5.1</b>	<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"> <li>• 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.</li> </ul> <p>NB: The non-presentation of the Certified Audited Financial Statements will lead to the disqualification of the bidder.</p>

	<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"> <li>• 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 Main Supplier/Service Provider with the value for each contract at least equal to NGN 3,500,000.00. For this purpose, the Bidder SHALL provide the following as indicated below:</li> </ul> <p>Experience will be considered only when evidence are provided and can be checked as follows:</p> <ul style="list-style-type: none"> <li>▪ Identifiable Delivery Note for each similar job undertaken;</li> <li>▪ The Certificate of Job Completion for each similar contract executed, issued by the client for the said contract;</li> <li>▪ The Contact address of the Client shall also be provided for verifications.</li> </ul>
<p><b>B. Bidding documents</b></p>	
<p><b>IB 7.1</b></p>	<p>For <b>clarification purposes</b> 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: <a href="mailto:procurement@parl.ecowas.int">procurement@parl.ecowas.int</a> with copy to: <a href="mailto:ajagne@parl.ecowas.int">ajagne@parl.ecowas.int</a> ; <a href="mailto:neremie@parl.ecowas.int">neremie@parl.ecowas.int</a> ; <a href="mailto:lhoungan@parl.ecowas.int">lhoungan@parl.ecowas.int</a> ; <a href="mailto:akayode@parl.ecowas.int">akayode@parl.ecowas.int</a></p>
<p><b>C. Preparing Bids</b></p>	
<p><b>IB 11.1 (g)</b></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"> <li>✓ Cover Letter duly signed by the company’s authorized signatory;</li> <li>✓ Copy of Certificate of Incorporation / Registration issued by the Relevant Authority of the bidder’s country with nature of business in Printing and Production of Newsletters, Magazines and related items/services (such as Corporate Affairs Commission (CAC) for Nigeria). Foreign Companies are also requested to provide proof of partnership with ECOWAS National Company(ies);</li> <li>✓ Copy of Tax Clearance Certificates issued by the relevant Authority for the past three (3) years (2021, 2022 and 2023).</li> </ul> <p>The Non-Submission of any of these documents will lead to the disqualification of the bidder.</p>

<b>IB 12.2</b>	Price schedules for Supplies and Related Services <i>are</i> required
<b>IB 14.6 (a)</b>	The destination is: <i>ECOWAS Parliament</i>
<b>IB 14.8</b>	The prices proposed by the Bidder <i>shall be firm</i> .  The prices offered by the bidder will be subject to review if the performance period of the Framework Agreement is longer than twelve (12) months.
<b>IB 19.1</b>	The period of validity of the offer will be <i>60</i> days.
<b>IB 20.2</b>	The amount of the Bid Security is: <i>Not applicable</i>
<b>IB 21.1</b>	In addition to the original of the bid, the number of copies requested is <i>2 copies</i> .
<b>D. Submission of Bids and Opening of Bids</b>	
<b>IB 22.2 (b)</b>	The inner and outer envelopes must bear the following identifications: <i>“Production of Newsletters in Three (3) Languages for the ECOWAS Parliament - (Do not open, except in presence of the Opening Committee)”</i>
<b>IB 23.1</b>	To submit <b><u>bids</u></b> only, the address of the Contracting Authority is as follows:  <b>Director of Administration and Finance, ECOWAS Parliament, Herbert Macaulay Way, Garki, Abuja</b>  <b>The closing date and time for submission of bids are as follows:</b>  Date: Friday, 6 <sup>th</sup> September 2024  Time: 11:00 a.m. Nigerian Time
<b>IB 26.1</b>	The bids will be opened at the following address  Address: <b>ECOWAS Parliament, Herbert Macaulay Way, Garki, Abuja</b>  Date: Friday, 6 <sup>th</sup> September 2024 (*TBC)  Time: 12:00 noon Nigerian Time
<b>E. Evaluation and Comparison of Bids</b>	
<b>IB 33.4 (a)</b>	The evaluation will be conducted by <i>“unit price of item”</i>
<b>F. Award of the Contract</b>	
<b>IB 35.2</b>	<i>The Framework Agreement will be quantity based and awarded to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.</i>

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## 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].*

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.

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## 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 Supplies and Related Services: PRODUCTION OF NEWSLETTERS IN THREE (3) LANGUAGES FOR THE 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. Technical Specifications

### FRAMEWORK AGREEMENT FOR THE PRODUCTION OF NEWSLETTERS IN THREE (3) LANGUAGES FOR THE ECOWAS PARLIAMENT

Item	Quantities	Specifications Required	Specifications Offered	Notes/Remarks
ECOWAS Parliament Newsletter	<p><b><u>Total copies of Newsletters vary between:</u></b></p> <ul style="list-style-type: none"> <li>• 500 to 1,000 copies per edition in the ECOWAS official languages (English, French and Portuguese)</li> <li>• 1,000 to 2,000 copies per edition in the ECOWAS official languages (English, French and Portuguese)</li> </ul>	<p>Format: A4 Size (21cm x 29.7 cm)</p> <ul style="list-style-type: none"> <li>i. Newsletter Cover Page               <ul style="list-style-type: none"> <li>• Material: Glossy.</li> <li>• Process/Finish – Full Process Colour</li> </ul> </li> <li>ii. Newsletter Inside Page:               <ul style="list-style-type: none"> <li>• Glossy Coated Paper between 110 to 130 g/m2</li> <li>• Font – Source sans pro.</li> <li>• Process/Finish – Colour Printing/ Full Colour Separation</li> <li>• Direct Imaging (DI), Saddle Stitch binding</li> <li>• Number of pages: between 12 to 16 pages</li> <li>• Sample to be provided</li> </ul> </li> </ul>		
ECOWAS Parliament Special Magazine Publication		<ul style="list-style-type: none"> <li>• Lightweight coated paper (glossy/matte), high whiteness</li> <li>• Perfect Binding</li> <li>• Full Colour Separation</li> <li>• Number of pages: between 60 to 80 pages</li> <li>• Sample to be provided</li> </ul>		For special events e.g. anniversaries etc

**NOTE:**

- Texts in English, French & Portuguese to be provided by the User Directorate.
- The vendor is to design for a specified official language(s) and print to the above specifications after approval by the Directorate
- Communication Directorate will provide guidelines for the Graphics.

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## Section 6. Price Schedule (Quotation)

Item	Quantities	Unit Price
ECOWAS Parliament Newsletter	<ul style="list-style-type: none"><li>• 500 to 1,000 copies per edition in the ECOWAS official languages (English, French and Portuguese)</li></ul>	
	<ul style="list-style-type: none"><li>• 1,000 to 2,000 copies per edition in the ECOWAS official languages (English, French and Portuguese)</li></ul>	
ECOWAS Parliament Special Magazine Publication	<ul style="list-style-type: none"><li>• 500 to 1,000 copies (same as above)</li></ul>	
	<ul style="list-style-type: none"><li>• 1,000 to 2,000 copies (same as above)</li></ul>	