**Section I. Invitation for Bids (IFB)**

***LOCAL COMPETITIVE BIDDING FOR THE SUPPLY OF ITEMS NEEDED FOR 2019 STATUTORY MEETINGS***

Date: 08 April, 2019

LCB/COM/APL/2019

***Invitation for Bids***

1. The ECOWAS Commission, within the framework of the execution of its 2019 budget intends to procure ***items needed for 2019 statutory meetings.***

2. The ECOWAS Commission now invites sealed bids from eligible bidders for the Supply **in one unique lot of the above subject** **as follows:**

* + Quality Branded USBs, Pens, Notepads, Branded Bags and Folders.

3. Interested eligible bidders may obtain further information and inspect the Bidding Documents at the Procurement Division of the Directorate of General Administration, 1st Floor ECOWAS Commission, 101 Yakubu Gowon Crescent, Asokoro District, PMB 401, Abuja, Nigeria. **There will be a Pre-Bid Conference Meeting on April 15, 2019 by 11h00 AM at ECOWAS Commission.**

Electronic mail address: [procurement@ecowas.int](mailto:procurement@ecowas.int), [sbangoura@ecowas.int](mailto:sbangoura@ecowas.int), [deklu@ecowas.int](mailto:deklu@ecowas.int)

1. A complete set of Bidding Documents may be purchase by interested bidders upon Submission of a written application addressed to the Directorate of General administration and upon payment of a non-refundable fee of **Twenty thousand Naira only (₦20,000.00)**
2. Bids must be accompanied by an **Original Bid Security (bank guarantee or insurance bond) of Two Hundred Thousand Naira Only (N200,000.00).**
3. Bids should be delivered in a sealed envelope and deposited in the **ECOWAS Tender Box located at General Administration, Procurement Division, First Floor of the ECOWAS Commission Head Quarters, 101 Yakubu Gowon Crescent, Asokoro District, PMB 401, Abuja, Nigeria.**
4. **Bids should be clearly marked “LOCAL COMPETITIVE BIDDING FOR THE SUPPLY OF ITEMS NEEDED FOR 2019 STATUTORY MEETINGS, Do Not Open, Except in Presence of the Procurement Committee’’ and submitted on or before 11.00 amonTuesday, April 30, 2019** at the latest and **should clearly indicate Price, Specifications, Delivery Period, Bid Validity Period and Bid Security Validity Period as these will determine the acceptance of bids received**.
5. Bids will be opened in the presence of bidders/representatives who choose to attend, on **Tuesday, April 30, 2019 at 11.30 am,** **ECOWAS Commission, Plot 101, Yakubu Gowon Crescent, Asokoro District Room 523, 5th floor**.
6. This invitation for Bids is also published in the ECOWAS Website <http://www.ecowas.int/doing-business-in-ecowas/ecowas-procurement/>

**Commissioner, General Administration and Conference**