**IMPORTANT INFORMATION FOR COMPANIES INTERESTED IN BIDDING FOR THE SUPPLY/DELIVERY TO THE ECOWAS COMMISSION & 15 MEMBER STATES OF IT HARDWARE/SOFTWARE FOR SMALL ARMS & LIGHT WEAPONS DATABASE & REGISTRY**

FIRST AND FOREMOST, **DO READ THOROUGHLY ALL THE DOCUMENTS** COMPRISING THE ATTACHED PACKAGE (18 IN ALL = 0 + 1 TO 17, THIS NOTE NOT INCLUDED), IN PARTICULAR (BUT BY ALL MEANS NOT ONLY) THE INSTRUCTIONS, BECAUSE FAILURE TO COMPLY WITH THE INSTRUCTIONS IS LIKELY TO LEAD TO YOUR BID BEING REJECTED

**THE LETTER OF INVITATION LISTS DOCUMENTS UNDER A, B, C AND D**

1. INSTRUCTIONS

PLEASE STRICTLY COMPLY WITH EVERYTHING STATED, INCLUDING OF COURSE THE CONTENTS OF YOUR TENDER PACKAGE, NUMBER OF ORIGINAL + COPIES, DEADLINE (DAY/HOUR OF SUBMISSION CONFIRMED IN WRITING AT DELIVERY). NOTE THAT THE **PUBLIC** OPENING IS EXPECTED TO TAKE PLACE IMMEDIATELY AFTER THE DEADLINE.

1. DRAFT CONTRACT

THIS PROVIDES YOU WITH WHAT THE CONTRACT WILL BE LOOKING LIKE, WHOEVER IT IS AWARDED TO. IT INCLUDES ANNEXES. SOME OF WHICH (ANNEX II + III, IV AND V) ARE NO OTHER THAN DOCUMENTS INCLUDED IN THE PUBLISHED TENDER PACKAGE, THAT, AFTER DOWNLOADING, MUST BE DULY COMPLETED/SIGNED BY YOURSELF: YOUR TECHNICAL OFFER (III), YOUR FINANCIAL OFFER (IV), YOUR BANK INFORMATION (FIF = FINANCIAL INFORMATION FORM) AND YOUR IDENTIFICATION(LEF = LEGAL ENTITY FORM) (V)

THE OTHER FILES UNDER B. (DRAFT CONTRACT) ARE THERE FOR YOUR INFORMATION: DRAFT CONTRACT, SPECIAL CONDITIONS, GENERAL CONDITIONS, SOME OTHER FILES INCLUDED UNDER “FORMS” (ANNEX V) E.G. MODELS OF VARIOUS GUARANTEES FOR USE BY THE CONTRACTOR.

SOME OF THESE FILES (E.G. “GENERAL CONDITIONS”) ARE PDF FILES, THEREFORE STRICTLY IDENTICAL TO WHAT YOU CAN DOWNLOAD FROM THE WEBSITE OF THE EUROPEAN UNION. THEY ARE INCLUDED HERE TO PROVIDE A VIEW OF A FULL DOSSIER.

IT IS IMPORTANT HOWEVER TO NOTE THAT WE ARE HERE IN A SITUATION DIFFERENT FROM THOSE TO WHICH REFER THE “GENERAL CONDITIONS”:WE ARE INDEED IN A SITUATION OF DIRECT MANAGEMENT BY THE ECOWAS (IN THE FRAMEWORK OF THE IMPLEMENTATRION OF AN ACTION UNDER A GRANT), NOT A SITUATION OF EITHER DIRECT OR INDIRECT MANAGEMENT BY THE EUROPEAN UNION

IT IS **ALSO ESSENTIAL** TO REMEMBER THAT A TENDER GUARANTEE **MUST** BE INCLUDED AS PART OF YOUR BID.

1. INFORMATION

THIS IS TO LET YOU KNOW HOW THE EVALUATION OF THE BIDS WILL BE CONDUCTED. IT IS THERE JUST FOR YOUR INFORMATION

1. TENDER FORM

THIS FORM – AS PER MODEL INCLUDED IN THE DOSSIER - **MUST** BE INCLUDED IN YOUR BID, **ACCOMPANIED** BY A DECLARATION ON HONOUR (COMPULSORY TEMPLATE ALSO INCLUDED AS A SEPARATE FILE), ALL DULY COMPLETED, SIGNED AND STAMPED WHEREVER INDICATED.

THIS ‘TENDER FORM’IS ACTUALLY YOUR LETTER OF OFFER, WHICH ALSO CONTAINS MANY ESSENTIAL INFORMATION/DECLARATIONS, THAT WILL ENABLE THE EVALUATION COMMITTEE TO DETERMINE WHETHER YOU MEET THE MINIMUM CRITERIA FOR ECONOMIC/FINANCIAL, TECHNICAL AND PROFESSIONAL CAPACITY ( AS DEFINED IN THE CONTRACT INFORMATION NOTICE).

THIS TENDER FORM IS ALL THE MORE IMPORTANT THAT, AT THE PUBLIC OPENING OF THE BIDS, KEY INFORMATION READ TO THE PUBLIC IN ATTENDANCE WILL NORMALLY BE EXTRACTED FROM THAT DOCUMENT (MINUTES OF THE PUBLIC OPENING SESSION, CONTAINING THE INFORMATION READ, WILL BE COMMUNICATED ELECTRONICALLY TO ALL BIDDERS - PRESENT OR NOT AT THE OPENING SESSION)

**PASSING THE FIRST STEP: ADMINISTRATIVE COMPLIANCE**

**IF YOU FAIL THIS “FIRST STEP”**, IT MEANS THAT YOUR BID ENDS RIGHT THERE: **YOUR ACTUAL OFFER** (TECH. SPECIFICATIONS OFFERED AND PRICE) **WILL NOT EVEN BE LOOKED AT**. SO, PLEASE ENSURE THE PACKAGE YOU SUBMIT (WITH AN INNER AND AN OUTER ENVELOPE TO ENSURE THAT, EVEN IF, ACCIDENTALLY, THE OUTER ENVELOPE SHOULD BE OPENED BEFORE THE OPENING SESSION, THE OFFER ITSELF HAS REMAINED SEALED) CONTAINS ALL THAT IT SHOULD. YOU WILL NOTE THAT ANNEX III MAY STAND ALONE (BY ONLY COLUMN THREE BEING DULY AND FULLY COMPLETED, I.E. FOR **EACH** SPECIFICATION REQUESTED, YOU MUST INDICATE THE CORRESPONDING SPECIFICATION OFFERED, WHICH MUST BE AT LEAST AS REQUESTED OR BETTER), ALTHOUGH YOU **MAY** (NOT OBLIGATORY) USE COLUMN FOUR AND ALSO ATTACH SOME DOCUMENTATION. IF YOU DO THIS, YOU MUST MAKE SURE THAT SUCH ADDITIONAL INFORMATION/DOCUMENTATION/PICTURE NEITHER CONTRADICTS COLUMN THREE NOR CREATES ANY CONFUSION.

 OF COURSE YOU WILL COMPLETE ANNEX III (AND ALSO ANNEX IV) ALL THE WAY THROUGH THE END, AS YOUR OFFER MUST COVER **ALL** SUPPLIES REQUIRED, AND FOR **ALL** DESTINATIONS.

**VERY IMPORTANT**: DO NOT FORGET THAT THE FORMS ABOUT FINANCIAL IDENTIFICATION AND LEGAL ENTITY , APART FROM HAVING TO BE COMPLETED, DATED AND SIGNED **MUST** BE ACCOMPANIED BY THE DOCUMENT(S) STATED (IN THE CASE OF THE FINANCIAL IDENTIFICATION FORM, ATTACHING A RECENT BANK STATEMENT IS NOT OBLIGATORY, BUT THIS IS ONLY IF THE BANK’S STAMP AND SIGNATURE ARE AFFIXED)

**ALSO VERY IMPORTANT**: REFERRING TO THE “CONTENTS OF THE TENDERS” (ART. 8 OF THE INSTRUCTIONS), DO NOT FORGET TO ATTACH THE DOCUMENTS MENTIONED AT THE END OF THAT ARTICLE: ABOUT WARRANTY (MANUFACTURER AND BIDDER, SEE ART.13 OF ANNEX I: SPECIAL CONDITIONS) AND A POWER OF ATTORNEY AUTHORISING THE PERSON SIGNING THE TENDER FORM (I.E. THE DOCUMENT MENTIONED UNDER D. IN THE INVITATION TO TENDER) TO DO SO.

**PASSING THE EVALUATION PROPER (TECHNICAL EVALUATION GRID)**

IN ORDER TO BE TECHNICALLY COMPLIANT, **EACH** TECHNICAL SPECIFICATION OFFERED MUST FULLY MATCH (OR EXCEED) THE SPECIFICATION REQUESTED. **ANY** SPECIFICATION OFFERED THAT FALLS SHORT OF THE REQUIREMENT WILL CAUSE YOUR OFFER TO BE DEEMED NON COMPLIANT TECHNICALLY

**ONE MORE ESSENTIAL THING TO KEEP IN MIND**

FOR TRANSPARENCY AND FAIR COMPETITION PURPOSES: PLEASE **NO CALLS, FAXES, VISITS TO THE CONTRACTING AUTHORITY RE: THIS** **PROCEDURE !!!** THESE WOULD ONLY LEAD TO THE REJECTION OF YOUR BID.

AS STATED IN THE INSTRUCTIONS, DURING THE PERIOD BETWEEN PUBLICATION OF THE CALL FOR TENDERS AND THE DEADLINE FOR SUBMISSION OF YOUR BID, LEGITIMATE REQUESTS FOR CLARIFICATION MUST BE RECEIVED BY DAY TWENTY-ONE BEFORE THE DEADLINE FOR SUBMISSION (SEE THAT DATE AND E-MAIL ADDRESSES IN THE INSTRUCTIONS). FOR QUERIES RECEIVED AT THE LATEST 21 DAYS BEFORE THE DEADLINE THAT ACTUALLY WARRANT A CLARIFICATION, CLARIFICATIONS WILL ONLY (NO E-MAILS) BE PUBLISHED ON THE ECOWAS WEBSITE BETWEEN DAY TEN AND DAY NINETEEN, I.E. AT THE LATEST ELEVEN DAYS BEFORE THE DEADLINE FOR SUBMITTING THE BIDS. NO MORE QUERIES WILL BE CONSIDERED NOR CLARIFICATIONS PROVIDED AFTER THESE DEADLINES.

**KEEP IN MIND THAT THIS NOTE IS NEITHER ADDING NOR CHANGING ANYTHING TO THE SET OF DOCUMENTS COMPRISING THE TENDER DOSSIER PACKAGE. WHAT IS NOT MENTIONED IN THIS NOTE IS JUST AS VALID AND IMPORTANT AS WHAT HAS BEEN REITERATED IN IT. THE WORDS OF THE DOSSIER ARE NEITHER MODIFIED, AMPLIFIED OR ATTENUATED THROUGH THIS NOTE**