ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
COMISSÃO DA CEDEAO

Invitation for Bids (IFB)

LOCAL COMPETITIVE BIDDING FOR THE PRODUCTION AND SUPPLY OF SOUVENIRS & GIFT ITEMS FOR 2026

Date: 2nd May, 2025.

REF: ECW/COMM/LCB/PP-G-2025-037

Invitation for Bids

1. The ECOWAS Commission, within the framework of the execution of its 2025 budget, intends to carry out the production and supply of souvenirs and gift items for 2026.

2. The ECOWAS Commission now invites sealed bids from eligible bidders for the Supply **in one (1) lot of the above subject** for the ECOWAS Commission and Annexes.

3. Interested eligible bidders may obtain further information and request the Bidding Documents from the Procurement Division of the Directorate of General Administration, 1st Floor ECOWAS Commission, 101 Yakubu Gowon Crescent, Asokoro District, PMB 401, Abuja, Nigeria.

   Electronic mail address: procurement@ecowas.int with copy to sbangoura@ecowas.int; ikkamara@ecowas.int; sshadrach@ecowas.int and jahofodji@ecowas.int.

4. A complete set of Bidding Documents may be purchased by interested bidders upon Submission of a written application addressed to the Director, Administration and General Services, and upon confirmed payment of a non-refundable fee of **Fifty Thousand Naira (₦50,000) only** in favour of ECOWAS Commission.by sending a request to: manyaduba@ecowas.int with a copy to: sbangoura@ecowas.int; ikkamara@ecowas.int; and sshadrach@ecowas.int.

5. Bids must be accompanied by an **Original Bid Security (Bank Guarantee) of Two Million, Five Hundred Thousand Naira Only (₦2,500,000.00).**

6. Bids should be delivered in a sealed envelope and deposited in the **ECOWAS Tender Box located at the Directorate of General Administration, Procurement Division, 1st Floor ECOWAS Commission, 101 Yakubu**

Gowon Crescent, Asokoro District, P. M. B. 401 Abuja, Nigeria.

7. **Bids should be clearly marked "LOCAL COMPETITIVE BIDDING FOR THE PRODUCTION AND SUPPLY OF SOUVENIRS & GIFT ITEMS FOR 2026, Do Not Open, Except in Presence of the Procurement Committee" and submitted on or before 11.00 am on June 3rd, 2025** 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.**

8. Bids will be opened in the presence of bidders/representatives who choose to attend (Via virtual meeting), on **June 3rd, 2025, at ECOWAS Commission, Plot 101, Yakubu Gowon Crescent, Asokoro District, at 12:00 noon**.

9. This invitation for Bids is also published in the ECOWAS Website http://www.ecowas.int/doing-business-in-ecowas/ecowas-procurement/

Yours sincerely,

Prof Nazifi Abdullahi DARMA
Commissioner for Internal Services