



**LOCAL COMPETITIVE BIDDING FOR THE SUPPLY, DELIVERY AND  
INSTALLATION OF OFFICE FURNITURE FOR ECOWAS COMMISSION**

Date: 14<sup>th</sup> October, 2022  
LCB/COM/OCT/14/2022

**Invitation for Bids**

1. The ECOWAS Commission, within the framework of the execution of its 2022 budget intends to carry out the **purchase of Office Furniture for ECOWAS Commission** comprising of the following:

S/N	ITEM	QUANTITY
1	Office Chairs	<b>114</b>
2	Office Cabinet	<b>82</b>
3	Office Table	<b>96</b>
4	Orthopedic Chairs	<b>22</b>
5	Book Shelves	<b>75</b>
6	Ergonomic Chairs	<b>9</b>
7	Visitor Chairs	<b>56</b>
8	Executive Chairs	<b>27</b>
9	Executive Table	<b>2</b>
10	Sofa	<b>8</b>
11	Conference Table	<b>6</b>
12	Conference Chairs	<b>52</b>
13	Metal Cabinet	<b>6</b>
14	Metallic Drawer	<b>4</b>
15	Coffee Table	<b>1</b>
16	Notice Board	<b>3</b>
17	Small Wooden Cabinet	<b>1</b>
18	Small Office Board Table	<b>3</b>
19	Side Table	<b>4</b>
20	Drawer	<b>2</b>

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

- Interested eligible bidders may obtain further information and inspect the Bidding Documents at the Procurement Division of the Directorate of General Administration, 1<sup>st</sup> Floor ECOWAS Commission, 101 Yakubu Gowon Crescent, Asokoro District, PMB 401, Abuja, Nigeria.

Electronic mail address: [sbangoura@ecowas.int](mailto:sbangoura@ecowas.int) with copy to [procurement@ecowas.int](mailto:procurement@ecowas.int); [ikkamara@ecowas.int](mailto:ikkamara@ecowas.int); [cdeh@ecowas.int](mailto:cdeh@ecowas.int);

- A complete set of Bidding Documents may be purchase by interested bidders upon Submission of a written application addressed to the Directorate of Administration & General Services and upon payment of a non-refundable fee of **Twenty thousand Naira only (₦20,000.00)**
- Bids must be accompanied by an **Original Bid Security (bank guarantee or insurance bond) of Five Hundred Thousand Naira Only (N500,000.00).**
- Bids should be delivered in a sealed envelope and deposited in the **ECOWAS Tender Box located at Administration & General Services, Procurement Division, First Floor of the ECOWAS Commission Head Quarters, 101 Yakubu Gowon Crescent, Asokoro District, PMB 401, Abuja, Nigeria.**
- In addition to the original of the bid, the number of copies is: 03
- Bids should be clearly marked “LOCAL COMPETITIVE BIDDING FOR THE PURCHASE OF OFFICE FURNITURE FOR ECOWAS COMMISSION, Do Not Open, Except in Presence of the Procurement Committee” and submitted on or before 11.00 am on Friday, November 25, 2022** 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.**
- Bids will be opened in the presence of bidders/representatives who choose to attend, on **Friday, November 25, 2022 at 11.30 am, ECOWAS Commission, Plot 101, Yakubu Gowon Crescent, Asokoro District Room 523, 5<sup>th</sup> floor.**
- This invitation for Bids is also published in the ECOWAS Website <http://www.ecowas.int/doing-business-in-ecowas/ecowas-procurement/>

**Commissioner for Internal Services**