



Invitation for Bids

SELECTION OF PROFESSIONAL COMPANY FOR THE PROVISION OF CLEANING SERVICES FOR ECOWAS COMMISSION AND ANNEXES

Date: 21th August 2023

LCB N^o: COM/ECW/LCB/CS/2023

1. The ECOWAS Commission, within the framework of the execution of its 2023 budget intends to carry out the Selection of Professional Firms for the Provision of Cleaning Services for ECOWAS Commission and Annexes.
2. The ECOWAS Commission now invites sealed bids from eligible bidders for the implementation **in one (1) lot of the above subject** for ECOWAS Commission and Annexes.
 - **Selection of Professional Company for the Provision of Cleaning Services for ECOWAS Commission and Annexes**
3. Interested eligible bidders may obtain further information from and inspect the Bidding Documents at the office of ECOWAS Commission, Directorate of Administration and General Services, Procurement Division, 1st Floor ECOWAS Commission, 101 Yakubu Gowon Crescent, Asokoro District, Abuja, Nigeria; Monday to Friday from 9:00 am to 4:00 pm. Email: ikkamara@ecowas.int; with copy to sbangoura@ecowas.int; neremie@ecowas.int; procurement@ecowas.int .
4. A complete set of Bidding Documents may be collected by interested bidders upon submission of a written application addressed to the Administration and General Services and upon payment of a non-refundable fee of **Twenty Thousand Naira only (₦20,000)**.
5. Bids must be accompanied by an **Original Bid Security (bank guarantee or insurance bond) of Two Million Naira Only (N2, 000, 000.00)**. The Bid Security must remain valid for thirty (30) days after the expiration of the bid validity period which gives a total bid security validity period of 150 Days.
6. Bids should be delivered in a sealed envelope and deposited in the **ECOWAS Tender Box located in the Directorate of Administration and General Services, Procurement Division, 1st Floor ECOWAS Commission, 101 Yakubu Gowon Crescent, Asokoro District, Abuja, Nigeria**.



ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
COMISSÃO DA CEDEAO

7. **Bids should be clearly marked "Selection of Professional Firms for the Provision of Cleaning Services for ECOWAS Commission and Annexes, Do Not Open, Except in the Presence of the Procurement Committee" on or before 11.00 am, (GMT + 1), Nigeria Time on Wednesday, 27th September 2023, at the latest and should clearly indicate price (Monthly and Annually), Quantity of Guards, Delivery Period, and price validity terms.**
8. Bids will be opened in the presence of bidders/representatives who choose to attend, on **Wednesday, 27th September 2023 at 11.30 am, (GMT + 1), Nigeria Time, ECOWAS Commission, Plot 101, Yakubu Gowon Crescent, Asokoro District, Abuja, Nigeria.**
9. This invitation for Bids is also published on the ECOWAS Website. <https://www.ecowas.int/ecowas-procurement/>

Commissioner for Internal Services