

**LOCAL COMPETITIVE BIDDING FOR INFORMATION TECHNOLOGY EQUIPMENT FOR  
CONFERENCE ROOMS**

Date: 01 August, 2023  
LCB/COM/AUGUST/2023

***Invitation for Bids***

1. The ECOWAS Commission, within the framework of the execution of its 2023 budget intends to acquire Information Technology equipment to be utilized in its conference rooms.
2. The ECOWAS Commission now invites sealed bids from eligible bidders for the Supply of Information Technology equipment specifically for conference rooms in ECOWAS Commission.
3. Interested eligible bidders may obtain further information and inspect the Bidding Documents at the Procurement Division of the Directorate of Administration & General Services, 1<sup>st</sup> Floor ECOWAS Commission, 101 Yakubu Gowon Crescent, Asokoro District, PMB 401, Abuja, Nigeria. Electronic: [ikkamara@ecowas.int](mailto:ikkamara@ecowas.int); with copy to [kfofana@ecowas.int](mailto:kfofana@ecowas.int); [aadebayo@ecowas.int](mailto:aadebayo@ecowas.int); [gdikko@ecowas.int](mailto:gdikko@ecowas.int)
4. A complete set of Bidding Documents may be obtained by interested bidders upon Submission of a written application addressed to the Directorate of General administration.
5. Bids must be accompanied by an **Original Bid Security (bank guarantee or insurance bond) of Five Hundred Thousand Naira (N500,000)**. Bids shall be valid for One hundred and twenty (120) days and the delivery period is Forty-Five (45) days.
6. Bids should be delivered in a sealed envelope (one original with three copies) and deposited in the **ECOWAS Tender Box located at the Directorate of Administration & General Services, Procurement Division, 1<sup>st</sup> 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 Information Technology Equipment for Conference Rooms" – Do Not Open, Except in Presence of the OPENING COMMITTEE"**. The envelope SHALL also indicate the bidder's name **and should be submitted on or before 11.00 am on Thursday, 31 August 2023** 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 Thursday, **31 August 2023 at 11:30am at ECOWAS Commission, Plot 101, Yakubu Gowon Crescent, Asokoro District.**
9. This invitation for Bids is also published on the ECOWAS Website <https://www.ecowas.int/ecowas-procurement/>