



## Invitation for Bids

### **“ACQUISITION OF MICROSOFT LMS365 LEARNING MANAGEMENT SYSTEM”**

**LCB No: 04/ECW-DAGS-DITS/2023**

**Date: 15<sup>th</sup> September 2023**

1. ECOWAS Commission have allocated funds towards the “Acquisition of Microsoft LMS365 Learning Management System” in one (1) lot for ECOWAS Commission.
2. The ECOWAS Commission, therefore, invites sealed bids for the supply of the aforementioned.
3. The Bidding Document is only obtainable at the Procurement Division, Directorate of Administration and General Services, Procurement Division Office, 1st Floor ECOWAS Commission, 101 Yakubu Gowon Crescent, Asokoro District, Abuja, Nigeria, **upon submission of a written request and payment of Thirty-Five Thousand Nigerian Naira (NGN 35,000) only by Cash or Bank draft made in favour of ECOWAS Commission, Abuja.**
4. Interested Bidders may obtain further information at the address below, during office hours: Monday to Friday from **9:00am to 4:00pm (Nigeria Time, GMT+1)**, ECOWAS Commission, Directorate of Administration and General Services, Procurement Division Office, 1st Floor ECOWAS Commission, 101 Yakubu Gowon Crescent, Asokoro District, Abuja, Nigeria. E-mail: [procurement@ecowas.int](mailto:procurement@ecowas.int); with copy to [sbangoura@ecowas.int](mailto:sbangoura@ecowas.int); [kfofana@ecowas.int](mailto:kfofana@ecowas.int); [kolukoju@ecowas.int](mailto:kolukoju@ecowas.int) ; [ikamara@ecowas.int](mailto:ikamara@ecowas.int); [neremie@ecowas.int](mailto:neremie@ecowas.int)
5. Bids SHALL be valid for a period of **120 days** after Bid Opening and must be accompanied by a **Bid Security (ORIGINAL Bank Guarantee) of One Thousand US Dollars (USD 1,000)**, or its equivalent in one of the currencies of one of the ECOWAS Member countries. **The Bid Security SHALL REMAIN VALID for 30 days following the expiry of the bid validity.**
6. Bids (**1 original and 3 copies**) SHALL be delivered in a sealed envelope clearly marked **“Acquisition of Microsoft LMS365 Learning Management System Headquarters” Do Not Open, Except in Presence of the OPENING COMMITTEE.** The envelope SHALL also indicate the bidder’s name.

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7. Bids SHALL be deposited in the ECOWAS Tender Box located at the **Directorate of Administration and General Services, Procurement Division Office, 1st Floor ECOWAS Commission, 101 Yakubu Gowon Crescent, Asokoro District, Abuja, Nigeria** on or before **Monday, 6<sup>th</sup> November 2023 at 11:00 am (Nigeria Time, GMT + 1)**.

8. Bids will be opened the same day in the presence (face to face or video conference based on the prevailing situation) of the bidders who wish to attend at **11.30 am, (Nigeria Time, GMT + 1), Room 523, ECOWAS Commission, Abuja, Nigeria**.

9. This invitation for Bids can be also consulted on: <https://www.ecowas.int/ecowas-procurement/>

**Commissioner for Internal Services**