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|  | COMUNIDADE ECONOMICA DOS ESTADOS DA FRICA OCIDENTAL |  |
| ECONOMIC COMMUNITY OFWEST AFRICAN STATES |  | COMMUNAUTE ECONOMIQUE DES ETATS DE L’AFRIQUE DE L’OUEST |

# Template for Invitation for Bids

# (to be deleted in the version to be published)

***[Insert: Contracting Authority identifier]***

***[Insert: IFB Identification]***

**Invitation for Bids No. …../ECOWAS/……./………/202...**

**Country:** *Indicate the name of the Country concerned*

**Buyer:** *Indicate the name of the buyer*

**Title of the Contract:** *………………………………………………….*

**Procurement method:** *……………………………………….*

**Loan/Credit/Grant No.:** *if applies*

 **Send :** *…. /…./ 202….*

 **Submission deadline:** *…. /…./ 202….*

1. This Invitation for Bids follows the General Procurement Notice published on the ECOWAS website [ *insert name of publication]* of [ *insert date]* or any other channel to be specified.
2. On *[insert name of* ***Contracting Authority]*** *has obtained for year XXX an allocation from the budget (investment/operation/position) with a view to financing various purchase of supplies, works or services other than advice (specify) and intends to use* part of this allocation to make payments under this Contract.
3. The *[insert name of* ***the Contracting Authority]***solicits offers in sealed envelopes from eligible candidates abiding the qualification criteria required for ……… *[insert a brief description of the Supplies 3,4 and related Services; indicate the list of lots if the call for tenders concerns several lots that can be awarded separately; also indicate if variants could be taken into consideration, name of the focal point]*.

These supplies/works will be *delivered/carried out* within …… days from receipt by the supplier of the order to start the services.

1. Interested and eligible candidates can obtain information via emailfrom [ *insert name of* ***Contracting Authority;*** *insert the name and email address of the person responsible]* and read the tender documents at the address mentioned below *[specify address]* of *[insert opening and closing hours 6],* Monday to Friday from 9 a.m. to 4:30 p.m. UT **(GMT+1).**
2. The qualification requirements are: *[insert list of technical, financial, legal and other requirements].*
3. Interested and eligible candidates can obtain a complete tender document in the following languages (indicate *language:* *French, English or Portuguese)* at the address mentioned below *[specify address]* against a non - refundable payment of *[ insert the amount in XXXX].* The method of payment will be *[insert form of payment] 8.* The tender document will be withdrawn in electronic version either on USB key or sent by email to the address which will be indicated by the bidder during payment.
4. Tenders must be physically delivered to the following address *[specify address 10 ]* no later than *[insert date and time]* . Any late submission after the deadline expired, that or those offers will not be opened by the Evaluation Committee and will be returned to their holders.

Bids must include an original bid security in the amount of *[insert amount in XXXX. (This amount must be between 1 and 2% of the estimated market value - to be deleted in the version to be published).* The offer guarantee shall be valid until the 28th following the bid validity deadline, i.e. ……………………. 202…...

1. All bids received on time will be opened on the same day at …… **prompt times** in the presence of representatives of the bidders who wish to be present at the following address *[specify address]* at *[insert date and time, office number, door etc….].*
2. *Offers sent by post (DHL, EMS, post, Chronopost, etc.) are accepted in principle, the date of the shipping stamp being taken as proof. However, notwithstanding the conformity of the date of the stamp, the sealed envelopes must arrive physically and registered at the dedicated office before opening the envelopes otherwise they will be returned to the sender.*
3. Offers will remain valid for a period of *90 to 120 (choice depending on the procurement deadline - to be deleted in the version to be published) days* from the submission deadline.
4. *If the specific data of the call for tenders allows it, sending by email is accepted. However, it should respect the terms and channels defined by the contracting authority.*

*Authorized signature of the Customer*

*First and Surname*