



WEST AFRICAN HEALTH ORGANIZATION (WAHO) *al*

**Notice of Publication of Addendum No. 1**

**Reference: RFB N°: 003/2021/DAF-OOAS relating to the surveillance, protection and guarding of the WAHO headquarters site and its annexes in Bobo-Dioulasso.**

Following a request for clarification and in accordance with the provisions of the Instructions to Tenderers (ITB) 11, amendments are made to the original tender documents. Details of the addendum are available at the following address: <https://data.wahooas.org/tenders/tenders/list>

*Stanley Okolo*

**Prof Stanley OKOLO**  
**Director General**

Annex 1: Addendum

**Amendment 1:** The title SECTION III Tender, Qualification Information, Letter of Acceptance and Contract Forms is supplemented by the provision of a Tender and Tender Guarantee Form (contained in Annexes 2 and 3)

**Amendment 2:** Complete Section II. Bid Data Sheet with :

<b>G Conciliator</b>	
IS37.1	No applicable

It should be noted that disputes during the award of contracts will be governed by the provisions of Articles 24 and 26 of the ECOWAS Procurement Code, 2019 edition.

While contractual disputes are governed by the provisions of Article 26 of the same code.

## Sample of bid security (bank guarantee)

The bank completes this model offer guarantee in accordance with the information in square brackets].

insert name of bank, and address of issuing branch]

Beneficiary : [insert name and address of Buyer]

Date: [insert date]

Bid Security No.: [insert Guarantee No.]

[Bank completes this bid guarantee in accordance with the bracketed information]

Guarantee No. [insert Guarantee No.]

Whereas [insert name of Bidder] (hereinafter referred to as "the Bidder") submitted its bid on [insert date] in response to ITB No. [insert tender number] for the supply of [insert description of supplies] (hereinafter referred to as "the Bid").

TAKE NOTICE that WE, [insert name of issuing guarantee company] with registered office at [insert address of guarantee company] (hereinafter referred to as "the Guarantor"), are pledged to [insert name of Buyer](hereinafter referred to as "the Buyer") for the sum of [insert amount in figures in the currency of the country of the Buyer or an equivalent amount in a freely convertible international currency], [insert amount in words] which the Guarantor hereby undertakes and binds its successors or assigns to pay to the said Buyer in full. Certified by the Guarantor's seal this \_\_ day of \_\_\_\_\_ [insert date]

THE CONDITIONS for fulfilling this obligation are as follows:

1. If the Bidder withdraws its bid within the validity period specified by it in the letter of bid submission, or

2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the validity period :

(a) fails or refuses to sign the Contract (Form); or

(b) fails or refuses to provide the Performance Security, if required to do so by the Instructions to Bidders

We undertake to pay to the Buyer an amount equal to, at the most, the amount stipulated above, upon receipt of the Buyer's first written request, without the Buyer being required to justify his request, it being understood, however, that in his request the Buyer shall note that the amount he is claiming is due to him because one or other or both of the aforementioned conditions have been fulfilled, specifying which one or ones have motivated his request.

This guarantee shall remain in force until the twenty-eighth (28th) day inclusive after the expiry of the period of validity of the offer and any request by the Purchaser to enforce it shall reach the Guarantor by that date at the latest.

Name: [full name of person signing] Title [legal capacity of person signing] Signed [signature of person whose name is on the form].

Signed [signature of the person whose name and title appear above]

Dated \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. [insert date]

### Annexe 3: **Sample submission letter**

[The Tenderer completes the letter below on its letterhead, clearly indicating full name and address.

Notes: Text in italics is intended to facilitate the preparation of the forms and should be deleted from the tender forms]

AOI No.: [insert tender number].

Tender Notice No.: [insert tender notice number]

Variant No.: [insert identification number if this bid is proposed for a variant]

To : insert full name of Purchaser]

We, the undersigned, certify that :

- a) We have examined the Bidding Documents, including Amendment(s) No.: [insert numbers and date of issue of each amendment]; and have no reservations with respect to them;
- b) we meet the eligibility criteria and have no conflict of interest as defined in the ECOWAS Procurement Code;
- c) we have not been excluded by the Purchaser on the basis of the implementation of the bid security declaration as provided in the ECOWAS Procurement Code;
- d) we undertake to provide in accordance with the Bidding Documents and the Delivery Schedule specified in the Bidding Documents the following Supplies and Related Services: (insert brief description of the Supplies and Related Services)
- e) the total amount of our bid, excluding the discount offered in (f) below, is :
- f) In the case of a single lot: [insert the total amount of the bid in words and figures, specifying the various amounts and respective currencies] ;
- g) the discounts offered and the manner in which they are to be applied are as follows:
  - (i) The discounts offered are as follows: [give details of each discount offered] ;
  - (ii) the precise method of calculating these discounts in order to determine the net amount of the offer after application of the discount is as follows (ii) the precise method of calculating such discounts to determine the net amount of the offer after the discount has been applied is as follows: [set out in detail the method of application of each of the discounts offered
- h) our bid shall remain valid for a period of [insert number of days] days from the deadline for submission of bids as set forth in the bidding documents, and shall be binding upon us and may be accepted at any time prior to the expiration of that period
- i) if our bid is accepted, we undertake to obtain a performance security for the Contract in accordance with the bidding documents;
- j) in accordance with the Instructions to Bidders, we shall not participate as a bidder in more than one bid under this Invitation for Bids, except for alternative bids submitted in accordance with the Instructions to Bidders
- k) neither our firm nor our subcontractors or suppliers have been excluded by either the Economic Community of West African States (ECOWAS) or the United Nations.

- l) [insert either "we are not a public enterprise in the Purchaser's country" or "we are a public enterprise in the Purchaser's country and we comply with the provisions of the ECOWAS Procurement Code"];
- m) the following benefits, fees or commissions have been paid or are to be paid in connection with the bidding process or the execution/signature of the Contract:

[state full name of each recipient, full address, reason for payment of each fee or commission, amount and currency, if applicable].

Name of the Beneficiary	Adress	Reason	Amount
_____	_____	_____	_____
_____	_____	_____	_____

(If no amount has been paid or is to be paid, write "nil").

- n) it is understood that this offer, and your written acceptance of it by means of the notification of award of the Contract addressed to us, shall constitute a binding commitment between us until a contract is formally established and signed;
- o) we understand that you are not obliged to accept the lowest evaluated bid or any bid you may have received;
- p) we certify that we have adopted all appropriate measures to ensure that no person acting in our name or on our behalf may engage in fraud and corruption.

Name of Bidder\* [insert full name of Bidder] Name of person signing the bid\*\* [insert full title/title of person signing the bid]

Name of the person signing the bid\*\* [insert full title/capacity of the person signing the bid]

As [indicate capacity of signatory]

Signature [insert signature]

Duly authorized to sign the bid for and on behalf of [insert full name of Bidder]

Dated \_\_\_\_\_ day of [insert date of signature]

\*In the case of a bid submitted by a joint venture, indicate the name of the joint venture or its partners as the Bidder.

\*\*The person signing must have a power of attorney given by the Bidder, to be attached to the bid.