

**Appendix 1 : Descriptive and Quantitative Schedules/Proforma**

No	DESIGNATION OF THE JOINT	QTY	UNIT PRICE FCFA	TOTAL PRICE FCFA	DELIVERY TIME (DAYS)
1	2023 wall display calendars	500			
2	2023 Large leaf table calendars (spiral)	250			
3	2023 Agendas	300			
4	Electronic mock-up / Physical sample (electronic mock-up provided in the offer and physical sample provided 14 days after signing the contract)	1			
	<b>Excluding VAT</b>				
	<b>Total including all taxes</b>				

Validity of the offer: 180 days

Established this bill of lading in the amount of \_\_\_\_\_

Date

Signature by authorized person

## Appendix 2: Technical Specifications Table

No	Detailed description of the article	Technical specifications required	Technical specifications proposed by the suppliers
1	2023 wall display calendars	<ul style="list-style-type: none"> <li>• <b>One page</b> Special Format: W= 345 mm / H= 880 mm</li> <li>• <b>Calendar</b> with figures large enough to be readable from a distance</li> <li>• <b>An ECOWAS page</b> (month of May), with the logo and/or the headquarters, and one or more messages or slogans of the community institution.</li> <li>• <b>A special page for the month of July</b>, reserved for the anniversary of the creation of WAHO</li> <li>• <b>Paper</b> : Coated 170 g</li> <li>• <b>Quantity</b>: 500 copies</li> <li>• <b>Acquisition</b> of third party artwork/calendar to be provided and validated once contract is signed: see item 4 on the quotation form</li> <li>• <b>Finish</b> : White Spirals</li> </ul> <p><b>NB:</b> An electronic mock-up must be attached to the offer. It must show at least : the format, cover, cover pages, description of the weight of the interior papers, the bookmark and the ornament and must be attached to the offer</p>	
2	2023 Large leaf table calendars (spiral)	<ul style="list-style-type: none"> <li>• <b>Media size</b>: 200 X 260 mm</li> <li>• <b>Sheet size</b>: 190 X 220 mm</li> <li>• <b>Calendar</b> with figures large enough to be readable from a distance</li> <li>• <b>An ECOWAS page</b> (month of May), including the logo and/or the headquarters, and one or several messages or slogans of the community institution. A special page for the month of July, reserved for the anniversary of the creation of WAHO</li> <li>• <b>Paper</b> : Coated 170 g</li> <li>• <b>Finishing</b> : White spiral</li> <li>• <b>Paper stock</b>: Hardboard, inflexible, with WAHO addresses printed on 130g coated paper</li> <li>• <b>Acquisition</b> of third-party artwork/calendar to be provided and validated once the contract is signed: see item 4 on the quotation form</li> </ul> <p><b>NB:</b> An electronic mock-up must be attached to the offer. It must show at least : the format, cover, cover pages, description of the weight of the interior papers, the bookmark and the ornament and must be attached to the offer</p>	

No	Detailed description of the article	Technical specifications required	Technical specifications proposed by the suppliers
3	2023 Agendas	<ul style="list-style-type: none"> <li>• <b>Format</b> : 21 cm x 27 cm</li> <li>• <b>Quantity</b> : 200</li> <li>• <b>Cover</b> : Laminated on foam board recto - flat verso</li> <li>• <b>Printing</b> WAHO logo : one color (gold)</li> <li>• <b>Cover pages</b> : blank at the beginning and end</li> <li>• <b>Weekly</b> : standard Africa 128 pages printed in 2 colors on 80g offset <ul style="list-style-type: none"> <li>○ 16 pages Africa info</li> <li>○ Standard Africa Atlas 8 pages in 4 colors on 115g glossy paper</li> </ul> </li> <li>• <b>Bookmark</b> : woven</li> <li>• <b>Ornament</b> : Installation of 2 gold corners</li> <li>• <b>Customized pages WAHO</b>: 3 books (French, English, Portuguese) on 170g coated paper.</li> <li>• <b>Professional layout</b> (12 to 24 pages max)</li> <li>• <b>Mock-up / WAHO</b> personalized pages to be provided and validated once the contract is signed: see item 4 on the quotation form</li> </ul> <p><b>NB</b>: An electronic mock-up must be attached to the offer. It must show at least : the format, cover, cover pages, description of the weight of the inner papers, the bookmark and the ornament and must be attached to the offer</p>	
4	Electronic mock-up / Physical sample	<p><b>The electronic mock-up must show at least :</b> format, cover, endpapers, description of the weight of the inner papers, bookmark and ornament and should be attached to the offer</p>	

### Common specifications for all three items (design/creative standards)

The above listed media models should be built on the basis of the following concepts:

- Respect for the principle of 3 languages, WAHO being a specialized Institution of ECOWAS which gathers 15 countries including French, English and Portuguese speakers;
- the Objectives and Missions of WAHO;
- Respect for the colors of the emblems, map, flags of WAHO as well as member countries;
- creativity, originality and harmony in the creation of the models;
- sobriety in the colors, stylizations and general appearance of the designs;
- not to forget that WAHO was created in 1987 and July 9 is its official anniversary

**NB:** The completion of this table by the bidder is mandatory. Its absence or non-completion is eliminatory if no documentation is attached to assess the conformity of the specifications of the items.

Date

Signature by authorized person