



**WEST AFRICAN HEALTH ORGANISATION
WEST AFRICAN HEALTH ORGANIZATION
ORGANIZAÇÃO OESTE AFRICANA DA SAÚDE**

Lassa Fever Vaccine Coalition Project

Funding: CEPI

Acquisition of IT tools and equipment – Support for the operationalization of the Lassa Fever Coalition.

Request for Quotations: N°RFQ/ CEPI-WAHO/2026/06

April 2026

Section I - Instructions to Suppliers¹

¹ The Instructions to Bidders do not form part of the contract and are no longer applicable once the contract is signed.

The purpose of Section I is to provide suppliers with the information they need to submit their bids in accordance with the terms and conditions set by the contracting authority. It also provides information on the submission of tenders, the opening of tenders, the evaluation of tenders and the award of the contract.

Has. Introduction

- 1. General provisions** 1.1 The term "day" refers to a calendar day.

B. The Request for Quotations File

- 2. Contents of the Dossier** 2.1 The Request for Quotations file describes the supplies covered by the contract, sets out the procedures for the consultation and stipulates the conditions of the contract. The file includes the following documents:
- (a) Request for Quotation (RFQ)
 - (b) Descriptive and Quantitative Slip (BDQ)
 - (c) Quotation Letter Template
 - (d) Contract Letter Template
 - (e) Quotation Comparison Table Template
- 2.2 The Supplier shall review the instructions, models, conditions and specifications contained in the Consultation Documents.

C. Preparation of tenders

- 3. Language of the offer** 3.1 The quotation as well as all correspondence constituting the quotation will be written in the language of the Buyer's country.
- 4. Offering documents** 4.1 The quotation submitted by the Supplier will include the following completed documents:
- (a) the quotation letter, dated and signed;
 - (b) the Descriptive and Quantitative Slip duly completed, dated and signed;
 - (c) the draft contract letter, completed, dated and signed.
 - (d) the technical specifications table filled out with the prospects

- 5. Rating** 5.1 The Supplier shall specify in the quotation letter the place of delivery and the nature of the prices:
- has. excluding VAT (excluding VAT);
 - and**
 - b. including all taxes (including VAT).

- 5.2 The Supplier shall complete the Descriptive and Quantitative Schedule provided in the Request for Consultation File, indicating the characteristics of the supplies in the line reserved for it, the unit prices, the total price for each item and the delivery times of the supplies it proposes to deliver in execution of this contract.

- 5.3 The Supplier will complete and sign the draft Contract Letter

- 6. Currencies of the offer** 6.1 Prices will be denominated in the currency of the Buyer's country.

- 7. Validity period of quotations** 7.1 Quotations will be valid for the period stipulated in the Quotation Request letter.

D. Filing of quotations

- 8. Sealing and marking of offers** 8.1 Suppliers shall place the original and copies of their quotation in a sealed envelope:
- (a) addressed to the Buyer at the address indicated in the Request for Quotation letter; and
 - (b) will bear the name of the project, the title and the number of the Consultation, as indicated in the Request for Quotation letter.
- 9. Deadline for submission of tenders** 9.1 Quotations must be received at the address specified in paragraph 8.1(a) above no later than the time and date indicated in the Quotation Request letter.

E. Opening of tenders and evaluation of tenders

- 10. Opening of bids by the Agency** 10.1 The Buyer will open the bids in the presence of the representatives of the Suppliers who wish to attend the opening, on the date, at the time and at the address specified in the Request for Quotation letter.
- 10.2 The Buyer will prepare a report of the opening session.
- 11. Evaluation and Comparison of Offers** 11.1 The Buyer will evaluate and compare the quotation in the following order:
- the examination of the conformity of the quotations, from the point of view of compliance with the conditions of the request for quotations (technical specifications, etc.);
 - the verification of arithmetic operations, multiplying the unit prices by the quantities if necessary and using the price in letters to make the necessary corrections;
 - the development of a summary table of quotations.

F. Contract award

- 12. Contract award** 12.1 The Buyer will award the contract to the Supplier, whose offer it will have determined that the offer substantially complies with the provisions of the Request for Quotation Documents, and that it is the lowest quotation.
- 13. Notification of contract award** 13.1 The signing of the contract letter by the Supplier and the Buyer shall constitute the formation of the contract. This contract letter will be notified by service order, inviting the Supplier to deliver the supplies under the conditions of the Request for Quotation letter.
- 14. Signing the Contract Letter** 14.1 Within one hundred and twenty (120) days from the date of receipt of the quotation, Buyer shall sign and date the Contract and return it to Supplier.
- 15. Corruption and fraudulent schemes** (a) CEPI reserves the right to take any measure it deems appropriate to verify compliance with these ethical rules and reserves the right to:
- (a) reject a tender for the award of the contract if, during the tendering procedure, the tenderer recommended for the award of the contract has engaged, directly or through an agent, in a sanctionable practice with a view to the award of the contract;

- (b) Report that a contract has been wrongly awarded and exercise its rights on the basis of the financing agreement concluded with CEPI concerning the suspension of payments, early repayment and termination if, at any time, the project owner, the successful tenderers or their legal representatives or subcontractors engaged in a punishable practice during the Procedure procurement or execution of the contract without the project owner having taken corrective measures in good time, in particular by failing to inform them in time of this situation, to the satisfaction of CEPI.

CEPI defines the following terms for the purposes of this provision as follows:

Coercive practice	any act that harms or causes harm, or threatens to harm or cause harm indirectly, to any person or to that person's property for the purpose of influencing the actions of any person.
Collusive practice	any agreement between two or more persons intended to achieve an unjust result, such as improperly influencing the actions of another person.
Corrupt practice	any act of promising, proposing, granting, making, pressing, receiving, soliciting, directly or indirectly, any unlawful payment or undue advantage to or from any person, with a view to influencing the actions taken or to be taken by a person not to take a particular action.
Fraudulent practice	any act or omission, including misrepresentation, that intentionally misleads or is intended to mislead any person for the purpose of obtaining a benefit or avoiding an obligation.
Obstructionist practices	(i) any act of deliberately destroying, falsifying, altering, concealing, or making false statements to investigators to materially impede an investigation of allegations of a Corrupt Practice, Fraudulent Practice or Collusive Practice, or threatening, harassing or intimidating any person to prevent him or her from disclosing his or her knowledge about matters under investigation or prosecuting the survey, or (ii) any act intended to materially impede CEPI's access to confidential information relating to an official investigation into allegations of a Corrupt Practice, Fraudulent Practice, Coercive Practice or Collusive Practice.
Punishable practice	any Coercive Practice, Collusive Practice, Fraudulent Practice, Obstructionist Practice or Corrupt Practice (the terms of which are defined herein) that is punishable under the Funding Agreement.

II.

Section II - Request for Quotations Letter



WEST AFRICAN HEALTH ORGANISATION WEST AFRICAN HEALTH ORGANIZATION ORGANIZAÇÃO OESTE AFRICANA DA SAÚDE

Mr. Director of the

XXXXXXXXXXXXX.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXX,

XXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Email: XXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXX

ECOWAS//A10/WAHO/D/2026/0068

Abidjan , April 7, 2026

Ref N° RFQ/ CEPI-WAHO/2026/06 of April 7, 2026

Subject : Request for Quotations for the Acquisition of Computer Tools and Equipment – Support for the Operationalization of the Lassa Fever Coalition

Dear Madam, Sir,

As part of the implementation of the above-mentioned project, it is planned to acquire work equipment designated below: **Acquisition of tools and computer equipment – Support for the operationalization of the Lassa Fever Coalition**. This contract is made up of a single and indivisible lot

The offer must include the technical specifications of the IT equipment offered and must be **costed excluding VAT**.

Your offer must **be valid for one hundred and twenty (120) days**, from the deadline for submission of offers.

This service is to be delivered to WAHO at the level of the RCSDC through the CEPI, within **thirty (30) calendar days after the signature of the contract by the two parties**.

You will find attached the table of quantities and the technical specifications of the equipment that I ask you to kindly quotation and return to me no later than **Monday, April 20, 2026 at 12:00 GMT** the following address: <https://data.wahooas.org/tenders/tenders/list>

For further information, please contact the Procurement Unit at the following address: E-mail: procurement@diffusion.wahooas.org.

Your offer will be encrypted with a code that you will send to the following address:

<https://data.wahooas.org/tenders/tenders/list> on **Monday, April 20, 2026 between 8:30 a.m. and 12:00 p.m. GMT**.

Bidders who wish to participate in the opening session can do so by sending a request for a link from Microsoft Teams to participate in the session to the Procurement Unit at the following address: Email: procurement@diffusion.wahooas.org

You are invited to submit an offer that gives all possible details and respects the price standards.

Any bids that do not substantially comply with the technical specifications, whether requested or not, accompanied by the technical specifications and prices files, or not signed by the authorised person or presenting flagrant indications of collusion will be rejected.

Please accept, Mr. Director General, my best regards.

Dr. Melchior Athanase J. C. AÏSSI
Director General

Section III – Sample Appendices

1. Quotation Letter

Date: _____

Request for Quotation No: _____

A: [name and address of Buyer]

Gentlemen and/or Ladies,

After reviewing the Request for Quotations Package which we hereby formally acknowledge receipt of, we, the undersigned, offer to provide and deliver **IT tools and materials – Support for the operationalization of the Lassa Fever Coalition** in accordance with the Request for Quotation and for the sum of *[total offer price in numbers and letters]* or other amounts listed in the attached Descriptive and Quantitative Schedule, which forms part of this quotation.

We undertake, if our offer is accepted, to deliver the supplies according to the provisions specified in the Quantitative Descriptive Schedule.

We commit to the terms of this offer for a period of 120 days from the date set for the opening of the bids, as stipulated in the Request for Quotations Letter; The offer will continue to be binding on us and may be accepted at any time before the end of this period.

Until a proper contract is prepared and signed, this offer, together with your written acceptance and notification of award of the contract, shall constitute a mutually binding contract.

On _____ day of _____ 20 _____.

[Signature]

[Title]

Duly authorized to sign an offer for and on behalf of: *[Name of Buyer]*

Restricted Consultation No. __ of __/__/__

Award date __/__/__

2 - Quantitative description form
(to be completed by the Supplier)

No	Detailed Item Description	Unit	Quantity	Unit price excl. VAT (In figures)	Total Price	Shipping	
						Deadline	Location
1	Convertible Laptop (2-in-1)	Unit	1				RCSDC located in Abuja, Nigeria address: 15 Buchanan Cres, Wuse, Abuja 904101, Federal Capital Territory, Nigeria
2	Smartphone	Unit	1				
3	Colour multifunction printer (laser)	Unit	1				
					GRAND TOTAL EXCL. VAT		
					VAT		
					Total incl. VAT		

Validity of the offer..... days

Restricted Consultation No. __ of __/__/__

Award date __/__/__

3 – Technical description and specification of the Supplies

Technical specifications

The bidder must attach to its bid the prospectuses demonstrating that the proposed equipment complies with the specifications requested in the request for quotation and a comment highlighting any discrepancies.

Technical specifications					
No.	Wording	Quantity	Technical specifications requested	Technical specifications proposed by the tenderer [to be completed by the tenderer with precision of the makes and designs]	Commentary on discrepancies [to be completed by the tenderer if any]
1	Convertible Laptop (2-in-1)	1	<ul style="list-style-type: none"> – Recent generation processor, 12 cores minimum – Memory: 16 GB minimum – Storage: 1TB SSD minimum – Touchscreen: 13.5 to 14 inches, minimum resolution 2.8K, brightness ≥ 400 nits – Powerful integrated graphics or equivalent – QWERTY Backlit Keyboard (French) – Connectivity: Wi-Fi 6E minimum, Bluetooth 5.3 minimum, ≥ 2 USB-C ports, ≥ 1 USB-A port, audio jack – Built-in camera: 5 MP ≥ with privacy feature – Battery life: ≥ 10 hours – Operating system: Windows 11 Pro 64-bit or equivalent – Accessories: compatible active pen, carrying case, USB-C charger 		
2	Smartphone	1	<ul style="list-style-type: none"> – Display: 6.1-inch ≥, minimum FHD+ resolution, 120Hz refresh rate ≥ – Processor: Recent generation high performance or equivalent – RAM: ≥ 8 GB – Internal storage: ≥ 256 GB – Multi-sensor main camera, 50 MP ≥ main sensor 		

			<ul style="list-style-type: none"> - Front camera: ≥ 12 MP - Connectivity: 5G, Wi-Fi 6E minimum, Bluetooth 5.3 minimum, NFC, USB-C - Battery: ≥ 3900 mAh, fast charging - SIM: Dual SIM or eSIM - Operating system: Android 14 or higher or equivalent - Accessories: protective case, screen protector, USB-C cable 		
3	Colour multifunction printer (laser)	1	<ul style="list-style-type: none"> - Functions: Print, Copy, Scan, Fax - Technology: Color Laser - Print speed: ≥ 33 pages/minute (A4) - Resolution: $\geq 600 \times 600$ dpi - Maximum monthly cycle: $\geq 80,000$ pages - Recommended monthly volume: $\geq 4,000$ pages - Connectivity: USB, Ethernet, Wi-Fi, mobile and direct wireless printing - Two-sided printing: automatic - Display: 4.3-inch \geq color touch screen - Compatibility: Windows, macOS, Android, iOS - Accessories: Starter consumables (toners) 		
8	Warranty	6 months for all equipment			

NB The above technical specifications are defined in terms of minimum performance and required features. Any implicit reference to a particular standard, technology or feature should be interpreted to include any equivalent solution with at least equal performance.

4 - Contract Letter



**WEST AFRICAN HEALTH ORGANISATION
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Lassa Fever Vaccine Coalition Project

Funding: CEPI

LETTER N°RFQ/ CEPI-WAHO/2026/06 of April 7, 2026

Subject: Acquisition of Computer Tools and Equipment – Support for the Operationalization of the Lassa Fever Coalition

Come in

The West African Health Organization (WAHO),

and

THE COMPANY

Funding: CEPI

Total amount (excl. VAT):

April 2026

Market

Between **the West African Health Organization (WAHO)**, located at 19 Street of Peace, Sebroko, Abidjan, Ivory Coast, represented by its Director General, **Dr. Melchior Athanase Joël C. AISSI** (hereinafter referred to as "the client") on the one hand, and:

Company name: **XXXXXXXXXXXX**, (hereinafter referred to as the "Supplier").

Legal form: **XXXXXXXXXXXXXXXXXXXXXXX**

Address: **XXXXXXXXXXXXXXXXXXXXXXX**

City: **XXXXXXXXXXXXXXXXXXXXXXX**

Country: **XXXXXXXXXXXXXXXXXXXXXXX**

Phone: **XXXXXXXXXXXXXXX**. Email – XXXXXXXXXXXX

Represented by his appointed representative: **XXXXXXXXXX**

It was agreed as follows:

1. PURPOSE

The company accepts the Acquisition of Computer Tools and Equipment – Support for the Operationalization of the Lassa Fever Coalition in accordance with its offer dated , specifying the prices of the contract to which it is awarded.

2. SUPPLY DETAILS

Details of the contract are attached.

3. CONTRACTUAL DOCUMENTS

The following documents shall be deemed to be an integral part of the Contract and to be read and construed as such:

- 1) This Market Agreement;
- 2) The letter of notification of the award of the Contract sent to the Supplier by the Buyer;
- 3) the technical specifications of the equipment offered;
- 4) the quotation letter (submission of the offer);
- 5) Quantitative Descriptive Schedules (Price Schedules) submitted by the Supplier.

4. Language of the contract

The applicable language of this Agreement shall be English, and all statements and other communications relating to or in accordance with the terms of the Agreement (including, without limitation, those relating to issues, disputes, and conflicts) shall be in English.

5. CONTRACT AMOUNT

The amount of the contract is exclusive of **VAT and cannot be changed.**

6. DELIVERY TIME AND PLACE

All equipment will be delivered, installed and commissioned at the RCSDC premises located in the RCSDC offices located in Abuja, Nigeria address: 15 Buchanan Cres, Wuse, Abuja 904101, Federal Capital Territory, Nigeria.

The delivery time is as follows:

- Acquisition of IT tools and equipment – Support for the operationalization of the Lassa Fever Coalition should be available and put into service no later than 30 calendar days after the contract is signed by both parties.

7. GUARANTEE OF GOOD PERFORMANCE

Within twenty-eight (28) days of receipt of the notification of award of the Contract, the Supplier shall provide a guarantee for the proper performance of the Contract in the amount of 10% of the amount of the Contract. The performance bond shall be paid to the Purchaser for any loss resulting from the Supplier's failure to perform all of its obligations under the Contract.

The Buyer shall release and return to the Supplier the performance bond no later than twenty-eight (28) days after the date of completion of the obligations incumbent on the Supplier in respect of the performance of the Contract, including the technical guarantee obligations

8. RECEPTION

The establishment and functionality of all the information equipment will be made by the internal commission for the reception of goods, works and services of the WAHO. This acceptance will be sanctioned by a report of acceptance.

9. PENALTIES

In the event that the equipment and related services are not delivered within the deadline, the Supplier will be subject to a penalty of 0.5% of the contract amount per week of delay for a maximum percentage of 5%. If necessary, the project reserves the right to terminate the contract.

10. PAYMENT SCHEDULE

Payments will be made in a single instalment of 100% of the contract amount, following the observation of the commissioning and functionality of all computer equipment, which is sanctioned by an acceptance report.

The Supplier must pre-finance the supply and installation of everything, including all accessories and labour (included in the price) until acceptance.

11. PAYMENT METHOD

The commercial invoice must (1) include a full statement of charges, (2) state that all prices are net of any negotiated discounts and price reductions, (3) state the origin of the products, and (4) be manually signed by the Supplier's authorized representative.

Payments will be made by transfer to account N° or by bank cheque for the benefit of **the company.....**

12. TAX REGIME

In accordance with the Headquarters Agreement signed between the Government of the Federal Republic of Nigeria and ECOWAS on the one hand, and the Value Added Tax (VAT) Exemption Certificate issued by WAHO/RCSDC on the other hand, this contract is exempt from VAT, customs duties, and registration fees. To comply with tax requirements, invoices must separately indicate the prices and amounts excluding tax, the taxes, and the total amount including tax.

13. DISPUTE RESOLUTION

Any dispute related to this Agreement that the parties cannot resolve amicably shall be submitted to the ECOWAS Court of Justice

14. Force majeure clause

If the Supplier fails to perform any of its obligations under this Agreement as a result of a force majeure event, it shall not be liable to pay the Buyer any additional costs resulting from such failure to do so and the time limit for making available for sampling shall be extended by the duration corresponding to the event, provided that

the Supplier notifies the Buyer in writing, within ten (10) days of the commencement of the force majeure event, such breach(es) and the cause(s) relating thereto. The term "force majeure event" characterizes an event external to the Supplier, unforeseeable and irresistible, which is likely to make it impossible for it to perform its obligations under this Contract. Examples of force majeure events include, but are not limited to, sovereign acts of governments, fires, floods, epidemics, revolutions, quarantines, freight embargoes, or unusually bad weather conditions. A delay caused by an agent or subcontractor does not constitute a force majeure event, unless the cause of such delay, suffered directly by the Supplier, can be qualified as such.

B. Notwithstanding the occurrence of a force majeure event, the Supplier, unless otherwise instructed in writing by the Buyer, shall continue to perform its obligations under this Agreement to the maximum extent possible. In addition, the Supplier shall, at no additional cost, seek all reasonable alternative means of performance of its obligations that have not been impeded by the force majeure event.

C. The occurrence or continuation of a force majeure event does not in itself entitle the Supplier to increase the prices stipulated in this Agreement.

15. CONTRACT APPROVAL

This contract shall enter into force from the date of the last signature by the contracting parties.

IN WITNESS WHEREOF the parties to this Procurement have caused this document to be signed in accordance with the laws of ECOWAS, on the day and year mentioned below.

Signed, Done at Abidjan, this 2026

Read and accepted by the Supplier,

(for WAHO)

(for the Supplier)

Dr. Melchior Athanase J.C. AÏSSI
Director General

XXXXXXXXXXXXXXXXXXXX

Appendix 1: Warranty model

Proper execution (bank guarantee)

[At the request of the selected Bidder, the bank (guarantor) shall complete this standard performance bond in accordance with the indications in italics]

Date: [insert date]

AO Number: [insert number]

Title of the AO: [insert title]

[insert name of Bank and address of Bank of issue]

Beneficiary:[insert name and address of Buyer]

Date: [insert date]

Performance Guarantee No. : [Insert No]

Guarantor:[insert name of Bank, and address of issuing agency, unless on the header]

We have been informed that [insert name of Supplier] (hereinafter referred to as "the Supplier") has entered into Contract No. [Insert No] dated [insert date] for the supply of [insert description of supplies and related services] (hereinafter referred to as "the Contract").

In addition, we understand that a performance bond is required under the terms of the Contract.

At the request of the Supplier, we [insert name of Bank] hereby unreservedly and irrevocably undertake to pay you on first demand any sums of money that you may claim up to [insert sum in figures. The Guarantor must insert an amount representing the amount or percentage mentioned in the Contract either in the currency(ies) mentioned in the Contract, or in any other freely convertible currency acceptable to the Buyer.] [Insert sum in letters]. Your request for payment must be accompanied by a statement that the Bidder is not in compliance with the terms of the Contract, without you having to prove or give the reasons or the reason for your request or the amount indicated in your request.

This warranty expires no later than twelve months after receipt of all related equipment and services, 1 and any request for payment must be received by that date at the latest.

This warranty is governed by the ICC Uniform Rules for On-Demand Warranties - 2010, ICC Publication No. 758, except for subparagraph 15(a)(ii) which is hereby excluded.

[Insert name and position of the person authorized to sign the guarantee on behalf of the Bank]

[Insert signature]
