



WEST AFRICAN HEALTH ORGANIZATION  
ORGANISATION OUEST AFRICAINE DE LA SANTE  
ORGANIZAÇÃO OESTE AFRICANA DA SAÚDE

**Funding: Community Levy Fund**

**Acquisition of event services/services in the context of the organization of the  
ECOWAS Assembly of Ministers of Health (AHM)**

**Request for Quotation: N°RFQ/ ADMI-WAHO/2026/08**

**March 2026**

## **Section I - Instructions to Suppliers<sup>1</sup>**

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 The Instructions to Bidders do not form part of the contract and are no longer applicable once the contract is signed.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

## **A. 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
- tion** 5.1 The Supplier shall specify in the quotation letter the place of delivery and the nature of the prices:
- a. 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 contracting authority, the title and the number of the Consultation, as indicated in the Request for Listing 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 quotations 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, deadline, 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 has determined is substantially in accordance with the provisions of the Request for Quotation Documents, and that it is the lowest evaluated 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) ECOWAS 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, 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 a timely manner, in particular by not informing them in time of this situation, in a manner satisfactory to ECOWAS.

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

<b>Coercive practice</b>	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.
<b>Collusive practice</b>	any agreement between two or more persons intended to achieve a purpose, such as improperly influencing the actions of another person.
<b>Corrupt practice</b>	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 inducing a person not to take a particular action.
<b>Fraudulent practice</b>	any act or omission, including misrepresentation, that intentionally misleads or is intended to mislead any person for the purpose of obtaining benefit or avoiding an obligation.
<b>Obstructionist practices</b>	(i) any act of deliberately destroying, falsifying, altering, concealing or obstructing an investigation, 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 or attempting 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 contract information relating to an official investigation into allegations of a Corrupt Practice, Fraudulent Practice, Coercive Practice or Collusive Practice.
<b>Punishable practice</b>	any Coercive Practice, Collusive Practice, Fraudulent Practice, Corrupt Practice or Obstructionist Practice (the terms of which are defined herein) that is prohibited under the Funding Agreement.

**II.**

## **Section II - Request for Quotations Letter**



WEST AFRICAN HEALTH ORGANIZATION  
ORGANISATION OUEST AFRICAINE DE LA SANTE  
ORGANIZAÇÃO OESTE AFRICANA DA SAÚDE

Request for quotation N° RFQ/ ADMI-WAHO/2026/08 of 30 march 2026

To the Director

**Subject** : Request for quotation for the acquisition of event services/services in the framework of the organization of the ECOWAS Assembly of Ministers of Health (AHM)

**Dear Madam, Sir,**

It is planned as part of the execution of the above-mentioned project to acquire work equipment designated below: **Acquisition of event services within the framework of the organization of the ECOWAS Assembly of Ministers of Health (AHM)**. This contract is made up of a single and indivisible lot

The offer must include the technical specifications of the services 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 in Freetown, Sierra Leone, over a period from **12 to 26 April 2026**. The contract will remain valid for **a period of two (02) months** from its signature **by both parties**.

You will find attached the table of quantities and the technical specifications of the expected benefits/services that I ask you to kindly complete and return to me no later than **15 April 2026 at 10:00 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](mailto:procurement@diffusion.wahooas.org).

Your offer will be encrypted with a code that you will send at the same time as the offer to the following address: [procurement@diffusion.wahooas.org](mailto:procurement@diffusion.wahooas.org) on the day of the opening of bids scheduled for **15 April 2026 at 10: 30 GMT**

Bidders who wish to participate in the opening session can do so by sending a request for a link from

Microsoft TeAHM to participate in the session to the Procurement Unit at the following address: Email: [procurement@diffusion.wahooas.org](mailto: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 authorized person or presenting flagrant indications of collusion will be rejected.

**Upon awarding, quantities may be reduced or increased by up to 15%**

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



**Dr. Melchior Athanase J. C. AÏSSI**  
**Director General**

19, Rue de la Paix, Sebroko, Abidjan, Côte d'Ivoire  
[www.wahooas.org](http://www.wahooas.org)

### **Section III – Sample Appendices**

## 1. Quotation Letter

Date: \_\_\_\_\_

Request N Quotation N°: \_\_\_\_\_

*A: [name and address of Buyer]*

Gentlemen and/or Ladies,

After having examined the Request for Quotations File, which we hereby officially acknowledge receipt of, we, the undersigned, offer to provide the acquisition of event services/services in the framework of the organization of the ECOWAS Assembly of Ministers of Health (AHM), in accordance with the Request for Quotation and for the sum of *[total price of the offer in figures 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]*

Request for Quotation No \_\_ of \_\_/\_\_/\_\_

date \_\_/\_\_/\_\_

Award

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

No	Detailed description of services/services	Unit	Qty	Unit price excl. VAT (In figures)	Total Price	Shipping	
						Duration	Location
I	Promotional Services						
1	Visibility's communication materials	Overall	1			15 days	Freetown, Sierra Leone, at the Radisson Blu Hotel
2	Decoration (dining room; ministerial meeting room)	Overall	1			15 days	
3	Handbags (150 pieces)	Unit	150			15 days	
4	Hostesses (10 people)	Unit	10			15 days	
5	Public address system (1 unit)	Unit	1			15 days	
6	Sofas for Ministers (15 units)	Unit	15			15 days	
II	Logistics service					15 days	
7	Car rental (15 vehicles 12 vehicles 4X4 and 3 bus of at least 30 seats)	Unit	15			15 days	
8	Airport and Sea coach Pickup (150 people over 2 weeks)	People	150			15 days	
9	Internet coverage (5 routers, Internet services, 1 technician)	Overall	1			15 days	
10	Large format computers, printers and copiers (1 units per equipment)	Unit	3			15 days	
11	Notepads, pens, folders (150 items)	Unit	150			15 days	

12	A4 paper and document binding (lump sum)	Package	2			15 days	
13	Hydroalcoholic gel (150 items)	Unit	150			15 days	
14	Sweet and bitter kola nuts on the tables (150 items)	Unit	150			15 days	
				GRAND TOTAL EXCL. VAT			
				VAT			
				Total incl. VAT			

Offer valid for 120 days

Restricted Consultation No. \_\_ of \_\_/\_\_/\_\_

Award date \_\_/\_\_/\_\_

**NB: Upon awarding, quantities may be reduced or increased by up to 15%**

### 3 – Technical description and specification of the Supplies/Services

The tenderer must attach to its tender the prospectuses demonstrating that the proposed equipment/services/services are in accordance with the specifications requested in the request for quotation and a comment highlighting any discrepancies.

No	Detailed description of services/services	Technical specifications requested	Proposed specifications and any comments by the bidder to be completed at the risk of elimination
I	Promotional Services		
1	Visibility's communication materials	<ul style="list-style-type: none"> <li>• Roll-up</li> <li>• Colour brochures</li> <li>• Flyers, posters</li> <li>• Backdrop banner</li> </ul>	
2	Decoration (dining room; ministerial meeting room)	<ul style="list-style-type: none"> <li>• Quality and professional decoration</li> <li>• Floral decoration</li> <li>• LED lighting</li> <li>• Institutional Branding</li> </ul>	
3	Handbags (150 pieces)	<ul style="list-style-type: none"> <li>• Printed logo</li> </ul>	
4	Hostesses (10 people)	<ul style="list-style-type: none"> <li>• Event Experience</li> <li>• Bilingual FR/EN</li> </ul>	
5	Public address system (1 unit)	<ul style="list-style-type: none"> <li>• Wireless Mics <math>\geq 4</math></li> <li>• Mixer</li> <li>• Dedicated technician</li> <li>• Speakers</li> </ul>	
6	Sofas for Ministers (15 units)	<ul style="list-style-type: none"> <li>• VIP Sofas</li> <li>• Coffee tables</li> </ul>	
II	Logistics service		
7	Car rental (15 vehicles 12 vehicles 4X4 and 3 bus of at least 30 seats)	<ul style="list-style-type: none"> <li>• Salon Car + Bus</li> <li>• Drivers included</li> <li>• Comprehensive insurance</li> </ul>	
8	Airport and Sea coach Pickup (150 people over 2 weeks)	<ul style="list-style-type: none"> <li>• Personalized welcome</li> <li>• Flight coordination</li> <li>• Baggage assistance</li> </ul>	

9	Internet coverage (5 routers, Internet services, 1 technician)	<ul style="list-style-type: none"> <li>• 5 Wi-Fi routers</li> <li>• Throughput <math>\geq</math> 20 Mbps</li> <li>• IT Technician</li> </ul>	
10	Large format computers, printers and copiers (1 units per equipment)	<ul style="list-style-type: none"> <li>• <math>\geq</math> i5 Computers</li> <li>• Multifunction printers</li> <li>• A3 photocopier</li> </ul>	
11	Notepads, pens, folders (150 items)	<ul style="list-style-type: none"> <li>• Branded Notepad</li> <li>• Branded Pens</li> <li>• Branded folders</li> </ul>	
12	A4 paper and document binding (lump sum)	<ul style="list-style-type: none"> <li>• A4 80g Paper</li> <li>• Spiral/thermal binding</li> </ul>	
13	Hydroalcoholic gel (150 items)	<ul style="list-style-type: none"> <li>• <math>\geq</math> 70% alcohol</li> <li>• Bottles <math>\geq</math> 100 ml</li> </ul>	
14	Sweet and bitter kola nuts on the tables (150 items)	<ul style="list-style-type: none"> <li>• Fresh products</li> <li>• Hygienic presentation</li> </ul>	

#### **4 - Contract Letter**



WEST AFRICAN HEALTH ORGANIZATION  
ORGANISATION OUEST AFRICAINE DE LA SANTE  
ORGANIZAÇÃO OESTE AFRICANA DA SAÚDE

CONTRACT LETTER N° RFQ/ ADMI-WAHO/2026/08 of .....

**Subject: Acquisition of event services/services in the context of the organization of the ECOWAS Assembly of Ministers of Health (AHM)**

Between

**The West African Health Organization (WAHO),**

and

**THE COMPANY .....**

**Funding: Community Levy Fund**

**Total amount (excl. VAT):**

**Runtime:**

**March 2026**

## **Contract**

Between **the West African Health Organization (WAHO)**, whose registered office is located at 19, Rue de la Paix, Sebroko, Abidjan, Côte d'Ivoire, represented by its Director General, Dr. Melchior Athanase J.C. AÏSSI (hereinafter referred to as the "Buyer") of the one part, and

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

Legal form: **XXXXXXXXXXXXXXXXXXXXXXXXXX**

Address: **XXXXXXXXXXXXXXXXXXXXXXXXXX**

City: **XXXXXXXXXXXXXXXXXXXXXX**

Country: **XXXXXXXXXXXXXXXXXXXXXX**

Phone: Email – **XXXXXXXXXXXXXX**

Represented by its appointed representative: **XXXXXXXXXXXXXXXXXXXXXXXXXX**, of the other part,

It was agreed as follows:

### **1. PURPOSE**

The company accepts the acquisition of event services/services in the context of the organization of the ECOWAS Assembly of Ministers of Health (AHM), 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 Contract 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/services/services will be delivered, installed and put into service in Freetown, Sierra Leone, at the Radisson Blu Hotel.

The delivery time is 15 days from April 12 to April 26, 2026. The contract will remain valid for a period of two (02) months from the signing by the parties.

## **7. GUARANTEE OF GOOD PERFORMANCE**

Not required

## **8. RECEPTION**

A report of the completion of the services will be signed between the company and the WAHO representatives.

## **9. PENALTIES**

In the event that the equipment and 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 completion of the services sanctioned by a receipt report.

The Supplier shall pre-finance the provision of the services until receipt.

## **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. DISPUTE RESOLUTION**

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

## **13. 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.

**14. 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

**(for WAHO)**

Read and accepted by the Supplier,  
**(for the Supplier)**



**Dr. Melchior Athanase J.C. AÏSSI**  
**Director General**

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