



THE ECPC PROJECT COMMITTEE COORDINATION OFFICE

ECPC Tender Procedures

TERMS AND CONDITIONS OF PARTICIPATION:

Eligibility and rules of origin of Participation: All our tender supply project is open to all legal persons (Participating either individually or in a group (consortium) of tenders foreign companies which are established in all country or territory of the regions covered and/or authorized by the specific instruments applicable to the program under which the contract is financed, All products supplied under this contract must be of good quality and in compliance with standard.

DESTINATION PORT: COTONOU-SEA PORT

CONSIGNEE: ECPC PROJECT COMMITTEE COORDINATION OFFICE

QUOTATION: EX-WORKS OR FOB BASIS

AGENTS: Tenders /supplying company must have a local representative /Attorney

TENDER/CONTRACT SUPPLY DOCUMENT:

The following document is required to be submitted by supplier as their contract supply document.

- A quotation or pro-forma Invoice covering the products to be supply.
- A letter of Intent stating supplier's ability to handle the contract.
- A letter authorizing and appointing a local Attorney /representative for the tender process.
- A Product Registration Certificate issued by BSO Benin, confirming that the product names have been officially recorded in the Benin Government registry.
- Certificate of standard for the product to be supplied (if any).

SUBMISSION OF TENDER SUPPLY/BID DOCUMENT:

Tender Submission Procedures - Bids/Supply document must be submitted by hand to the Secretary, ECPC Project Committee through the government accredited Agent that will function as a local representative of the company throughout the tender supply processes.

PERFORMANCE GUARANTEE:

The successful Company will be ask to provide a performance guarantee letter in writing immediately after the receipt of the award Notice before the official signing of the contract.

SUPPLY/DELIVERY DURATION:

The tender supply duration is 1-12 months after the suppliers confirmation of full payment and also partial shipment/delivery is allow.

CONTRACT SIGNING:

The contract agreement can be sign electronically i.e. by email or by proxy but shall the Board request that the company appear in person, and then such company should avail themselves at this invitation. But also any supplier who wishes to come for the contract signing by evolution should notify this office in writing.

PAYMENT TERMS:

Every contract winner receives 80% advance payment and then 20% before shipment; the procurement Board also reserves the sole right to pay 100% advance in full.

MEETING AND SITE VISIT:

The procurement Board may at their discretion send a delegation to the suppliers company in other to ascertain their production plant, level of production in progress and have a meeting therein, a supplier who wishes to come for an official negotiation is allow to visit this office on appointment.

LANGUAGE OF THE CONTRACT:

All written communications for this tender procedure and contract must be in English Language

All contract supply document must be address to:

THE ECPC PROJECT COMMITTEE EXECUTIVE CHAIRMAN

ECPC Project Committee Coordination Office

Rue 1363, Abattoir, Cotonou
Littoral, C000

Contact Person:

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Name of Chairman:

Hon. Nachirou Tefrige Honore

ECPC Executive Chairman

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