

Ecobank Nigeria Limited

Request for Proposals for the Provision of Integrated Facility Management Services for the Ecobank Pan African Centre, Nigeria

Request for Proposal Number ENG/RFP/25102023

Letter of Invitation

Dear Sir/Madam,

(1) ECOBANK requests your proposal for the service specified in this request for proposal (RFP). The bidders are invited to communicate their intention to participate to the email address ECOBANKBUSINESSSERVICES@ecobank.com on or before Close of Business on **Tuesday 31st October 2023**.

(2) A prospective bidder requiring any clarification in relation with the bidding documents may notify ECOBANK in writing to the ECOBANK's mailing address indicated in these documents.

All requests for clarification must be received by electronic mail:
ECOBANKBUSINESSSERVICES@ecobank.com no later than 31st October 2023.

ECOBANK will respond to all in writing to all prospective requests for clarification or modification of the bidding documents that it receives on or before 15 November 2023 written copies of the ECOBANK's response (including an explanation of the query but with no indication of its source) will be sent to all prospective bidders.

(3) At any time before the submission of proposals, ECOBANK may, for any reason, whether at its own initiative or in response to a clarification requested by the Bidder, amend the RFP. The amendment shall be sent in writing by email to all firms that have expressed interest in writing to ECOBANK. All amendments issued by ECOBANK will be binding on potential bidders.

(4) Your proposal must be received on or before **20 November 2023** by email as stated below.

Email Address: ECOBANKBUSINESSSERVICES@ecobank.com

(5) Proposals send by email should be in PDF format including separately the technical offer and the financial offer in both Excel and PDF format.

(6) It is the sole responsibility of the bidders to ensure that the technical and financial offers containing the proposal reaches the above address (email) before the time and date indicated in this RFP. Proposals received after the above-mentioned closing time or deadline shall be rejected. The Bank may extend the deadline for submission of proposals at any time without incurring any liability to the bidders.

(7) Proposals must be submitted in English. The Technical Proposal must include information in sufficient detail to allow ECOBANK to consider whether the Bidder has the necessary capability, experience, knowledge, expertise, and the required capacity to perform satisfactorily the services specified along with any other information that may be requested by this RFP.

(8) The Selection shall be based on technical quality and then on the costing(commercials).

(9) Bidders will receive a formal invitation for a presentation to ECOBANK Management if selected/shortlisted.

(10) By submitting the proposal, the bidders confirm that they have considered all the documents of this RFP including the addenda (if any), all the annexes and, the appendices to annexes.

(11) The prices quoted shall be net free and clear of all applicable taxes including withholding tax duties, fees. Prices must be expressed in Nigerian Naira (NGN).

(12) By submitting their bids, each bidder also warrants that they are legally authorized to perform the services and that they are not in default with the tax and social security

obligations in their country. ECOBANK may, at its sole discretion, ask any bidder to provide documentary evidence establishing the same.

(13) Proposals should remain valid for a period of not less than sixty (60) days after the deadline date specified for submission.

(14) ECOBANK will award the contract to the bidder(s) selected in accordance with their evaluation criteria. ECOBANK reserves the right to award one or several contracts because of this RFP.

(15) The Contract shall be governed by the Terms of References. Notwithstanding the above, ECOBANK reserves the right to amend the content of this RFP and to accept or reject any or all proposals and to cancel the bidding process at any time prior to the award of the contract without incurring any liability to any bidder.

(16) Please note that it is the policy of ECOBANK that bidders, observe the highest standard of ethics during the procurement process and execution of such contracts. In pursuance of this policy, ECOBANK will reject a bid if it determines that the Bidder has engaged in corrupt or fraudulent practices in competing for the contract in question.

(17) We look forward to receiving your proposal and thank you for your interest in Ecobank Nigeria Limited (ECOBANK).

Gboyega Falayi

Head, Ecobank Business Services

ATTACHMENTS

[Ecobank IFM RFP BoQ 2024](#)

[RFP FACILITY MGT FOR EPAC 2023](#)