

**Ecobank Transnational Incorporated  
(ETI)**

**REQUEST FOR QUOTATION**

**SUPPLY OF CCTV, AVR and NETWORK EQUIPMENTS**

**REF : “ETIGPCNARFQ017/2023”**

**July 2023**

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## LETTER OF INVITATION

LOME TOGO,

**Subject: Supply of CCTV, AVR and Network Equipment.**

Dear Prospective Bidders.

ECOBANK hereby invites you to submit your proposals for this RFQ for the above-referenced subject.

Your offer, comprising of a Technical Bid and Price Schedule, should be submitted in accordance with the terms and templates of this RFQ.

Please be advised that ECOBANK is not bound to accept any proposal, pre-select any offeror, issue a purchase order, nor be responsible for any costs associated with a service providers preparation and submission of a proposal, regardless of the outcome or the manner of conducting the selection process.

Details of the requirement and timelines are articulated in this document. The schedule of the events is as follows.

Events	Deadlines*
RFQ release	04 <sup>th</sup> July 2023
Offerors confirmation of participation	13 <sup>th</sup> June 2023
Offerors RFQ Questions/Clarification	17 <sup>th</sup> July 2023
Offerors Response/Deadline for Submission of Proposal	31 <sup>st</sup> July 2023 at 17:00 GMT

\*Please note the dates are purely indicative dates and can change anytime.

Interested offerors should send email or written notification of their intention to respond to this RFQ to [questions.sourcing@ecobank.com](mailto:questions.sourcing@ecobank.com). This e-mail address will also be used to seek clarifications and/or ask any questions related to this (for any question, please use the annex 6 template as included in this RFQ) and make sure to reference in the “subject” field, “ETIGPCNARFQ017/2023”.

Interested offerors are kindly requested to send their offers in PDF and only through electronic version before the deadline at this e-mail address : [etisourcing@ecobank.com](mailto:etisourcing@ecobank.com) while making sure to indicate in the “subject field”: “ETIGPCNARFQ017/2023”

NB: Please do not use [etisourcing@ecobank.com](mailto:etisourcing@ecobank.com) to seek clarifications or raise questions. Instead, use the [questions.sourcing@ecobank.com](mailto:questions.sourcing@ecobank.com) for any questions/clarifications, or intention to participate.

Please note the size of your attachments should not be more than 5MB, and no offer will be received in hard copy at our reception desk.

**In case the size of your documents are bigger than the indicated 5MB, it is advised to send the documents in multiple e-mails by indicating the numbers (ex. ‘ETIGPCNARFQ017/2023’-1 ; ‘ETIGPCNARFQ017/2023’-2 ; ‘ETIGPCNARFQ017/2023’-3).**

We look forward to receiving your proposal and thank you for your interest in ECOBANK.

Sincerely yours.

Janvier K. WUSSINU  
Group Head EBS  
Ecobank Transnational Incorporated (ETI)

## **1. INTRODUCTION**

### **1.1. ABOUT US**

Ecobank Transnational Incorporated (ECOBANK), a public limited liability company and the parent company of the Ecobank Group, was established as a bank holding company in 1985 under a private sector initiative spearheaded by the Federation of West African Chambers of Commerce and Industry with the support of the Economic Community of West African States (ECOWAS).

Today, Ecobank is a leading pan-African bank with operations in 36 countries across Africa. It has a larger African footprint than any other bank in the world. The dual objective of Ecobank Transnational Incorporated is to consolidate a modern pan-African bank and to contribute to the economic development and financial integration of the continent.

Ecobank offers a natural advantage with its unmatched pan-African banking competencies, built up over the last 30 years. Marshaling its impressively broad presence, its proficiency, and its performance, the bank is intent on delivering sustainable returns and playing a catalytic role in the transformation of Africa. It continues to play a pivotal role as a recognized pioneer in financial integration and inclusive banking.

For further information on the Ecobank Group, kindly visit our website at [www.ecobank.com](http://www.ecobank.com)

### **1.2. BACKGROUND AND CONTEXT**

Ecobank currently operates in countries in West, Central, East and Southern Africa, namely Benin, Burkina Faso, Burundi, Cape Verde, Cameroon, Central African Republic, Chad, Congo Brazzaville, Democratic Republic of Congo, Côte d'Ivoire, Equatorial Guinea, Gabon, Ghana, The Gambia, Guinea, Guinea Bissau, Kenya, Liberia, Malawi, Mali, Mozambique, Niger, Nigeria, Rwanda, Sao Tome & Principe, Senegal, Sierra Leone, South Africa, South Sudan, Tanzania, Togo, Uganda, Zambia and Zimbabwe. The Group also has a licensed operation in Paris and representative offices in Beijing, Dubai, Johannesburg, Ethiopia and London.

The bank's focus is on providing solutions-oriented, high-quality products and services to its customers, comprising of individuals, small and medium scale companies, large local corporates, parastatals, non-governmental organizations, and multi-national companies.

Ecobank delivers its services through three customer-focused business divisions: Consumer Banking, Commercial Banking, and Corporate and Investment Banking.

In addition to the traditional products and services, Ecobank offers innovative products and services including Mobile Banking, Remittance, Internet Banking, and the Pan-African Card payment gateway. The aim is to offer customers efficient, reliable and excellent service consistently. The Group operates a “One Bank” construct, which aims at standardizing the Group's processes and procedures irrespective of geographical location or language differences.

In a global situation where all business entities are expected to do more with fewer resources, Ecobank has recently embarked on an ambitious digitalization programme that will ultimately help the bank to reach 100 million customers.

One of the key challenges of the bank is to reduce the cost of doing business so as to provide affordable products and services to its customers. To achieve this, the bank will among other actions, leverage its comparative advantage of having the largest African footprint to significantly bring more efficiency in the procurement of equipments that are used in its daily business process.

## 2. OBJECTIVE OF THE TENDER

### 2.1. GENERAL OBJECTIVES

The objective of this Request for Quotation is to select suppliers to provide the ECOBANK Group with **CCTV, network equipment and automatic voltage regulators** as per the technical requirements specified in Annex 1. This includes the provision of the hardware only. Installation, configuration, wiring for the CCTV for instance will be determined latter based on the need and specific requirements of our various affiliates. This procurement will follow the model of “**Central procurement process management for local distribution to our affiliates**” based on a pre-agreed price valid for 3 years. This means ECOBANK will select bidder(s) from a central procurement process that can be able to deliver the specific **CCTV, network equipment and automatic voltage regulators** and provide maintenance services in the 33 Affiliates where the business is being conducted. Because of this solicitation, Ecobank reserves the right to award and include in “**CCTV, network equipment and automatic voltage regulators** vendor’s roster more than one vendor to supply the equipment’s to the 33 affiliates, provided they have been deemed technically and financially qualified based on the evaluation of their offers. The vendors could also be further classified as “Regional” vendors based on their geographical coverage.

The selection process will be materialized by a Framework Agreement in the form of a “Fixed Price” contract for a period of 3 years renewable upon satisfactory annual performance. A fixed price contract is a contract that will result in concrete deliverables provided to and accepted by ECOBANK. As the name implies, the price of the contract is fixed, and it is not subject to any change during the period of the contract on the basis of the Contractor's cost experience in performing the work, thereby placing full responsibility for all costs and resulting profit or loss on the Contractor. The framework agreement will, however, state the exceptional conditions where adjustment to the price could happen.

With the signed “Framework Agreement”, each individual Affiliate will be issuing their individual Contracts/Purchase Orders based on the agreed prices of the **CCTV, network equipment and automatic voltage regulators** and subsequent services required and pay for them accordingly. During the validity period of the Framework Agreement, Ecobank doesn’t guarantee any commitment for quantity and volume of transactions.

The proposed supply and maintenance of **CCTV, network equipment and automatic voltage regulators** should be delivered in the head offices and branches locations as detailed below based on specific needs: **Benin, Burkina Faso, Burundi, Cape Verde, Cameroon, Central African Republic, Chad, Congo Brazzaville, Democratic Republic of Congo, Côte d'Ivoire, Equatorial Guinea, ., Gabon, Ghana, The Gambia, Guinea Conakry, Guinea Bissau, Kenya, Liberia, Malawi, Mali, Mozambique, Niger, Nigeria, Rwanda, Sao Tome & Principe, Senegal, Sierra Leone, South Africa, South Sudan, Tanzania, Togo, Uganda, Zambia and Zimbabwe.**

*NB: Bidders are requested to mention the geographic areas/countries they can cover in terms of delivery of the requested hardwares and maintenance.*

### 2.2. SPECIFIC OBJECTIVES

The specific objectives of this RFQ can be summarized as follows:

- Achieve enhanced cost management with tangible savings for the Group
- Increase the quality of support services on **CCTV, network equipment and automatic voltage regulators** to affiliates.
- Improve **CCTV, network equipment and automatic voltage regulators** availability and reliability

- Source the **CCTV, network equipment and automatic voltage regulators** market for available new solutions, and new cost-effective equipment functionalities to improve our overall efficiency in providing better services to our clients.
- Agree on prices and sign a Framework Agreement for 3 years with providers renewable annually based on performances.

### 3. SCOPE OF THE WORK.

In 2023 and beyond, ECOBANK intends to invest substantive resources acquire for about 500 cameras, 800 network equipment, and 270 AVR’s for the use of its affiliates across the continent. Please note those quantities are just indicative ones and the actual quantity may increase or decrease depending upon the requirements. The quantities have been provided for the sake of understanding the magnitude of the upcoming needs but cannot be considered as a commitment of ECOBANK to acquire them.

This RFQ is divided into three different lots:

- 1- **Lot 1: Supply, installation, maintenance of CCTV hardware.**
- 2- **Lot 2: Supply, installation, of network equipment**
- 3- **Lot 3: Supply, installation, maintenance of automatic voltage regulators.**

**NB:** *Due to the complexity of the CCTV equipment, the focus in the framework of this RFQ will be limited to some key hardware items such as the Camera unit, the recording units, the NVR and other related accessories as outlined in the Annex 1A ( Lot 1 Supply Installation , maintenance of CCTV hardware) . Once the bidders have been selected with a Framework Agreement signed, if an affiliate want to place to an order, the bidder will be able make a visit and perform a thorough assessment which will allow to come up with a comprehensive quote including the cabling, installation, configuration and commissioning.*

ECOBANK invites offers from authorized dealers/reputed companies to apply for the above lots all together or any one of them specifically. Please make sure you specify the type of Lot you are applying for.

Manufacturers or Authorized dealers who are dealing in supply of **CCTV, network equipment and automatic voltage regulators** and meeting the following Eligibility Criteria may respond.

### 4. ELIGIBILITY CRITERIA.

Please note the information contained in the eligibility criteria will form part of the entire evaluation process under “preliminary evaluation” as stated in the schedule of requirements based on non-discretionary (pass or fail) basis. This means that bidders who fail to submit the required documents under the below eligibility criteria will automatically be disqualified from further evaluation of their technical proposals. Bidders will be assessed based on the lots they have applied to; hence you are advised to indicate the Lots you are applying for.

N0.	CRITERIA	REQUIRED DOCUMENT
1	The bidder should be formally registered as a business/service provider and possess valid business registration documents	Valid copies of Firm/Company Registration Certificate. Valid copies of TIN /VAT Registration Certificates Tax paid Certificate for the last year
2	The bidder must be a regular	Proof of tax payment certificate for the past two years.

	taxpayer.	
3	Company profile	Statement of Company Profile, which should not exceed five (5) pages, including printed brochures and product catalogues relevant to the goods/services being procured.
4	The bidder must show proof of similar contracts	List and value of similar contracts performed by the vendor as the main contractor, in the last 5 years of similar nature and complexity.
5	Ongoing litigation	The bidder should provide a written statement regarding any litigation, current or during the last five (5) years, in which the Bidder was/is involved, the parties concerned, and the disputed amounts and awards thereof. If there is no litigation, the statement should just indicate that there is no litigation.
6	Evidence of local and international experience in supplying <b>CCTV, network equipment and automatic voltage regulators</b> (depending on the lots you are applying for).	Documentary evidence of a minimum of three Purchase orders /contracts awarded and served within the past 5 years proving relevant international experience and/ or experience in African countries in the supply of similar materials. Each purchase order/contract shall clearly indicate the type and quantities of items, contract amount, date and customer’s, current contact details for references to be sought.
7	The Bidder should have a minimum of 5 years of experience in the activity of supply and maintenance of <b>CCTV, network equipment and automatic voltage regulators</b>	Manufacturer / Dealer Certificate. Order copies over the past 5 years .
8	The bidder should be able to demonstrate that they are financially sound and that their business is running profitably	Audited financial statements for the past two years.
9	Satisfactory performance on contract completion ( <b>CCTV, network equipment and automatic voltage regulators</b> and maintenance services).	Statement of satisfactory completion certificate from three banks/clients indicating the dates and quantities supplied. The bidder should be able to confirm they have been providing similar <b>CCTV, network equipment and automatic voltage regulators</b> and maintenance services to other banks/financial institutions
10	The Bidders desirous of quoting should have their own manufactured brand and plant in any part of the world for the <b>CCTV, network equipment and automatic voltage regulators</b> and should have a permanent office or a subsidiary/representation in Africa. OR  If the Bidder is not an Original Equipment Manufacturer (OEM) and only an authorized dealer, they should have a valid authorization	A declaration from the manufacturing company signed by the Competent Authority with details of the address of their manufacturing plant and the address of their office / subsidiary in Africa.  An authorization letter from the OEM in case of authorized dealers.

	letter from their OEMs to deal/market their product in Africa or a specific country in Africa.	
11	The Bidder should be able to demonstrate they have the capacity to provide after sales services with qualified maintenance staff to maintain the equipment supplied during and after the Warranty period.	Qualified maintenance staff should be employees of the company. The Bidders to furnish their existing service centre infrastructure details in the countries where they are applying for (like contact details with postal address, number of engineers/maintenance staff, etc...)
12	The Model quoted by the bidder should have been released /operational in the Market for at least <b>12 months</b> before the date of this RFQ.	Proof of released date of the equipment offered.
13	The bidder should be able to provide the key items under the warranty	Warranty Period proposed, <ul style="list-style-type: none"> <li>✓ Service included under warranty period,</li> <li>✓ Periodicity of the onsite service,</li> <li>✓ List of defects covered from the Warranty.</li> </ul>
14	The bidder should submit documentation of Quality certification	Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards, and citations received by the Bidder

## 5. ADDITIONAL INFORMATION TO BIDDERS.

*(Depending on the lots bidders are applying for).*

1. This tender is directed exclusively to original **CCTV, network equipment and automatic voltage regulators** manufacturers (OEM) and Authorized distributors to quote directly.
2. The bidder, if not an OEM should possess direct agreement for sales and support from the Original **CCTV, network equipment and automatic voltage regulators** manufacturer (OEM). The bidder must submit with the bid a copy of the agreement and a letter of authority from the OEM that they are authorized to quote on behalf of the OEM.
3. The bidders must be very familiar with the nature of **CCTV, network equipment and automatic voltage regulators** supply installation and maintenance being carried out in various organization including Financial Institutions and shall acquire adequate information that may be necessary for submitting the proposal.
4. The bidder shall carefully read the RFQ documents and understand the scope and quality of work expected.
5. A bidder requesting any clarification of the RFQ shall contact Ecobank in writing using the template provided in Annex 6 at the e-mail address indicated in the Bid Document. No telephonic enquires will be entertained.
6. Submission or participation by a bidder in more than one country location is accepted provided the bidder has its own footprint established or has a confirmed partner on the ground.
7. The bidders shall be disqualified if they try to influence the decision of ECOBANK in their favor.



8. The bidder shall submit appreciation letters provided by various organization mainly Banks and Financial Institutions.
9. The Company should be in sound financial condition as judged by ECOBANK for this purpose. A copy of audited financial statements for the last two financial years should be submitted with the offer.
10. The Bidder should have at least three years of experience in supplying, installing, maintaining the **CCTV, network equipment and automatic voltage regulators**.
11. The bidder should have qualified project management personnel / team to roll out the **CCTV, network equipment and automatic voltage regulators** deployment project. (CV of Key personnel in charge of deployment, maintenance, and support to be provided)
12. The bidder shall submit detail catalogues of **CCTV, network equipment and automatic voltage regulators** they are proposing with their technical specifications.
13. The bidder must submit technical as well as financial offers by e-mails together with all attachments as indicated in the schedule of requirements and subsequent annexes.
14. The equipment delivered to the Bank should be brand new, including components. The bidder should also guarantee that all the machines / components supplied is licensed and legally obtained.
15. The bidder must guaranty that spares parts for the product offered should be readily available for at least five years for immediate replacement/repair within 24 hours to 48 hours maximum.
16. The offer must include a comprehensive on-site warranty for a minimum of two year from the date of installation and commissioning.
17. The bidder shall be fully responsible for the manufacturer's warranty in respect to proper design, quality, and workmanship of all machines, accessories, etc. covered by the offer.
18. The bidder must warrant all machines, accessories, spare parts, etc. against any manufacturing defect during the warranty period. During the warranty period, the vendor shall maintain the machine and repair / replace all the defective components at the installed site, at no additional charge to the Bank.
19. Maintenance standard expected during warranty period: The vendor should ensure to indicate the SLA within which the machine reported breakdown / malfunctioning on any working day or week-end is attended to. In case, equipment cannot be repaired within the stipulated period; the vendor should provide replacement of the same till the machine is returned duly repaired.
20. Annual Maintenance Contract: Except for the network equipment's, the bidders are expected to provide maintenance services for the supplied machines for at least five years after the expiry of the warranty period. Comprehensive onsite maintenance charges for the post-warranty period, must be quoted in the local currency of the countries the bidders are applying to supply the machines to as provided in the table 2A2 and 2C2 under the Bid Submission Form. The bidder is expected to ensure the same maintenance standards as during warranty period.

## 6. SUBMISSION AND OPENING OF BID

Interested offerors are kindly requested to send an electronic version of the technical bid and price schedule before the deadline to this e-mail address : [etisourcing@ecobank.com](mailto:etisourcing@ecobank.com). All submissions must be free from viruses and corrupted files.

**Please note the size of your attachments should not be more than 5MB per individual e-mail and no offer will be received in hard copy at our reception desk. Please note your “Technical” and “Financial” proposals should be sent in two separate emails.**

Please indicate in the subject field of your e-mail this reference: “ETIGPCNARFQ017/2023”TP(Your company name);

In case the size of your documents are bigger than the indicated 5MB, it is advised to send the documents in multiple e-mails by indicating in the subject field the numbers (ex. “ETIGPCNARFQ017/2023”TP1(Your company name); “ETIGPCNARFQ017/2023”TP2(Your company name) “ETIGPCNARFQ017/2023”TP3(Your company name). This means you are sending your response to this RFQ in three different e-mails). Please note **the Subject** of your email is **mandatory**.

Failing and/or incorrectly state the above subject line may result in failing to locate your proposals as the Procurement Unit processes several bids and might not be able to recognise your bid as a result.

Once you have submitted your proposals electronically to the designated Secured Email ([etisourcing@ecobank.com](mailto:etisourcing@ecobank.com)); kindly confirm same (without attaching the proposals for the purpose keeping its integrity) to the E-MAIL: [Questions.sourcing@ecobank.com](mailto:Questions.sourcing@ecobank.com) to let us know that you have submitted your offer. Your confirmation is important in order to ensure all proposals are not missed and considered for subsequent Technical and further Financial evaluation if qualified.

***NB: In summary, please note your technical submission together with the financial offer should be sent to [etisourcing@ecobank.com](mailto:etisourcing@ecobank.com) ; whereas any questions, clarification, and information can be sought through the e-mail: [Questions.sourcing@ecobank.com](mailto:Questions.sourcing@ecobank.com)***

## 7. SCHEDULE OF REQUIREMENTS

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s: *[check the condition that applies to this RFQ, delete the entire row if the condition is not applicable to the goods being procured]*

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input checked="" type="checkbox"/> DDP (VAT exclusive) <input type="checkbox"/> Other	
Customs clearance <sup>1</sup> , if needed, shall be done by:	<input type="checkbox"/> ECOBANK <input checked="" type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder	
Exact Address/es of Delivery Location/s (identify all, if multiple)	ECOBANK Head offices in the 33 affiliates based on their specific order’s needs.	
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by ECOBANK )	<input checked="" type="checkbox"/> 45 days from the issuance of the Purchase Order (PO) or contract. Time Zone of Reference: GMT	
Mode of Transport	<input checked="" type="checkbox"/> AIR	<input checked="" type="checkbox"/> LAND
	<input checked="" type="checkbox"/> SEA	<input type="checkbox"/> OTHER Not applicable
Preferred Currency of Quotation <sup>2</sup>	<input checked="" type="checkbox"/> Local currency of the country/location where the bidder is applying to supply the machines. (i.e. if you are willing to supply the items to UEMOA countries for instance, then your quote will be in CFA/XOF; if you are applying to supply the items to Ghana, then your quote will be in Cedi.) <input type="checkbox"/> Euro <input type="checkbox"/> US\$	

<sup>1</sup> Must be linked to INCO Terms chosen.

<sup>2</sup> Local vendors must comply with any applicable laws regarding doing business in other currencies. Under exceptional conditions related to specific countries, ECOBANK can accept offers in foreign currency such as US\$.

After-sales services required	<input checked="" type="checkbox"/> Warranty on CCTV, network equipment, and AVR's for a minimum period of two years <input checked="" type="checkbox"/> Technical Support required <input checked="" type="checkbox"/> Maintenance services required wherever applicable . <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others
Deadline for the Submission of Quotation	See schedule of events.
All documentation, including catalogues, instructions, and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others
Type of submission	<input checked="" type="checkbox"/> Electronic copies only by e-mail to <a href="mailto:etisourcing@ecobank.com">etisourcing@ecobank.com</a>
Documents to be submitted <sup>3</sup>	<input checked="" type="checkbox"/> Technical specifications; <input checked="" type="checkbox"/> Duly Accomplished Forms as provided in Annex 1, 2, 3,4 and 5 <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Latest audited Financial Statement for the past two years. Bidders shall provide documentary evidence; preferably in the form of latest available financial statements.  <input checked="" type="checkbox"/> <b>Previous experience:</b> Documentary evidence of a minimum of three POs/contracts awarded and served within the past two years proving relevant international experience and/ or experience in African countries in the supply of similar materials. Each purchase order/contract shall clearly indicate the type and quantities of items and technical specifications, contract amount, date and customer's, current contact details for references to be sought <input checked="" type="checkbox"/> Catalogue/brochures of the equipment <input checked="" type="checkbox"/> Warranty conditions <input checked="" type="checkbox"/> Others: Refer to section 4 Eligibility criteria for more information Failure to provide all the above-mentioned information may result in the bid being rejected
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 180 days In exceptional circumstances, ECOBANK may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Different Lots.	The scope of the RFQ is divided into 3 different Lots:

<sup>3</sup> Refer to section 4 eligibility criteria for a full list of minimum documentation to be provided.

	<p>1- <b>Lot 1: Supply, installation, maintenance of CCTV hardware.</b>                  2- <b>Lot 2: Supply, installation, of network equipment</b>                  3- <b>Lot 3: Lot 3: Supply, installation, maintenance of automatic voltage regulators</b></p> <p>Bidders can select the different Lot they are applying for</p>
Partial Quotes	<p><input type="checkbox"/> Not permitted</p> <p><input checked="" type="checkbox"/> Permitted by Lot only [Bidders can partially quote for Lot 1, Lot 2 or Lot 3 based on their expertise area]</p>
Conditions and Procedures for electronic submission and opening, if allowed	<p><b>Official Address for e-submission:</b> <a href="mailto:etisourcing@ecobank.com">etisourcing@ecobank.com</a></p> <p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> Format: <b>PDF files only .</b></p> <p><input checked="" type="checkbox"/> <b>Technical and Financial offers should be sent in separate e-mails clearly indicating “Technical offers” and “Financial offers” in the subject line.</b></p>
Payment Terms	<p><input checked="" type="checkbox"/> Subject to condition applicable in each affiliate since this procurement process is only to set up a framework agreement at Group level.</p> <p><input type="checkbox"/> Others</p>
Liquidated Damages	<p><input checked="" type="checkbox"/> Will be imposed under the following conditions:                  Percentage of contract price per week of delay: 0.5% up to a maximum deduction of 5% of purchase price.                  Max. no. of weeks of delay: 4 weeks                  After which ECOBANK may terminate the contract.</p>
Evaluation Criteria	<p><input checked="" type="checkbox"/> Preliminary analysis of the eligibility criteria based on non-discrepancy criteria and conformity to the listed documents under “documents to be submitted.”</p> <p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price</p> <p><input checked="" type="checkbox"/> Comprehensiveness of after-sales services</p> <p><input checked="" type="checkbox"/> Financial offer using the best value for money approach</p> <p><input checked="" type="checkbox"/> Full acceptance of the current RFQ General Terms .</p>
ECOBANK will award to:	<p><input type="checkbox"/> One and only one supplier</p> <p><input checked="" type="checkbox"/> One or more Suppliers that can deliver the requested equipment to the various affiliates across the continent</p>
Type of Contract to be Signed	<p><input checked="" type="checkbox"/> Framework Agreement with the ECOBANK Group <sup>4</sup></p> <p><input checked="" type="checkbox"/> Purchase Order with specific affiliates based on their needs.</p>

<sup>4</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

	<input type="checkbox"/> Other Type/s of Contract
Conditions for Release of Payment by affiliates	<input checked="" type="checkbox"/> Written Acceptance of goods by the affiliates and based on full compliance with RFQ requirements <input type="checkbox"/> Others
Annexes to this RFQ <sup>5</sup>	<input checked="" type="checkbox"/> Specifications of the CCTV, Network Equipment and AVR Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> Documents Establishing the Eligibility and Qualifications of the Bidder(Annex 3) <input checked="" type="checkbox"/> form for submitting supplier’s management structure (Annex 4) <input checked="" type="checkbox"/> Bid Submission Form (Annex 5) <input checked="" type="checkbox"/> Request for Clarification Template (Annex 6)  <input type="checkbox"/> Others Not applicable  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact for Inquiries/questions/clarifications (Written inquiries only) <sup>6</sup>	<a href="mailto:questions.sourcing@ecobank.com">questions.sourcing@ecobank.com</a>  <b><i>NB: State clearly the RFQ reference number ‘ETIGPCNARFQ017/2023’ on the email subject</i></b> Any delay in ECOBANK’s response shall be not used as a reason for extending the deadline for submission unless ECOBANK determines that such an extension is necessary and communicates a new deadline to the Proposers.

## 8. EVALUATION PROCESS

Technical Offers will be evaluated on the basis of compliance with the minimum eligibility criteria as mentioned above, technical specification, after sales services capacity using the non-discretionary pass or fail. Before the signature of the Framework Agreement, and at the discretion of ECOBANK, we will, in consultation with the winners arrange to have a Proof of Concept done in one of the affiliates to test the machines for a period to be agreed upon before the final agreement is signed. Commercial Offers of only those Vendors who qualify in the technical evaluation will be opened. Please note the Bank reserves the right to reject an offer under any of the following circumstances:

- ✓ If the offer is incomplete and /or not accompanied by all stipulated documents.
- ✓ If any of the terms and conditions stipulated in this document is not accepted and the letter as per the various annexes are not submitted as indicated.
- ✓ If any of the specifications stipulated is not met.

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</sup> This contact address is officially designated by ECOBANK to respond to any request for clarification .

- ✓ If required information with appropriate documents in support of the same is not submitted as per the various annexes.
- ✓ The financial offers are not made in respect to the template provided and in the local currency of the countries where the bidder is able to provide the quotes for.

## 9. TECHNICAL BID FORM

‘ETIGPCNARFQ017/2023’

<b>Name of Bidding Organization / Firm:</b>	[Click here to enter text]
<b>Country of Registration:</b>	[Click here to enter text]
<b>Name of Contact Person for this Bid:</b>	[Click here to enter text]
<b>Designation of Contact Person:</b>	[Click here to enter text]
<b>Address:</b>	[Click here to enter text]
<b>Phone / Fax:</b>	[Click here to enter text]
<b>Email:</b>	[Click here to enter text]

### EXPERTISE OF FIRM/ ORGANISATION

*This section should fully explain the Bidder’s resources in terms of personnel and facilities necessary for the performance of this requirement.*

#### 9.1. Brief Description of Bidder as an Entity

Provide a brief description of the organization / firm submitting the Bid, its legal mandates/authorized business activities, the year and country of incorporation, and approximate annual budget, etc. Include a reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the delivery of **CCTV, Network Equipment, Automatic Voltage regulators** and/or performance of related services, indicating the status/result of such litigation/arbitration.

#### 9.2. Financial Capacity:

- Provide a brief description of the organization / firm financial stand which clearly indicates its strength to the Technical Panel who will appraise the proposal.
- Provide as an attachment the latest Financial Statement (Income Statement and Balance Sheet).
- Provide a tabular summary of the respective Financial and/or its equivalent Statements in the last two (2) years.
- Please convert the currency into **US\$** if the statement is in a different currency. Please advise on the currency conversion rate used.
- 

***You are advised to use the format below:***

Item	Descriptions	Year: _____ In US\$	Year: _____ In US\$
a.	Current Assets		
b.	Fixed Assets (Property, Plant & equipment's - PPE)		
c.	<b>Total Assets [a + b]</b>		
d.	Current Liabilities		
e.	Long-term Liabilities		
f.	<b>Total Liabilities/debt [d + e]</b>		
g.	<b>Equity [c - f]</b>		
h.	<b>Capital Employed and Liabilities [f + g]</b>		
i.	Net Sales (Revenue)		
j.	Total Expenses (Selling and Administration)		
k.	<b>Profit before Tax [i - j]</b>		
l.	Profit tax		
m.	<b>Profit after Tax (Net Profit) [k - l]</b>		

**9.3. Track Record and Experiences:**

Provide the following information regarding corporate experience within at least the last five (5) years which are related or relevant to those required for this Contract.

N o .	Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Title – Mr., Mrs., Dr. to properly address, Phone, Email*)

*\* Be sure the correct email address is indicated*

**9.4. After sales services capability:**

**a. Management structure:**

Describe the overall management approach toward planning and implementing the after sales services in each specific country you are applying for.

**b. Qualifications of Key Personnel of OEM or Approved Partner in each country of operation:**



For this assignment, you are kindly requested to provide the names of all your resource persons ( in each country ) in charge of installation and maintenance services of the equipments. Provide the CVs for key personnel (Team Leader, Managerial and Technical staff) that will be responsible for the installation and maintenance of the equipments . CVs should demonstrate qualifications in the area of expertise relevant to the maintenance of the equipment’s requested .

*You are kindly advised to use the format below:*

<b>Country of Operations:</b>	[insert here]	
<b>Name:</b>	[insert here]	
<b>Role:</b>	[insert here]	
<b>Nationality:</b>	[insert here]	
<b>Specialization:</b>	[insert here]	
<b>Years of Relevant Work Experience:</b>	[insert here]	
<b>Contact information:</b>	[insert here]	
<b>Countries of Relevant Work Experience:</b>	[insert here]	
<b>Language Skills:</b>	[insert here]	
<b>Education and other Qualifications:</b>	[insert here]	
<b>Summary of Experience:</b>	Highlight experience in the region and on similar projects.	
<b>Relevant Experience (From most recent):</b>		
<b>Period: From – To</b>	<b>Name of activity/ Project/ funding organisation, if applicable:</b>	<b>Job Title and Activities undertaken/Description of actual role performed:</b>
e.g. June 2020-January 2023		
Etc.		
Etc.		
<b>References no.1 (minimum of 3):</b>	<b>Name:</b> [insert here] <b>Designation:</b> [insert here] <b>Organization:</b> [insert here] <b>Contact Information – Address; Phone; Email; etc.:</b> [insert here]	
<b>Reference no.2</b>	<b>Name:</b> [insert here] <b>Designation:</b> [insert here] <b>Organization:</b> [insert here] <b>Contact Information – Address; Phone; Email; etc.:</b> [insert here]	
<b>Reference no.3</b>	<b>Name:</b> [insert here] <b>Designation:</b> [insert here] <b>Organization:</b> [insert here] <b>Contact Information – Address; Phone; Email; etc.:</b> [insert here]	

The Proposing Firm shall provide a summary of the key personnel who will be engaged in terms of their

respective role, specialization, nationality and years of experience as per the following template

No.	Name of the staff	Position in the Project Team	Specialization	Nationality	Professional Experience (in years)
1					
2					
3					
4					
5					

## 10. INSTRUCTIONS TO BIDDERS

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of ECOBANK requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by ECOBANK. The unit price shall prevail, and the total price shall be corrected. If the supplier does not accept the final price based on ECOBANK’s re-computation and correction of errors, its quotation will be rejected.

After ECOBANK has identified the best price offer, ECOBANK reserves the right to award the contract based only on the prices of the **CCTV, network equipment and automatic voltage regulators** or open additional negotiation with the vendors to agree on final offers.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by ECOBANK after it has received the quotation.

ECOBANK is not bound to accept any quotation, award the Framework Agreement, or be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

**ECOBANK encourages every prospective bidder to** avoid and prevent conflicts of interest, by disclosing to ECOBANK if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information provided in this RFQ.

ECOBANK implements a zero tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against ECOBANK, as well as third parties involved in ECOBANK activities.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by the bank after it has received the quotation. At the time of award of Contract or Purchase Order, the Bank reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of ECOBANK indicated above -.

ECOBANK is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

## **11. SUSTAINABILITY**

In Ecobank, our Sustainability Framework developed in 2011 defines our objectives, inspires our strategy and guides in the assessment of our journey and adherence to the overarching goals towards the achievements of erstwhile Millennium Development Goals (MDGs) and the current Sustainable Development Goals (SDGs). It focuses on four thematic areas that support values and growth with indicators, which can be integrated with the Global Reporting Initiative (GRI) standards in a manner that represents the company’s actions as it strives towards the achievement of its SDG focus. In this regard, the thematic areas of the framework are stimulating sustainable economic transformation, promoting socially responsible banking, driving human capital development and managing natural resources and protecting the environment in our business and operations.

Ecobank is a signatory member of the UN Global Compact since the 15 December 2011. The United Nations Global Compact is a non-binding United Nations pact to encourage businesses and firms worldwide to adopt sustainable and socially responsible policies, and to report on their implementation. The UN Global Compact is a principle-based framework for businesses, stating ten principles in the areas of human rights, labour, the environment, and anti-corruption. Under the Global Compact, companies are brought together with UN agencies, labour groups and civil society. In the year 2012, Ecobank adhered to the Equator Principles which are a voluntary set of standards adopted by banks for determining, assessing and managing social and environmental responsibilities in project financing. In 2011, Ecobank signed the United Nations Global Compact (UNGC) and in 2009, Ecobank became Member of the United Nations Environment Programme Finance Initiative (UNEPFI). In October 2019, Ecobank signed onto the UN Principles of Responsible Banking. Please visit <https://www.unepfi.org/banking/bankingprinciples/prbsignatories/> for more information.

Having voluntarily accepted to sign all the agreements above, Ecobank strives to integrate economic, social and environmental considerations in all its decision-making and activities. This is to ensure that we foster environmentally friendly and socially acceptable practices throughout the organization.

More than ever, it is demonstrated that with the significant purchasing power of public and private sector organizations, there is a huge potential for those entities to influence and leverage markets in the production of sustainable goods/services, civil works which will then contribute to a better resource

efficiency and much more sustainable world. Ecobank fully adhere to this and advise all bidders to respond to this tender by giving consideration to “sustainability”.

## 12. ETHICS

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.

- (a) ECOBANK hereby solicits Proposals in response to this Request for Proposal (RFQ) . Proposers must strictly adhere to all the requirements of this RFQ. No changes, substitutions or other alterations to the rules and provisions stipulated in this RFQ may be made or assumed unless it is instructed or approved in writing by ECOBANK in the form of Supplemental Information to the RFQ.
- (b) Submission of a Proposal shall be deemed as an acknowledgement by the Proposer that all obligations stipulated by this RFQ will be met and, unless specified otherwise, the Proposer has read, understood and agreed to all the instructions in this RFQ.
- (c) Any Proposal submitted will be regarded as an offer by the Proposer and does not constitute or imply the acceptance of any proposal by the Bank. ECOBANK is under no obligation to award a contract to any proposer as a result of this RFQ.
- (d) ECOBANK implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. Ecobank is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against Ecobank as well as third parties involved in Ecobank procurement activities. All vendors, and prospective vendors by participating in any procurement activity with Ecobank accept to be abide by the Ecobank Code of Conduct and Ecobank Group anti bribery and corruption policy which can be found at: <https://ecobank.com/tg/procurement> . Additional information on Ecobank Whistleblowing Policy can be found on: <https://secure.ethicspoint.eu/domain/media/en/gui/102456/index.html>
- (e) In responding to this RFQ, ECOBANK requires all proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold ECOBANK’s interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
  - Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by ECOBANK to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;

- Were involved in the preparation and/or design of any project related to the services requested under this RFQ; or
- Are found to be in conflict for any other reason, as may be established by, or at the discretion of ECOBANK.
- In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to ECOBANK and seek the Banks confirmation on whether such conflict exists.

Similarly, the proposers must disclose in their proposal their knowledge of the following:

- That they are owners, part-owners, officers, directors, controlling shareholders, or they have key personnel who are family of ECOBANK staff involved in the procurement functions.
- All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure of such disclosure may result in the rejection of the proposal or proposals affected by the non-disclosure.

### **13. DISCLAIMER:**

This RFQ is neither an agreement nor an offer and is only a request for Quotation that will be formalized through a Framework Agreement to set out the final prices, and other conditions of execution of the said Framework Agreement. In so doing, the purpose of this RFQ is to provide the vendors with the minimum information to assist the formulation of their quotations. This RFQ does not claim to contain all the information each bidder may require. Each Bidder should conduct its own additional research/investigations and analysis and can contact Ecobank during the tender period for any additional information needed. Ecobank makes no representation or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability or completeness of this RFQ.

Ecobank may at its absolute discretion, and without being under any obligation to do so, update, amend or supplement the information in this RFQ.

Please note this is not an offer by Ecobank but only a Request for Quotation in the selection process initiated by the Bank to be concluded by a Framework Agreement with selected suppliers to deliver **CCTV, network equipment and automatic voltage regulators** and provide maintenance services across the 33 affiliates. No contractual obligation whatsoever shall arise from the RFQ process until a formal Framework Agreement is executed by the duly authorized signatory of the Bank and the vendors.

### **14. PREPARATION OF BID**

The Bidder shall bear any, and all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid was selected or not. ECOBANK shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

### **15. BID SUBMISSION FORM**

The Bidder shall submit the Bid Submission Form using the form provided in Annex 2 of this RFQ.

## **16. AWARD OF THE CONTRACT**

ECOBANK will award the contract to the bidder(s) selected in accordance with the evaluation criteria non-discretionary pass/fail meaning bidders that will fulfil all the minimum eligibility criteria, technical qualifications and offering the lowest prices.

ECOBANK reserves the right to award the contract without any discussion with the Bidder on the proposals received. Therefore, your proposal must be submitted initially on the most favourable terms possible from a delivery timeline, delivery approach and commercial standpoint.

The Contract shall be in accordance with the Terms of References. Notwithstanding the above, ECOBANK reserves the right to amend the content of this RFQ 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.

## **17. USE AND DISCLOSURE OF INFORMATION**

All material and information provided by ECOBANK shall be considered as confidential information. Likewise, all materials contained within your formal proposal, will be treated confidentially. This information will, however, be made available to all project team members to assist in the evaluation process.

Bidders shall not disclose information within this RFQ to any third party without an express written permission from ECOBANK. Likewise, information within this RFQ shall not be used for any other purpose not directly related to the response to this RFQ.

The issuance of this document and the receipt of information in response to this document shall not, in any way cause ECOBANK to incur any liability, financial or otherwise.

ECOBANK assumes that all information supplied has been submitted in good faith. ECOBANK requires that the information provided is accurate and that the bidder can deliver the project within the required time frame.

## **18. LEGAL STATEMENT**

This document is a Request for Quotation and has no legally binding effect. ECOBANK is not required to award this RFQ to any applicant. Furthermore, if an award is made, ECOBANK is not required to disclose to whom the RFQ has been awarded.

## **19. ACCEPTANCE OF THE TERMS AND CONDITIONS**

By acknowledging receipt/ confirming participation and/or submitting an offer under this solicitation, the bidders confirm that they have considered all the documents of this RFQ including the addenda (if any), all the annexes and, the appendices to annexes and accept all the terms and conditions of this RFQ.

By acknowledging receipt, confirming participation and/or submitting an offer under this solicitation, the bidders confirm that they have taken into account all the documents of this RFQ including any addenda and annexes as the case may be, and irrevocably accept all the terms and conditions of this RFQ.

## **Annex 1 : Functional and Technical Specifications**

Please note the annexes have been organised to facilitate the submissions of the bids. For instance,

- **Annex 1A is for Lot.1 “CCTV” specifications.**
- **Annex 1B is for Lot. 2 “Network Equipment specifications**
- **Annex 1C is for Lot.3 “Automatic Voltage Regulator”**
- **Annex .2A is the financial bid submission form for Lot1 CCTV**
- **Annex .2B is the financial bid submission form for Lot 2 ’Network Equipment**
- **Annex .2C is the financial bid submission form for Lot 3 ’Automatic Voltage Regulators”.**

ECOBANK intends to purchase significant quantity of CCTV, Network Equipment, Automatic Voltage Regulators as needed in all its affiliates in Africa. The CCTV, Network Equipment, Automatic Voltage Regulators, must comply with the following Functional and technical specifications:

### **1- Lot 1: Supply, installation, maintenance of CCTV hardware.**

ECOBANK can select different vendors for various types of machines as per the selection criteria. Vendors have an option for quoting any one or all the machines according to the lots.

#### **a- Functional Specifications**

1. The specification of Video Surveillance System covers up technical specifications and requirement of minimum H.265+ compression based Smart Video Analysis IP Video surveillance system incorporated of features and function of Video Analytics, Lowest space consumption, Early alert management, Motion Detection, System Alarm, Network Alarm, Low Light Colour Image Capturing and as per technical specification of system. System incorporated components of IP Fixed Dome & Bullet camera, Network Video Recorders, LED Display Monitor, Network Switches, and this all supported on indoor & Camera outdoor Weather Conditions, Video management, Software built in NVR, etc. for video surveillance of corporate and domestic premises.
2. The System shall be based preferably on non-proprietary open architecture ONVIF S Profile Compliance; it can work and integrate with any make of ONVIF Compliance Hardware & Software. Similarly, cameras should be compatible with minimum 5 brands of Video Management software. In the Same Way Network Video Recorders should be compatible with minimum 5 brands of ONVIF Compliant cameras.
3. The System can be supported by different types of video analytics such as face detection, people counting, object detection, crowd detection, tripwire, perimeter, scene and de focus detection, motion detection & many more and that should Triggering alarm activation and it automatically generate alarm

trigger sends message command to control centre and its supports trigger action for a start object monitoring, Video capturing, snapshot, Single screen display, alarm sound, E-MAIL, third party equipment controls and many more.

4. Entire System should be IP surveillance systems shall essential H.265+ and H.264+ Main & High Profile combined video compression. The entire System has to be capable of generating 25/30 fps on each stream to viewing on LAN/WAN. The Network Video Recorders must support Video & Audio Stream Recording and capable to record 25/30fps with up to 4K Input Camera Resolution for each Channel.

	<b>ECOBANK MINIMUM SPECIFICATION</b>	<b>SPECIFICATION OFFERED BY THE BIDDER</b>	<b>ECOBANK Technical Evaluators' Remark (Complied/Not Complied)</b>
<b>1 - Camera</b>  Resolution: Minimum 1080p (1920 x 1080 pixels). The following options should be available as well : 4MP (1440p), 5MP (1920p) et 8MP (4K/2160p).	YES		
Lens: A lens with a minimum focal length of 2.8mm with a wide-angle view	YES		
Frame rate: at least 30 frames per second (fps)	YES		
Day night and low-light performance, autofocus, smart, adaptive with IR technology and optical image stabilization	YES		
Compression: minimum H.265+	YES		
Connectivity: Cameras should support PoE (Power over Ethernet) or have a separate power source and be able to connect to the network through Ethernet and/or Wi-Fi.	YES		
Outdoor rating: outdoors cameras, should be rated for outdoor use and have features such as weatherproofing, and vandal-resistant housing.	YES		
Motion detection and video analytics	YES		



Alarm management: The alarm management system should have a built-in alerting system that can notify the appropriate personnel when a security breach or other event occurs.	YES		
<b>2 - Management system</b>			
The management system should have a reliable and secured operating system, such as Linux or Windows Server, to ensure stable and secure operation of the system.	YES		
User management: The management system should have a user management system that allows different levels of access for different users, to ensure secure access to video footage.	YES		
Scalability: The management system should be scalable to support the number of cameras in the system, as well as any future growth. It should be able to manage and monitor multiple cameras from a single interface.	YES		
Remote access: The management system should allow remote access to the video footage, either through a client access, web interface or a mobile app, to enable remote monitoring and management.	YES		
Analytics: The management system should have built-in analytics capabilities, such as motion detection, object tracking, and facial recognition, to help identify and respond to security threats.	DESIRABLE		
Integration: The management system should be able to integrate with other security systems, such as access control and intrusion detection, to provide a comprehensive security solution.	YES		
Built-in redundancy mechanisms, such as failover and backup, to ensure continuous operation and prevent data loss,	YES		

Redundancy: The management system should have built-in redundancy mechanisms, such as failover and backup, to ensure continuous operation and prevent data loss.	YES		
<b>3 - Recording units</b>			
Storage capacity: The recording unit should have sufficient storage capacity to store video footage for a reasonable period of time. A minimum of 2TB storage capacity is required with the following options to be available: 4TB, 8TB, 12TB , 24TB, 48TB, 96TB.	YES		
Processor: A processor with at least 2 cores and a clock speed of 2.0 GHz or higher is required.	YES		
RAM: A minimum of 4GB of RAM is required to ensure smooth and efficient processing of video footage.	YES		
Connectivity: The recording unit should support network connectivity, through Ethernet and Wi-Fi.	YES		
Compression: The recording unit should support as least H.264 or H.265 compression.	YES		
Redundancy: To ensure continuous recording and prevent data loss, the recording unit should have a built-in redundancy mechanism, such as RAID and / or backup to cloud storage.	DESIRABLE		
Operating system: The recording unit should have a reliable and secure operating system, such as Linux or Windows Server, to ensure stable and secure operation of the system.	YES		

**b- Technical specifications.**

	<b>ECOBANK SPECIFICATION</b>	<b>MINIMUM</b>	<b>SPECIFICATION OFFERED BY THE BIDDER</b>	<b>ECOBANK Technical Evaluators' Remark ( Complied/Not Complied)</b>
<b>1. Dome camera</b>				
<b>Video</b>				
Sensor type	1/2.8-inch CMOS			
Sensor pixels	Effective 2M 1920 x 1080P / 4MP (1440p), 5MP (1920p) et 8MP (4K/2160p)			
Lux Sensitivity	0.05 lux at color, 0.01 lux at B/W, 0.0 lx (IR)			
Wide Dynamic range	Super $\geq 100$ dB			
True Day/Night	Auto, Color, Black & White, smart IR			
Shutter speed	Auto/Manual (1/30 [1/25] to 1/10000)			
Video compression	H.265+, H.264 MP(Main), HP(High), BP(Baseline) profile, M-JPEG			
Mainstream	25fps @1920x1080P, 1280x960P, 1280x720P			
Second Stream	15/25/30fps @ D1/CIF/QCIF			
Bitrate	$\geq 128$ kbps ~ 16mbps, VBR & CBR			
Triple Stream	Mainstream, Second Stream, Third Stream			
<b>Alarms &amp; Trigger:</b>				
Other Intelligent Detection	Motion Detection, Port Alarm, IP & MAC Conflict, Network Lost Detection, Privacy masking			
Alarm Trigger Out	On-screen Alerts/PTZ Trigger/Link Out, FTP, EMAIL			
<b>Network &amp; Control:</b>				
Unit configuration	Via web browser, PC surveillance software, NVR			
Protocols	TCP(IPv4)/UDP/HTTP/HTTPS/RTSP/FTP/NTP/DHCP/DNS/SMTP/SNMP/UPnP			
Ethernet	10/100 Base-T, auto-sensing, half/full duplex, RJ45			
Third party NVR/ Software	ONVIF Profile S, SDK, RTSP			
User/remote access	Min.4 Level/8 Users, Min.4 Users Access at the Same Time			
<b>Electrical:</b>				
Input voltage	+12 VDC and POE			

Power consumption	Less than 6W		
PoE	IEEE 802.3af (802.3at Type 1)		
Lighting/TVS Protection	TVS 4KV, Lightning/Surge 1KV Protection LAN & Power		
<b>Mechanical:</b>			
Pan/Tilt	Pan: 0° ~ 355°, Tilt 0° ~ 75°		
Enclosure	Durable IP66 Standard, 3 axis rotation		
<b>Environmental:</b>			
Operating temperature	-30 °C to +60 °C (-22 °F to +140 °F)		
Humidity	20% to 90% relative humidity (non-condensing)		
Ingress protection	Indoor dome Metal/IP66		
<b>Certifications:</b>			
CE, FCC/UL, RoHS Complaint			
<b>Approved make:</b> Hikvision / Dahua- / Pelco / Axis Communications / Bosch / Samsung / Panasonic / Honeywell / Vivotek / Avigilon			
<b>2. Bullet camera</b>			
<b>Video:</b>			
Sensor type	1/2.8-inch CMOS		
Sensor pixels	Effective 2M 1920 x 1080P / 4MP (1440p), 5MP (1920p) et 8MP (4K/2160p)		
Lux Sensitivity	0.05 lux at color, 0.01 lux at B/W, 0.0 lx (IR)		
Wide Dynamic range	Super ≥100dB		
True Day/Night	Auto, Color, Black & White, smart IR		
Shutter speed	Auto/Manual (1/30 [1/25] to 1/10000)		
Video compression	H.265+, H.264 MP(Main), HP(High), BP(Baseline) profile, M-JPEG		
<b>Alarms &amp; Trigger:</b>			
Other Intelligent Detection	Motion Detection, Port Alarm, IP & MAC Conflict, Network Lost Detection, Privacy masking		
Alarm Trigger Out	On-screen Alerts/PTZ Trigger/Link Out, FTP, EMAIL		
<b>Network &amp; Control:</b>			
Unit configuration	Via web browser, PC surveillance software, NVR		
Protocols	TCP(IPv4)/UDP/HTTP/HTTPS/RTSP/FTP/NTP/DHCP/DNS/SMTP/SNMP/UPnP		
Ethernet	10/100 Base-T, auto-sensing, half/full duplex, RJ45		
Third party NVR/ Software	ONVIF Profile S, SDK, RTSP		

<b>Electrical:</b>			
Input voltage	+12 VDC and POE		
Power consumption	Less than 6W		
PoE	IEEE 802.3af (802.3at Type 1)		
<b>Mechanical:</b>			
Pan/Tilt	Pan: 0° ~ 355°, Tilt 0° ~ 75°		
Enclosure	Durable IP66 Standard, 3 Axis rotation		
<b>Environmental:</b>			
Operating temperature	-30 °C to +60 °C (-22 °F to +140 °F)		
Humidity	20% to 90% relative humidity (non condensing)		
Ingress protection	Indoor dome Metal/IP66		
<b>Certifications:</b>			
CE, FCC/UL, RoHS Complaint			
<b>Approved make :</b> Hikvision / Dahua- / Pelco / Axis Communications / Bosch / Samsung / Panasonic / Honeywell / Vivotek / Avigilon			
<b>3. Storage System &amp; Management Server</b>			
Video Compression	H.265-i-, H.265, H.264-i-, H.264 Compression		
Audio Compression	ADPCM-DV14/G.711A/G.711U		
NVR OS	Embedded Linux		
Input Resolution	IP Camera Input at 4K/6MP/5MP/4MP/3MP/1080P/960P/720P/4CIF/DCIF/2CIF/CIF/QCIF		
Display Live & Record Ch	20CH/16CH/10CH/9CH/8CH/6CH/4CH/1CH		
Record Resolution	4K(3840x2160,3264x2448,3296x2472)/6MP(2752x2208,3008x2008,2408x2008)/5MP(2560x1920,2592x1944,2592x1920,2528x2128)/4MP(2560x1440,2592x1520)/3MP(2048x1536)/1920x1080/1280x960/1280x720/VGA/4CIF/CIF/QCIF		
Record Frame Rate	Each Channel Mainstream 25fps(P)/30fps(N), Sub stream 25fps(P)/30fps(N)		
Record Stream Mode	VBR / CBR		
Record Stream Rate	Min 32kbps ~ to 16384KBPS Auto/Manual Selectable		
Second Stream & Mode	D1/CIF/QCIF & VBR / CBR		
<b>Certifications:</b>			

CE, FCC/UL, RoHS Complaint			
<b>Approved make :</b> Hikvision / Dahua- / Pelco / Axis Communications / Bosch / Samsung / Panasonic / Honeywell / Vivotek / Avigilon			

**Annex 1B: Technical Specifications for Lot 2 “Network Equipment”.****Lot 2: Supply, installation of network equipment****ROUTER**

AFFILIATE SIZE	DEVICE MODEL
Large Affiliates	Cisco 4451 ISR with a 4 ports Gigabit Ethernet switch
Medium Affiliate	Cisco 4431 ISR with a 4 ports Gigabit Ethernet switch
Medium Branches	Cisco 4331 ISR with a 4 ports Gigabit Ethernet switch
Small Branches	Cisco 4321 ISR with a 4 ports Gigabit Ethernet switch
Remote branches and ATM	Cisco 1100-4P ISR and Cisco 1100-8P ISR (3G / 4G capable)
Branches and standalone ATM	C881G-4G-GA-K9-RF and C899G-LTE-GA-K9-RF ((3G / 4G capable)
All Affiliates	Cisco Catalyst C8200-1N-4T Router (Voice Gateway)

**SWITCHES**

AFFILIATE SIZE	DEVICE MODEL
Large Affiliates	Cisco Catalyst 9500 switches
Medium Affiliate	Cisco Catalyst 9400 Switch modular
Medium Affiliate	Cisco Catalyst 9300 Switch (Replacement for Cisco 3850 Switches )
Small Branches	Cisco Catalyst 9200L Switch

**FIREWALL FOR AFFILIATE INTERNET EXIT**

AFFILIATE SIZE	DEVICE MODEL
Large Affiliate	<ul style="list-style-type: none"> <li>• Checkpoint 7000 Appliance (Replacement for Checkpoint 5900 Appliance)</li> <li>• Fortinet FortiGate 401F</li> </ul>
Medium Affiliate	<ul style="list-style-type: none"> <li>• Checkpoint 3800 Appliance (Replacement for Checkpoint 3200 (soon end of sale)</li> <li>• Fortinet FortiGate 200F</li> </ul>
Small Affiliate	<ul style="list-style-type: none"> <li>• Checkpoint 3600 Appliance Replacement for Checkpoint 3100 (soon end of sale)</li> <li>• Fortinet FortiGate 100F</li> </ul>

**CISCO IP PHONES**

Executives	Cisco IP Phone 8865, Cisco IP Phone 8845
Others	Cisco IP Phone 7841

**Annex 1C: Technical Specifications for Lot 3 Automatic Voltage Regulators**

**Lot 3: Supply, installation, maintenance of automatic voltage regulators**

**a- Functional Specifications**

	<b>ECOBANK MINIMUM SPECIFICATION</b>	<b>SPECIFICATION OFFERED BY THE BIDDER</b>	<b>ECOBANK Technical Evaluators' Remark (Complied/Not Complied)</b>
<p>The AVR shall be of a solid-state electronic tap switching design that shall comply with UL1012 for the intended application. Output impedance shall be 3.0 to 5.0 percent, depending on KVA rating. The AVR shall be manufactured such that it will maintain electrical properties, even under severe overload, under/over voltage and under/over frequency conditions. Input correction range shall be -30% to +20% of nominal input voltage.</p>	<p>YES</p>		
<p>The system design shall be capable of operating at an input frequency range of -15% to +25% of nominal voltage.</p>	<p>YES</p>		
<p>The AVR shall be capable of operating at 100% rated load capacity continuously. As well as 200% rated load for 10 seconds, 500% rated load for 1 second and 1000% rated load for 1 cycle. Operating efficiency shall be a minimum of 98%, typical at full load.</p>	<p>YES</p>		

Output regulation shall be +5%, -6%, given an input voltage variation of -30% to +30% for nominal, when within +/-5% of the nominal frequency. The AVR output voltage shall be corrected to within +5%, -6% or less within 1 cycle per tap for an under-voltage condition.

YES

The AVR shall be capable of operating at +10% to -15% of the nominal frequency

YES

The AVR shall be rated at \_\_\_kVA. The input of the AVR shall be \_\_\_VAC, 3 phase, \_\_\_ wire, Delta configured plus ground, \_\_\_Hertz (nominal).

The output of the AVR shall be \_\_\_VAC, 3 phase, \_\_\_ wire, WYE configured plus ground, \_\_\_Hertz (nominal).

YES

The AVR shall have removable panels on the front, rear and sides as required for ease of maintenance and/or repair. Only one side of the unit shall require access for the replacement of control circuit boards and solid-state switching devices. Electrical input and output termination shall be top, side or rear access, depending on the kVA rating, with the input termination made to the terminals provided, copper standoff bus or directly to the main input circuit breaker terminals and ground bus. The output termination shall be made to the terminals provided or copper standoff bus, depending on the kVA rating.

YES

The AVR shall be provided with an integral, three pole, moulded case, manually operated, thermal magnetic

YES



input circuit breaker rated at 125% of the full load input current. In addition, the system input current, Phase A, B and C, shall be monitored and digitally displayed. A programmable over current alarm shall be provided.

The AVR shall be provided with an integral break before make rotary bypass switch. The AVR shall be either on line or bypassed with one turn of the switch. On models where the input and output nominal voltages are different, a regulator bypass shall be provided in which the shielded isolation transformer will remain on line to provide voltage transformation and isolation.

YES

The AVR shall be provided with an input over/under voltage, input over current, over/under frequency, voltage phase reversal, voltage phase imbalance, output over/under voltage, and output over current alarms. The alarms shall automatically reset upon return to nominal operating conditions. Remote communication of alarms via a contact closure shall be provided.

YES

The AVR shall be provided with individual “Fuse Failure” indicator lights, phase A, B and C, on the front panel for diagnostic purpose. Failure of either fusible links or phase semiconductor fuses shall be indicated.

YES

The AVR shall be equipped with both an “Output Failure” and “Over Temperature” indicator light. This will be located on the front of the enclosure to indicate an over temperature condition. In addition to an output over/under voltage condition.

YES

<p>A digital input meter shall be provided to display line voltages, line currents, frequency, kVA, kW, and power factor. A separate digital output meter shall be provided to display line to line voltages, line to neutral voltages, phase currents and neutral current. Both meters shall have programmable minimum and maximum value set points.</p>	<p>YES</p>		
<p>The AVR shall have provisions for the installation of cable lugs directly to the input/output bus bars or conductors to the input/output terminals provided. The manufacturer shall allow sufficient for up to _____ copper conductors per phase and for the neutral bus or terminal.</p> <p>The AVR isolation transformer shall be designed for convection cooling. If fan cooling is required for the solid-state electronic switching devices, air filters shall be provided to mitigate dust infiltration.</p>	<p>YES</p>		

**b- Technical specifications.**

	<p><b>ECOBANK MINIMUM SPECIFICATION</b></p>	<p><b>SPECIFICATION OFFERED BY THE BIDDER</b></p>	<p><b>ECOBANK Technical Evaluators' Remark (Complied/Not Complied)</b></p>
<p>MODEL: AVR</p>			
<p>Recommended input voltages</p>	<p>380 – 430 Volt</p>		
<p>Type of Cooling</p>	<p>Air cooled (Indoor/outdoor, depending on availability of space)</p>		
<p>Mode of Operation</p>	<p>Automatic / Manual</p>		
<p>Duty Cycle</p>	<p>Continuous on full load</p>		

Power Factor	> 0.95		
Recommended Input frequency	50Hz $\pm$ 10% tolerance.		
Warranty	$\geq$ 2 years		
Efficiency	> 0.98%		
Output Voltage	230V AC $\pm$ 1%		
Input tolerance range	$\pm$ 25%		

## Annex 2A

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION LOT 1<sup>7</sup>**

*(This Form must be submitted if applying for LOT 1 only using the Supplier’s Official Letterhead/Stationery<sup>8</sup>).*

We, the undersigned, hereby accept in full the Terms and Conditions of this RFQ, and hereby offer to supply the items listed below in conformity with the specification and requirements of ECOBANK as per RFQ Reference No. ETIGPCNARFQ017/2023 for CCTV. Please be informed we are applying for **Lot No1 ( Lot 1: Supply, installation commissioning as well as maintenance of CCTV )** to supply the CCTV in the following countries where ECOBANK operate:

*( Please list countries where you can provide the **CCTV machines** )*

**TABLE 2A1: Offer to Supply the CCTV compliant with Technical Specifications and Requirements**

*NB: Please indicate the countries where ECOBANK is operating in Africa and where you are able to deliver the machines and the maintenance services. For the sake of comparison, please use one unit as quantity for each type of machine you are offering.*

**c- Cost estimations ( Please the cost of required equipment for each Country and related local currency)**

Ex. Ghana

N°	Description	Proposed product reference / details	Currency	Unit Price	Minimum quantity to be ordered (if applicable)	Comments if Any
1.	Interior dome cameras 2MP		CEDI			
2.	Interior dome cameras 4MP					
3.	Interior dome cameras 5MP					

<sup>7</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>8</sup> Official Letterhead/ Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

4.	Interior dome cameras 8MP					
5.	Exterior dome cameras 2MP					
6.	Exterior dome cameras 4MP					
7.	Exterior dome cameras 5MP					
8.	Exterior dome cameras 8MP					
9.	Interior dome Ptz cameras 2MP					
10.	Interior dome Ptz cameras 4MP					
11.	Interior dome Ptz cameras 5MP					
12.	Interior dome Ptz cameras 8MP					
13.	Exterior dome Ptz cameras 2MP					
14.	Exterior dome Ptz cameras 4MP					
15.	Exterior dome Ptz cameras 5MP					
16.	Exterior dome Ptz cameras 8MP					
17.	Interior bullet cameras 2MP					
18.	Interior bullet cameras 4MP					
19.	Interior bullet cameras 5MP					
20.	Interior bullet cameras 8MP					
21.	Exterior bullet cameras 2MP					
22.	Exterior bullet cameras 4MP					
23.	Exterior bullet cameras 5MP					
24.	Exterior bullet cameras 8MP					
25.	Interior bullet Ptz cameras 2MP					
26.	Interior bullet Ptz cameras 4MP					

27	Interior bullet Ptz cameras 5MP					
28	Interior bullet Ptz cameras 8MP					
29	Exterior bullet Ptz cameras 2MP					
30	Exterior bullet Ptz cameras 4MP					
31	Exterior bullet Ptz cameras 5MP					
32	Exterior bullet Ptz cameras 8MP					
33	Video recorder / recording unit : 2TB (specify whether the management system is integrated)					
34	Video recorder / recording unit : 4TB (specify whether the management system is integrated)					
35	Video recorder / recording unit: 8TB (specify whether the management system is integrated)					
36	Video recorder / recording unit: 12TB (specify whether the management system is integrated)					
37	Video recorder / recording unit: 24TB (specify whether the management system is integrated)					
38	Video recorder / recording unit: 48TB (specify whether the management system is integrated)					
39	Video recorder / recording unit: 96TB. (Specify whether the management system is integrated)					

40	System & Management Server type 1 (If separated from the recording unit – provide details)					
41	System & Management Server type 2 (If separated from the recording unit – provide details)					
42	System & Management Server type 3 (If separated from the recording unit – provide details)					
43	System & Management Server type 4 (If separated from the recording unit – provide details)					
44	Display unit type 1 (If separated from the recording unit – provide details)					
45	Display unit type 2 (If separated from the recording unit – provide details)					
46	Display unit type 3 (If separated from the recording unit – provide details)					
47	Display unit type 4 (If separated from the recording unit – provide details)					
48	Others (if any)					

*1/1 Pricing of goods should be consistent with the Incoterm indicated in the RFQ*

**TABLE 2A2: Offer for maintenance services (Post Warranty Annual Maintenance Cost) per annum**  
**NB: Please select countries where ECOBANK is present in Africa and where you are able to deliver the CCTV and provide the related maintenance services.**

<u>COUNTRY YOU ARE QUOTING FOR</u>	<u>CURRENCY</u>	<u>DESCRIPTION</u>	<u>PERIODICITY OF THE SERVICE</u>	<u>POST WARRANTY ANNUAL MAINTENANCE COST PER MACHINE (IN FIGURE)</u>	<u>POST WARRANTY ANNUAL MAINTENANCE COST PER MACHINE (WORDS)</u>
Ex. GHANA	CEDI	Maintenance services on a single machine (please provide more details.)			
Total Final Price Quotation for maintenance exclusive of VAT .					

**NB:**

1. The “ **TOTAL UNIT MACHINE COST (I)**” is the cost indicated in the **TABLE 1** and the “ **TOTAL ANNUAL MAINTENANCE COST (II)** is the cost indicated in **TABLE 2**
2. The cost must be provided country by country. If bidders have the ability to quote for more than one country where Ecobank operates, they can do so by indicating the countries accordingly.
3. The financial offers should be given in the local currency of the countries that bidders are quoting for.
4. The cost of the CCTV and post-warranty maintenance cost per annum will be taken into consideration for the evaluation of the financial offers.
5. The Incoterm here for the price quotation is DDP (Delivery Duty Paid, with VAT unpaid) . The prices should be inclusive of all duties, levies, transportation, insurance charges, etc. delivered at ECOBANK office in specific countries, except VAT only which will be determined later once orders are placed by specific affiliates.
6. In case of any discrepancy, unit prices quoted in words will be considered for computation of the total cost of ownership.
7. Cost comparison will be based on total cost of ownership calculated as explained above in local currency.

**Annex 2B**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION LOT 2<sup>9</sup>**

*(This Form must be submitted if applying for LOT 2 only using the Supplier’s Official Letterhead/Stationery<sup>10</sup>).*

We, the undersigned, hereby accept in full the Terms and Conditions of this RFQ, and hereby offer to supply the items listed below in conformity with the specification and requirements of ECOBANK as per RFQ Reference No. ETIGPCNARFQ017/2023 **for Network Equipment**. Please be informed we are applying for **Lot No2 ( Lot 2: Supply of Network Equipment )** to supply the **Network Equipment** in the following countries where ECOBANK operate:

*( Please list countries where you can provide the network equipment )*

**TABLE 1: Offer to Supply the network equipment compliant with Technical Specifications and Requirements**

*NB: Please indicate the countries where ECOBANK is operating in Africa and where you are able to deliver the machines and the maintenance services. For the sake of comparison, please use one unit as quantity for each type of machine you are offering.*

**d- Cost estimations ( Please the cost of required equipment for each Country and related local currency)**

Ex. Ghana

N <sup>o</sup>	Description	Proposed product reference / details	Currency	Unit Price	Minimum quantity to be ordered (if applicable)	Comments if Any
1						
2						
3						

<sup>9</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



**Annex 2C**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION LOT 3<sup>11</sup>**

*(This Form must be submitted if applying for LOT 3 only using the Supplier’s Official Letterhead/Stationery<sup>12</sup>).*

We, the undersigned, hereby accept in full the Terms and Conditions of this RFQ, and hereby offer to supply the items listed below in conformity with the specification and requirements of ECOBANK as per RFQ Reference No. ETIGPCNARFQ017/2023 for **Automatic Voltage Regulators (AVR)**. Please be informed we are applying for **Lot No3 (Lot 3: Supply, installation as well as maintenance of Automatic Voltage Regulators-AVR)** to supply the **Automatic Voltage Regulators** in the following countries where ECOBANK operate:  
*( Please list countries where you can provide the Automatic Voltage Regulators.*

**TABLE 2C1: Offer to Supply the Automatic Voltage Regulators compliant with Technical Specifications and Requirements**

*NB: Please indicate the countries where ECOBANK is operating in Africa and where you are able to deliver the machines and the maintenance services. For the sake of comparison, please use one unit as quantity for each type of machine you are offering.*

**e- Cost estimations ( Please the cost of required equipment for each Country and related local currency)**

Ex. Ghana

N°	Description	Proposed product reference / details	Currency	Unit Price	Minimum quantity to be ordered (if applicable)	Comments if Any
			Cedi			

<sup>11</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>12</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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1[1] Pricing of goods should be consistent with the Incoterm indicated in the RFQ

**TABLE 2C2: Offer for maintenance services (Post Warranty Annual Maintenance Cost) per annum**  
**NB: Please select countries where ECOBANK is present in Africa and where you are able to deliver the Automatic Voltage Regulators and provide the related maintenance services.**

<u>COUNTRY YOU ARE QUOTING FOR</u>	<u>CURRENCY</u>	<u>DESCRIPTION</u>	<u>PERIODICITY OF THE SERVICE</u>	<u>POST WARRANTY ANNUAL MAINTENANCE COST PER MACHINE (IN FIGURE)</u>	<u>POST WARRANTY ANNUAL MAINTENANCE COST PER MACHINE(WORDS)</u>
Ex. GHANA	CEDI	Maintenance services on a single machine (please provide more details.)			
Total Final Price Quotation for maintenance exclusive of VAT .					

**NB:**

1. The “ TOTAL UNIT MACHINE COST (I)” is the cost indicated in the TABLE 1 and the “ TOTAL ANNUAL MAINTENANCE COST (II) is the cost indicated in TABLE 2
2. The cost must be provided country by country. If bidders can quote for more than one country where Ecobank operates, they can do so by indicating the countries accordingly.
3. The financial offers should be given in the local currency of the countries that bidders are quoting for.
4. The cost of the CCTV and post-warranty maintenance cost per annum will be taken into consideration for the evaluation of the financial offers.
5. The Incoterm here for the price quotation is DDP (Delivery Duty Paid, with VAT unpaid) . The prices should be inclusive of all duties, levies, transportation, insurance charges, etc. delivered at ECOBANK office in specific countries, except VAT only which will be determined later once orders are placed by specific affiliates.
6. In case of any discrepancy, unit prices quoted in words will be considered for computation of the total cost of ownership.
7. Cost comparison will be based on total cost of ownership calculated as explained above in local currency.

**Annex 3**

**Documents Establishing the Eligibility and Qualifications of the Bidder (This Form must be submitted only using the Supplier’s Official Letterhead/Stationery<sup>13</sup>)**

**A- Bidder Information Form<sup>14</sup>**

Date: [insert date (as day, month and year) of Bid Submission]

RFQ No.: “ETIGPCNARFQ0172023”

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Main Bidder’s Legal Name	[insert Main Bidder’s legal name]	
2. Country of Registration:	[insert actual Country of Registration]	
3. Year of Registration in its Location:	[insert Bidder’s year of registration]	
4. Legal Address in Country of Registration	[insert Bidder’s legal address in country of registration]	
5. Countries of Direct Operation with the Legal name [Click here to enter text]	6. No. of staff in each Country [Click here to enter text]	7. Years of Operation [Click here to enter text]
8. Value and Description of Top five (5) Biggest Contracts for the past five (5) years: [insert here]		
9. Domestic Customer Base (Number of Sorting Machines installed in each countries you are operating so far)		
10. Latest Credit Rating (Score and Source, if any):	[insert here]	
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. [insert here if any]		
7. Countries where ECOBANK is present in Africa and where you are able to provide the CCTV as well as the maintenance services.: [insert countries here ]		
13. Attached are copies of original documents of: <input type="checkbox"/> All eligibility document requirements listed in :		

**B- Manufacturer’s Information Form<sup>15</sup>**

<sup>13</sup> Official Letterhead/ Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>14</sup> The Bidder shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

<sup>15</sup> The Bidder shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

Date: [insert date (as day, month and year) of Bid Submission]

RFQ No.: “ETIGPCNARFQ0172023”

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Manufacturer’s Legal Name	[insert Main Bidder’s legal name]
2. Country of Registration:	[insert actual Country of Registration]
3. Year of Registration in its Location:	[insert Bidder’s year of registration]
4. Legal Address in Country of Registration	[insert Bidder’s legal address in country of registration]
5. Nature of Relationship of your company with the Manufacturing Company: Are you a Subsidiary of the Manufacturing Company/Division of Manufacturing ? Company/Sole Distributor/Non Exclusive Distributor/Agent/Others ?	
[Please insert which one is applicable]	
6. Experience of the Manufacturing Company in Sorting Machines	

## Annex 4

**FORM FOR SUBMITTING SUPPLIER’S MANAGEMENT STRUCTURE***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery<sup>16</sup>)**You are kindly advised to use the format below for each staff:*

<b>Country of Operations:</b>	[insert here]	
<b>Staff Name:</b>	[insert here]	
<b>Role:</b>	[insert here]	
<b>Nationality:</b>	[insert here]	
<b>Specialization:</b>	[insert here]	
<b>Years of Relevant Work Experience:</b>	[insert here]	
<b>Contact information:</b>	[insert here]	
<b>Countries of Relevant Work Experience:</b>	[insert here]	
<b>Language Skills:</b>	[insert here]	
<b>Education and other Qualifications:</b>	[insert here]	
<b>Summary of Experience:</b>	Highlight experience in the region and on similar projects.	
<b>Relevant Experience (From most recent):</b>		
<b>Period: From – To</b>	<b>Name of activity/ Project/ funding organisation, if applicable:</b>	<b>Job Title and Activities undertaken/Description of actual role performed:</b>
e.g. June 2016-January 2019		
Etc.		
Etc.		
<b>References no.1 (minimum of 3):</b>	<b>Name:</b> [insert here] <b>Designation:</b> [insert here] <b>Organization:</b> [insert here] <b>Contact Information – Address; Phone; Email; etc.:</b> [insert here]	
<b>Reference no.2</b>	<b>Name:</b> [insert here] <b>Designation:</b> [insert here] <b>Organization:</b> [insert here] <b>Contact Information – Address; Phone; Email; etc.:</b> [insert here]	
<b>Reference no.3</b>	<b>Name:</b> [insert here] <b>Designation:</b> [insert here] <b>Organization:</b> [insert here] <b>Contact Information – Address; Phone; Email; etc.:</b> [insert here]	

<sup>16</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

The Proposing Firm shall provide the summary of the key personnel who will be engaged in terms of their respective role, specialization, nationality and years of experience as per the following template

No.	Country covered	Name of the Staff	Position in the Project Team	Specialization	Nationality	Professional Experience (in years)
1						
2						
3						
4						
5						

**Details of Offices/ Branches /Maintenance Service Centers**

Countries	Details of Offices/ Branches /Service Centers Sr No	Place	Address	Contact Details (Including Name of In charge and his contact no., email etc.)	Service Facilities Available (Describe)	No and profile of staff

**Annex 5 :**

**Bid Submission Form<sup>17</sup>**

*(This should be written in the Letterhead of the Bidder. Except for indicated fields, no changes may be made in this template.)*

---

Insert: Location

Insert: Date

To: **Mr. Janvier K. Wussin;**  
**Group Head Ecobank Business Services**  
**2365 Boulevard du Mono - BP: 3261 Lome Togo**

Dear Mr. Wussin,

We, the undersigned, hereby offer to supply the [Please indicate the name of the equipment you are bidding for] and related services required for “ETIGPCNARFQ0172023” in accordance with your Request for Quotation dated [insert: bid date]. We are hereby submitting our Bid for Lot [insert: Lot number] , which includes the Technical Bid and Price Schedule.

We hereby declare that:

- a) All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification.
- b) We are currently not on the removed or suspended vendor list of Ecobank.
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the Ecobank that has been associated directly or indirectly to this tender process.

We confirm that we have read, understood, and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this RFQ, and the General Terms and Conditions of ECOBANK Group for this RFQ. We agree to abide by this Bid for 90 days as validity period.

We undertake, if our Bid is accepted, to initiate the supply of [ Please indicate the name of the equipment ] and provision of related services to affiliates based on the terms indicated in the on the Framework Agreement to be signed for 1 year renewable subject to satisfaction evaluation and annual performance review.

We fully understand and recognize that ECOBANK is not bound to accept this Bid, that we shall bear all costs associated with its preparation and submission, and that ECOBANK will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

**Name of Signatory:**

**Designation:**

**Signature:** \_\_\_\_\_

**Date Signed:**

**Company Seal:** \_\_\_\_\_

[please mark this letter with your corporate seal]

---

<sup>17</sup> No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.

*(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery<sup>19</sup>)*

---

Date: [insert the date]

**Statement of Full Disclosure**

To: **Mr. Janvier Wussinu**  
**Group Head Ecobank Business Services**  
**2365 Boulevard du Mono**  
**BP: 3261 Lome Togo**

Dear Mr. Wussinu;

We hereby declare that we have no conflicts to disclose in accordance with the definition of conflict in this RFQ. Specifically, we have not/do not:

- i. Been associated in the present or past, with a firm or any of its affiliates which have been engaged by ECOBANK to provide services for the preparation of the design, specifications, Terms of Reference (ToR) and other documents to be used for the procurement of the [ **please indicate the name of equipment**] and services to be purchased in this selection process;
- ii. Been involved in the preparation and/or design of the Group Procurement project and strategies related to the services requested under this RFQ;
- iii. Submitted more than one Proposal in this RFQ, either as an individual entity, or through its membership with a joint venture/consortium/association that is also submitting a Proposal for the same contract.
- iv. Combined functions of consulting and supply of [ **please indicate the name of equipment**], and the advisory services may lead to the procurement of such machines.
- v. In addition, we are not in conflict for any other reason, as may be established by, or at the discretion of, ECOBANK.

We remain,

Yours sincerely,

**Name of Signatory:**

**Designation:**

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_ Company Seal: \_\_\_\_\_

[please mark this letter with your corporate seal]

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<sup>18</sup> No deletion on or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

<sup>19</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



Annex 6

## Request for Clarification Template

*(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery<sup>20</sup>)*

Request for Clarification Template

Date of Request: \_\_\_\_\_

Request No.: \_\_\_\_\_

Requesting Bidder Legal Name: [\[insert the Name here\]](#)

Procurement Reference No.: ‘ETIGPCNARFQ017/2023’

Schedule of Requirements/Product Specs: Supply, Installation, and maintenance of CCTV and related services

SN	List of Requests which require Clarification either on “Schedule of Requirements” and/or “RFQ Standard Bid Document”	Page Refer.	Clarification (to be provided by ECOBANK. Technical Team/Procurement Unit)
1			▪
2			▪
3			▪
4			▪
5			▪

**Note:**

- *Please note that the request shall be sent with word document*
- *Please use your corporate headed paper to ensure the authenticity of the request*
- *Request for Clarification will be managed as indicated under the Schedule Of Requirements*
- *You are strongly advised to frequently visit the dedicated procurement notice link/website for clarifications (i.e., the link you have downloaded this RFQ Standard Document)*

<sup>20</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes