



**Ecobank Transnational Incorporated
(ETI)**

BUILDING OF AN AUDIOVISUAL STUDIO FOR ETI

Invitation to bid

ETI-ITB-001-2025

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Section 1. Invitation Letter

Dear Sir/Madam,

We are pleased to invite you to submit a bid for the BUILDING OF AN AUDIOVISUAL STUDIO FOR ETI.

To evaluate your proposal, we will take into consideration its completeness and compliance and whether the bid satisfies ECOBANK's requirements, as set out in the Invitation to Bid (ITB) and its appendices.

This Invitation to Bid contains the following documents, as well as the General Conditions of Contract, which are included in the Bid Data Sheet:

Section 1: Invitation Letter

Section 2: Instructions to Bidders

Section 3: Bid Data Sheet

Section 4: Evaluation Criteria

Section 5: Table of Requirements and Technical Specifications: Technical Specifications

Section 6: Bid Documents to be Returned

- o Form A: Technical Proposal Submission Form
- o Form B: Bidder Information Form
- o Form C: Joint Venture / Consortium / Association Information Form
- o Form D: Eligibility and Qualification Form
- o Form E: Format of Technical Proposal
- o Form F: Financial Proposal

Section 7 - Performance Bond Form

Section 8 - Advance Payment Bond Form

Section 9 - Contract to be Signed, Including General Terms and Conditions

Appendices - Illustrations

We will shortlist the bids that meet all the requirements, satisfy all the evaluation criteria and offer the best value for money. Any bid that does not meet these requirements will be rejected. Please note that ECOBANK is not obliged to accept or shortlist any bid offer or place a purchase order. Furthermore, ECOBANK shall not be liable for any costs associated with the preparation, submission or execution of the bid offer by a service provider, regardless of the outcome of the bid or the manner in which the selection procedure is carried out.

The specifications for the bid are included in this document. The timetable for the various stages of the bid process is set out below:

Stage	Deadline
Publication of the Invitation to Bid	09 January 2024
Confirmation of participation by bidders	22 January 2025
Questions / Requests for clarification from bidders	06 February 2025
Site visit	On request by email to: questions.sourcing@ecobank.com
Deadline for proposals	21 February 2025

**Please note that these dates are provided as a reference only and may be changed at any time. ETI reserves the right to modify these stages and deadlines at any time until the final selection is made.*

Interested bidders should express their intention to participate in this Invitation to Bid by sending an email to questions.sourcing@ecobank.com. This e-mail address should also be used to request any clarifications or ask questions relating to the Invitation to Bid. The subject field should contain the following reference: "ETI/001/ITB/2025".

Interested bidders are required to submit their proposals before the deadline in PDF format only by e-mail to etisourcing@ecobank.com, including the following reference in the subject field: “ETI/001/ITB/2025”.

Please note that e-mail attachments must not exceed 5 MB in size and that we will not accept paper submissions at our reception desk. If your documents exceed the 5 MB limit, please send them in multiple e-mails, including the reference and a sequential number in the subject field (e.g. ETI/001/ITB/2025-1; ETI/001/ITB/2025-2; ETI/001/ITB/2025-3, etc.).

We look forward to receiving your proposals and thank you for your interest in ETI.

Kind regards,

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

Section 2. Instructions for Bidders

GENERAL PROVISIONS

Introduction	1.1 Bidders shall adhere to all requirements of this ITB, including any amendments made in writing by ETI. This Invitation to Bid is being carried out in accordance with ETI's procurement policies and procedures. 1.2 Any bid submitted will be deemed to constitute a proposal by the bidder and will not constitute or imply acceptance of the bid by ETI. ETI is under no obligation to award any contract to any bidder under this ITB. 1.3 ETI reserves the right to cancel the procurement process at any stage without any obligation whatsoever, either by notifying bidders directly or publishing a cancellation notice on the ETI website(www.ecobank.com/procurement).
Fraud and Corruption, Gifts and Invitations	1.4 ETI has a strict zero-tolerance policy on all unlawful practices, including fraud, corruption, collusion, unethical or unprofessional practices and obstruction of ETI's suppliers, and requires all bidders and suppliers to adhere to the highest ethical standards during the procurement process and subsequent execution of the contract. Ecobank's Anti-bribery and Corruption Policy. 1.5 The Ecobank Group Anti-Bribery and Corruption Policy is available at https://ecobank.com/tg/procurement. By participating in this Invitation to Bid, the bidder implicitly agrees to adhere to this policy. 1.6 Bidders and suppliers must not offer gifts or invitations of any kind to ETI staff, including trips to sporting or cultural events or theme parks, offers concerning holidays or travel, or invitations to luxury lunches or dinners. 1.7 In accordance with this policy, ETI: a) will reject a bid if it finds that the successful bidder is engaged in any corrupt or fraudulent practice in bidding for the contract in question; (b) will declare a supplier ineligible, for a definite or indefinite period, to be awarded a contract if, at any time, it determines that the supplier has engaged in any corrupt or fraudulent practice in the bidding for or execution of an ETI contract. 1.8 All bidders must comply with ETI's Supplier Code of Conduct, which can be found at https://secure.ethicspoint.eu/domain/media/en/gui/102456/index.html.
Eligibility	1.9 Bidders must not have been suspended, excluded or otherwise designated as ineligible by ETI or any other financial institution or national or international organisation. Suppliers must inform ETI if they are subject to any sanctions or temporary suspensions imposed by any such organisation. 1.10 It is the bidder's responsibility to ensure that its employees, the members of its joint venture (where applicable), its sub-contractors, its service providers, its suppliers and its suppliers' employees comply with the eligibility requirements established by ETI.

Conflicts of Interest	1.11 Bidders must strictly avoid any conflict with other commitments or their own interests and must not take future work into account. All bidders found to have a conflict of interest will be disqualified. Without limiting the general nature of the foregoing, bidders and their own approved service providers will be deemed to have a conflict of interest with one or more parts of this bid process in the following circumstances: a) If they are or have previously been connected to a company, or any of its affiliates, that has been hired by ETI to provide services regarding the design, specifications, terms of reference, cost analysis and estimates and other documents used for the procurement of goods and services under this bid procedure; b) If they have been involved in the preparation or design of the programme or project relating to the services requested under this Invitation to Bid; c) If it is established that there is a conflict of interest for any other reason, as determined by ETI or at its discretion. 1.12 If there is any uncertainty regarding the interpretation of a situation that may constitute a conflict of interest, bidders must inform ETI and request confirmation as to whether or not it constitutes a conflict of interest. 1.13 Similarly, bidders must demonstrate in their proposals that they are aware of the following: a) Whether the bidder's owners, co-owners, managers, directors, controlling shareholders or key personnel have a family relationship with any ETI employees with procurement responsibilities, government employees in the country concerned, or employees or any partner who will benefit from services provided under this ITB. b) All other situations likely to give rise, either actually or apparently, to a conflict of interest, collusion or unfair practices. In the event of non-disclosure of this information, it is possible that the proposal(s) relating to this non-disclosure will be rejected.
B. PREPARATION OF BIDS	
General Considerations	1.14 When preparing the bid, the bidder should examine the Invitation to Bid carefully. Failure to correctly provide all the information requested in the Invitation to Bid may result in the bid being rejected. 1.15 The bidder must not take advantage of any errors or omissions in the Invitation to Bid. If such errors or omissions are found, the bidder must inform ETI accordingly.
Cost of Preparing the Bid	1.16 The bidder is responsible for all costs relating to the preparation and submission of the bid, regardless of whether or not the bid is accepted. ETI is in no way responsible or liable for said costs, regardless of the progress or outcome of the procurement procedure.
Language	1.17 The bid and any related correspondence between the bidder and ETI shall be in the language(s) specified in the Bid Data Sheet.

Required Documentation for the Bid	1.18 The bid shall include the following documents and forms, details of which are provided in the Bid Data Sheet: a) Documents establishing the bidder's eligibility and qualifications. b) Technical Proposal. c) Financial Proposal. d) Any attachments or appendices to the proposal.
Documents establishing the bidder's eligibility and qualifications ;	1.19 The bidder must provide written proof of its status as an eligible and qualified supplier by completing the forms in Section 6 and providing the relevant documentation as requested therein. In order to award the contract to the bidder, its qualifications must be suitably documented to the satisfaction of ETI.
Format and Content of the Technical Proposal	1.20 The bidder is required to submit its Technical Proposal using the standard forms and templates provided in Section 6 of the Invitation to Bid. 1.21 Samples of items, where required by Section 5, shall be provided within the time specified, unless otherwise specified by ETI, at no cost to ETI. If not destroyed during testing, samples will be returned at the bidder's request and expense, unless otherwise specified.
Financial Proposal	1.22 The Financial Proposal must be prepared using the form provided in Section 6 of the Invitation to Bid, taking into consideration all of the requirements stated therein. 1.23 Any requirement described in the Technical Proposal that is not explicitly costed in the Financial Proposal shall be considered to be included in the prices of other activities or goods and in the final total price.
Bid Guarantee	N/A
Currencies	1.24 All prices shall be quoted in the currency or currencies indicated in the Bid Data Sheet.

Joint Venture, Consortium or Association	1.25 If the bidder is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of submission, the bid must include confirmation of the following: (i) that they have designated one party as the lead entity, duly vested with the authority to legally bind the members of the joint venture jointly and severally. This should be evidenced by a duly notarised agreement between the legal entities submitting the bid; and (ii) that, if awarded, the contract will be between ETI and the designated lead entity, who will act on behalf of all the legal entities comprising the joint venture. 1.26 After the deadline for submission of bids, the lead entity designated to represent the joint venture, consortium or association shall not be changed without the prior written consent of ETI. 1.27 The lead entity and other members comprising the joint venture, consortium or association shall comply with the provisions of Clause 9 of this document concerning the submission of a single proposal. 1.28 The description of the organisation of the joint venture, consortium or association must clearly define the intended role of each member of the joint venture in satisfying the requirements of the ITB, both in the bid submission and the joint venture agreement. All legal entities comprising the joint venture, consortium or association shall be subject to an eligibility and qualification assessment by ETI. 1.29 When presenting its track record and experience, a joint venture, consortium or association must clearly differentiate: a) The track record and experience of the joint venture, consortium or association as a whole; b) The track record and experience of the individual entities in the joint venture, consortium or association. 1.30 Previous contracts completed by individual experts working privately but who are permanently or were temporarily linked to one of the member entities may not be included as part of the experience of the joint venture, consortium or association or that of the member concerned. However, the expert in question may refer to such contracts when presenting their own personal credentials. 1.31 Joint ventures, consortia or associations are encouraged to meet broad multi-sectoral requirements where the scope of the necessary expertise and resources cannot be provided by a single company.
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Single Proposal	1.32 The bidder (including the individual members of any joint venture) shall submit a single proposal, either in its own name or as part of a joint venture. 1.33 Proposals submitted by two (2) or more bidders will be rejected in any of the following cases: a) They have at least one controlling shareholder, director or stakeholder in common; b) One of them receives or has received any direct or indirect subsidy from the other(s); c) They have the same legal representative for the purposes of this ITB; d) There is a relationship between them which, directly or through third parties, enables them to have access to information about another bidder or influence another bidder's proposal in the context of this ITB; e) They subcontract each other's proposal or if the subcontractor of one bid also submits another bid on its behalf as the main bidder; One of the key personnel included in a bidder's team participates in more than one bid received during the bid procedure. This condition relating to personnel does not apply to subcontractors included in several bids.
Bid Validity Period	1.34 Bids shall remain valid for the period indicated in the Bid Data Sheet and their validity shall take effect on the closing date for the submission of bids. Any bid with a shorter validity period may be rejected by ETI and declared non-compliant. 1.35 During the bid validity period, the bidder shall not modify its original proposal, particularly with respect to the availability of key personnel, the rates proposed and the total price.
Extension of the Bid Validity Period	1.36 In certain exceptional circumstances, ETI may request bidders to extend the validity period of their bids before the bid validity period expires. If such a request is made, the request and its subsequent responses must be made in writing and shall be considered an integral part of the proposal. 1.37 If the bidder agrees to extend the bid validity period, the extension shall be made without any other changes to the original bid. 1.38 The bidder has the right to refuse to extend the bid validity period, in which case the bid will no longer be evaluated.
Requests for Clarification (by the Bidders)	1.39 Bidders may request clarification regarding any of the bid documents no later than the date indicated in the Bid Data Sheet. Any request for clarification must be sent in writing in the form indicated in the Bid Data Sheet. If an inquiry is sent in any way other than through the indicated channels, even if it is sent to an ETI employee, neither ETI nor the employee concerned shall be obliged to respond or confirm that the inquiry has been officially received. 1.40 ETI shall respond to requests for clarification in the form indicated in the Bid Data Sheet. 1.41 ETI will endeavour to respond promptly to requests for clarification, but any late response from ETI will not oblige ETI to extend the deadline for submission of bids, unless ETI believes that such an extension is justified and necessary.

Modification of Proposals	1.42 ETI may amend the Invitation to Bid at any time prior to the deadline for submission of bids, for any reason, such as in response to a bidder's request for clarification. Such modifications will be made available to all potential bidders. 1.43 If the modification is significant, ETI may extend the deadline for submission of bids to give bidders sufficient time to include the modification in their proposals.
Alternative Proposals	1.44 Unless otherwise indicated in the Bid Data Sheet, alternative proposals shall not be considered. If the submission of an alternative proposal is authorised by in the Bid Data Sheet, a bidder may submit an alternative proposal but only if it also submits a proposal that complies with the requirements of the Invitation to Bid. If the acceptance criteria are met or the proposal is clearly justified, ETI reserves the right to award the contract based on an alternative proposal. 1.45 If several alternative proposals are submitted, they must be clearly identified as "main proposal" and "alternative proposal".
C. SUBMISSION AND OPENING OF BIDS	
21a. Submission	1.46 The bidder shall submit (by e-mail) a duly signed and completed proposal which includes the required documents and forms set out in the Bid Data Sheet. The Financial Proposal shall be submitted along with the Technical Proposal. Proposals shall only be submitted via e-mail as indicated in the Bid Data Sheet. 1.47 The bid must be signed by the bidder or the person(s) who are duly authorised to bind the bidder. Such authorisation shall be evidenced by means of a document attesting to such authorisation issued by the bidder's legal representative, or a power of attorney, attached to the bid. 1.48 Bidders acknowledge that by submitting a bid, they implicitly accept all of the conditions of this ITB.

**21b.
Proposals
Submitted via
E-mail.**

- 1.49 The following conditions shall apply to all proposals submitted via e-mail:
- a) The electronic files forming part of the bid must comply with the format and requirements indicated in the Bid Data Sheet;
 - b) All documents that are required in their original form (e.g. Bid Guarantee) must be sent by courier or hand-delivered in accordance with the instructions set out in the Bid Data Sheet.

21.5 Proposals must be submitted in French or in any other language specified in this Invitation to Bid and must be received no later than the deadline for submission by e-mail to etisourcing@ecobank.com.

The Technical Proposal and the Financial Proposal must be submitted separately in two or more e-mails to etisourcing@ecobank.com.

Interested bidders are requested to send their proposals electronically only, in PDF format, before the deadline to etisourcing@ecobank.com. Submissions must be free of viruses and corrupted files and the subject field should contain the following reference: 'ETI/001/ITB/2025'. Please note that the size of any attachments must not exceed **5 MB** per individual e-mail and that no paper proposals delivered to our reception desk will be accepted. Please note that your Technical and Financial Proposals should be sent together via e-mail. If the size of your documents is greater than the **5 MB** indicated, it is recommended that they are sent in several e-mails, indicating the following in the subject field

Please note that the subject of your e-mail is compulsory and should be based on the example below: If, for example, the name of your company is "DELTA " and the files containing your proposal are greater than the 5 MB allowed, your proposal can be submitted in the following manner:

First e-mail subject line: "ETI/001/ITB/2025" TP1 DELTA.

Second e-mail subject line: "ETI/001/ITB/2025" TP2 DELTA.

NB:

As this is an Invitation to Bid, the principle of delivering the Technical Proposal and Financial Proposal in separate envelopes or e-mails shall not apply. Therefore, proposals can be submitted together in the same e-mail.

Once proposals have been submitted electronically to the designated secure e-mail(etisourcing@ecobank.com), confirmation of this (without attaching the proposals to preserve the integrity of the process) should be sent to Questions.sourcing@ecobank.com. This confirmation is important in order to ensure that all proposals are acknowledged and taken into consideration for further technical and financial evaluation if they meet the necessary requirements.

NB:

1-) In summary, Technical and Financial Proposals should be submitted via e-mail to etisourcing@ecobank.com;

2-) However, all questions and requests for clarification should be sent to: Questions.sourcing@ecobank.com

3-) Any Technical or Financial Proposal sent to Questions.sourcing@ecobank.com will be rejected outright.

	Bidders acknowledge that by submitting a proposal, they implicitly accept all the conditions of this Invitation to Bid.
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Deadline for Submission of Bids and Late Submissions	1.50 Complete bids must be received by ETI at the correct e-mail address, in the correct format and no later than stated deadline, as indicated in the Bid Data Sheet. ETI shall only recognise the date and time on which it receives the proposal. 1.51 ETI will not consider any proposal submitted after the deadline for submission of bids.
Withdrawal, Replacement and Modification of Bids	1.52 Bidders may withdraw, replace or modify their bids after they have been submitted at any time before the deadline for submission of bids. 1.53 Offers submitted by e-mail: Bidders may withdraw, replace or modify their bids by sending a written notification to ETI, duly signed by an authorised representative and attaching a copy of the authorisation (or power of attorney). Where a bid is replaced or modified, the new bid must be accompanied by the aforementioned notification, where applicable. All notifications must be submitted in the same way as indicated for the submission of bids, clearly marked as "WITHDRAWAL", "REPLACEMENT" or "MODIFICATION".
Opening of Bids	1.54 ETI will open the bids received in the presence of an ad hoc committee, comprising at least two (2) members, set up by ETI. 1.55 Upon opening each proposal, ETI will record the name of the bidder, any modifications or withdrawals, the state of labelling, the number of files and folders and any other details that ETI deems to be useful. No bid will be rejected upon opening the proposal, except for late bids which will be returned unopened to the bidders concerned.
D. Evaluation of Proposals	
Confidentiality	1.56 Information concerning the examination, evaluation and comparison of bids, as well as the recommendation for the award of the contract, shall not be disclosed to bidders or any other person not officially involved in such procedures, even after publication of the award of the contract. 1.57 Any attempt by a bidder or a person acting on their behalf to influence ETI in the examination, evaluation and comparison of bids or decisions to award the contract may, at ETI's discretion, result in the rejection of their bid and the application of ETI's supplier sanction procedures.

Evaluation of Proposals	1.58 ETI will carry out the evaluation procedure based solely on the proposals received. ETI will award the contract to the successful bidder by applying non-discretionary “Pass/Fail” criteria to the detailed content of the bid requirements and technical specifications. This means that bidders must meet all minimum eligibility criteria and technical qualifications and offer the lowest possible prices. 1.59 The Evaluation of Bids shall consist of the following stages: a) Preliminary examination, particularly with respect to eligibility b) Verification of calculations and ranking of bidders who pass the preliminary examination based on their financial proposals c) Qualification assessment d) Evaluation of Technical Proposals e) Evaluation of Financial Proposals A detailed evaluation will be carried out on the 3 to 5 proposals offering the lowest prices. Other proposals offering higher prices will be included in the detailed evaluation if necessary.
Preliminary Examination	1.60 ETI will examine the bids received to determine whether they are complete according to the minimum documentation requirements, whether the documents have been duly signed, and whether the proposals are generally correct, as well as considering other criteria that might be applied at this stage. ETI reserves the right to reject any proposal at this stage.
Eligibility and Qualification Assessment	1.61 The bidder’s eligibility and qualifications will be assessed against the minimum eligibility and qualification requirements set out in Section 4 (Evaluation Criteria). This assessment will be carried out on a pass/fail basis. 1.62 In general terms, suppliers who meet the following criteria can be considered pre-qualified: a) Those who are not on ETI’s list of suspended suppliers or that of any other international organisation, such as the United Nations, the World Bank, etc. b) Those who are financially sound and have access to adequate financial resources to execute the contract and meet all existing commercial commitments. c) Those who have the necessary similar experience, technical expertise, production capacity where appropriate, quality certificates, quality assurance procedures and other resources that may be relevant to the provision of the required services. d) Those who fully comply with the General Conditions of the ETI Invitation to Bid; e) Those with no history of arbitration or court decisions against them; f) Those with a track record of rapid and satisfactory performance with their customers.

Evaluation of Technical and Financial Proposals	1.63 The evaluation team will examine and evaluate the bids to verify that they comply with the table of requirements, technical specifications and other documents provided, using the procedure indicated in the Bid Data Sheet and other ITB documents. If necessary, and if stated in the Bid Data Sheet, ETI may invite bidders who have submitted compliant Technical Proposals to deliver a presentation on their proposal. The conditions of the presentation shall be provided in the bid document where required.
Due Diligence	1.64 ETI reserves the right to carry out a due diligence exercise to verify the validity of information provided by the bidder. This exercise will be fully documented and may include, but shall not be limited to, any or all of the following: a) Verification of the accuracy, correctness and authenticity of the information provided; b) Validation of the extent of compliance with the ITB requirements and evaluation criteria based on what has been found so far by the evaluation team; c) Requests for information and references from relevant government agencies with jurisdiction over the bidder concerned, from previous clients or from any other entity that may have had business dealings with the bidder concerned; d) Requests for information and references from previous customers regarding the performance of current or completed contracts, including physical inspections of previous work, if necessary; e) Physical inspections of the bidder's offices, branches or other establishments in which they carry on their business, with or without prior notice; f) Any other means that ETI may deem appropriate, at any stage of the selection process before the contract is awarded.
Clarification of Proposals	1.65 To facilitate the examination, evaluation and comparison of bids, ETI may, at its discretion, ask any bidder for clarification of its proposal. 1.66 Any request for clarification from ETI and its subsequent response shall be in writing. No changes to the Financial Proposal or content of the Technical Proposal shall be requested, offered or permitted except to provide clarification and confirm the correction of any calculation errors discovered by ETI in the evaluation of the bid. 1.67 Unsolicited clarifications provided by a bidder which do not constitute a response to a request from ETI will not be taken into account when examining and evaluating the bid.
Compliance of Proposals	1.68 ETI will assess the compliance of proposals based on their content. Bids will be deemed to be substantially compliant if they comply with all the terms, conditions, specifications and other requirements of the ITB without any material deviation, reservation or omission. 1.69 If a bid is not substantially compliant, it shall be rejected by ETI. The bidder shall not be permitted to subsequently correct any significant deviations, reservations or omissions in order to render the bid compliant.

Non-conformities, Reparable Errors and Omissions	1.70	Provided that a proposal is substantially compliant, ETI may waive any non-conformity or omission which ETI does not deem to constitute a material deviation.
	1.71	At its discretion, ETI may request the bidder to provide any necessary information or documents, within a reasonable time, to rectify any non-conformities or omissions in the proposal that concern to documentation requirements. Such omissions cannot be related to any aspect of the Financial Proposal. The bid may be rejected if the bidder fails to comply with this request.
	1.72	For those bids that pass the preliminary examination stage, ETI will check, and correct calculation errors as follows: a) If there is a discrepancy between a unit price and the corresponding total for the line item obtained by multiplying the unit price by the quantity, the unit price will prevail and the line item total will be corrected, unless ETI considers that there has been an obvious misplacement of the decimal point in the unit price, in which case the line item total will prevail and the unit price will be corrected; b) If there is an error in the calculation of a total as a result of addition or subtraction of subtotals, the subtotals will prevail and the total will be corrected; c) In the event of a discrepancy between amounts in words and in numbers, the amount in words will prevail, unless it is due to a calculation error, in which case the amount in numbers will prevail.
	1.73	If the bidder does not accept an error correction made by ETI, its bid will be rejected.

E. AWARD OF CONTRACT

Right to Accept or Reject Any or All Bids	1.74	ETI reserves the right to accept or reject any bid, to declare any or all bids non-compliant and to reject all bids at any time prior to awarding the contract, accepting no liability or obligation to inform the bidder(s) concerned of the reasons for its decision. Furthermore, ETI is not obliged to award the contract to the proposal offering the lowest price.
Award Criteria	1.75	Before the expiry of the bid validity period, ETI will award the contract to a qualified and eligible bidder whose bid is deemed to both comply with the table of requirements and technical specifications and offer the best price.
Right to Modify Requirements When the Contract is Awarded	1.76	When awarding the contract, ETI reserves the right to modify the quantity of goods or services up to a maximum of twenty percent (20%) of the total bid, without changing the unit price or other terms and conditions.
Signing of the Contract	1.77	The successful bidder shall be required to sign and date the contract and return it to ETI within fifteen (15) days of its receipt. If it fails to do so, ETI shall have sufficient grounds to cancel the award and retain the Bid Guarantee, where applicable, and may award the contract to the second-best placed bidder or issue another Invitation to Bid.

Performance Bond	1.78 If stated as a requirement in the Bid Data Sheet, a performance bond shall be provided in the amount and form indicated in the Bid Data Sheet within fifteen (15) days of the signing of the contract by both parties. If a performance bond is required, the performance bond must be received by ETI in order for the contract to take effect.
Advance Payment Bank Guarantee	N/A
Liquidated Damages	1.79 If stated in the Bid Data Sheet, ETI will apply delay penalties for any damage or risk caused to ETI as a result of the contractor's delays or breach of its obligations as per the contract. 1.80 In such circumstances, the following penalties shall apply: Percentage of contract price per day of delay: 0.5% of the contract price per calendar day of delay Maximum delay: 30 days Subsequent measure: Cancellation of contract and retention of the performance bond
Payment Terms	1.81 Payment will only be made once ETI has accepted the goods or services supplied. Payment shall be made within thirty (30) days of receipt of the invoice and certificate of acceptance of the work issued by the proper authority at ETI with direct supervision of the contractor. Payment will be made by bank transfer to an account recorded in Ecobank's books in the currency of the contract.

Section 3. Bid Data Sheet

The following data for the goods and services to be procured shall complement, supplement or amend the provisions of the Invitation to Bid in the event of any conflict between the Instructions to Bidders, Bid Data Sheet and other annexes or references attached to the Bid Data Sheet, and the provisions of the Bid Data Sheet shall prevail.

No.	Section 2 Ref. No.	Subject	Special Instructions or Requirements
1	7	Bid Language:	English
2		Submission of bids for parts or sub-parts of the table of requirements (partial bids)	BUILDING OF AN AUDIOVISUAL STUDIO FOR ETI

3	16	Bid validity period (days)	120 days
4	12	Bid Guarantee	Not Required
5	40	Advance payment upon signing of contract	Allowed up to a maximum of 20% of contract value
6	41	Liquidated Damages	Will be imposed as follows: 0.5% of contract for every day of delay, up to a maximum duration of 1 calendar month. Thereafter, the contract may be terminated.
7	39	Performance Bond	10% of contract amount
8	13	Bid Currency	X US Dollars (US\$) X Euros X F.CFA The bidder can quote in one of the currencies above.
9	31	Deadline for submitting questions and requests for clarification.	Fourteen (14) days before the submission deadline
10	31	Contact details for requests for clarification and questions	Interested bidders should express their intention to participate in this Invitation to Bid by sending an email to questions.sourcing@ecobank.com . This e-mail address should also be used to request any clarifications or ask questions relating to the Invitation to Bid. The subject field should contain the following reference: "ETI/001/ITB/2025"
11	18, 19 and 21	Sharing of additional information for the Invitation to Bid and responses to requests for clarification	Additional information will be sent by e-mail to bidders who have indicated their intention to participate in the Invitation to Bid.
12	22	Deadline for submission of bids	21 February 2025 at 17:30 GMT.
13	21a, 21b	Accepted method for submitting bids	☒ E-mail to etisourcing@ecobank.com
14	21b 22	Address for submitting bids	Interested bidders are required to submit their proposals before the deadline in PDF format only by e-mail to etisourcing@ecobank.com , including the following

			reference in the subject field: “ETI/001/ITB/2025”.
15	21b	Submission Requirements	Please note that e-mail attachments must not exceed 5 MB in size and that we will not accept paper submissions at our offices. If your documents exceed the 5 MB limit, please send them in multiple e-mails following the instructions below: If, for example, the name of your company is "DELTA " and the files containing your proposal are greater than the 5 MB allowed, your proposal can be submitted in the following manner: First e-mail subject line: "ETI/001/ITB/2025" TP1 DELTA. Second e-mail subject line: “ETI/001/ITB/2025" TP2 DELTA.
16	27.	Evaluation method for awarding the contract	The most technically compliant, eligible and qualified bid at the lowest price. ETI will carry out the evaluation procedure based solely on the proposals received. ETI will award the contract to the successful bidder according to non-discretionary pass/fail evaluation criteria, meaning that the bidder must meet all the minimum eligibility criteria and technical qualifications and offer the lowest price.
17		Probable date of entry into force of the contract	<i>Février 21, 2025</i>
18		Maximum contract duration	240 days
19	35	ETI will award the contract to:	A single bidder
20		Other information concerning the ITB	N/A

Section 4 Assessment Criteria

Preliminary Screening Criteria

Bids will be examined to check that they are complete and have been correctly submitted according to the Yes/No criteria below:

- Properly signed
- Power of attorney
- Minimum documentation supplied
- Validity of the bid

Eligibility and Minimum Qualification Criteria

Eligibility and qualification will be assessed on a “**Pass/Fail**” basis.

If the bid is submitted as a joint venture, consortium or association, each member must meet the minimum criteria unless otherwise indicated.

Subject	Criteria	Document filing requirements
ELIGIBILITY		
Legal Status	The supplier is a legally registered entity.	Form B: Bidder Information Form
Eligibility	The supplier has not been suspended, excluded or otherwise designated as ineligible by ETI, the United Nations, the World Bank Group or any other international organisation.	Form A: Technical Proposal Submission Form
Conflicts of Interest	No conflict of interest in accordance with Clause 4 of the Invitation to Bid.	Form A: Technical Proposal Submission Form
Bankruptcy	No declared bankruptcy, no involvement in any bankruptcy or insolvency proceedings, and not subject to any judgement or pending legal action that could adversely affect their operations in the near future.	Form A: Technical Proposal Submission Form
Certificates and Licences	N/A	Form B: Bidder Information Form
QUALIFICATION		
Historical Contract Non-Performance¹	The non-performance of a contract has not been the result of fault on the part of the contractor during the last 3 years.	Form D: Eligibility and Qualification Form
Litigation History	No history of court decisions or arbitration awards against the bidder during the last 5 years.	Form D: Eligibility and Qualification Form
Previous	Minimum 7 years' relevant experience.	Form D: Eligibility

¹ Non-performance, as determined by ETI, shall refer to (a) all contracts where non-performance was not disputed by the contractor, including by reference to a relevant contractual dispute resolution mechanism, and (b) any contracts which have been disputed by the contractor but have not been fully resolved. Non-performance shall not include any contracts where the employer's decision has been rejected by the dispute resolution process. Non-performance must be based on all information regarding fully resolved disputes or litigation, i.e. litigation or a dispute that has been resolved in accordance with the relevant contractual dispute resolution mechanism and where all rights to appeal available to the bidder have been exhausted.

Experience		and Qualification Form
	A minimum of 3 contracts of a value of US \$100,000 similar in nature and complexity, implemented over the last 5 years. <i>(In the case of a joint venture, consortium or association, all parties must individually comply with this requirement)</i>	Form D: Eligibility and Qualification Form
Financial Position	Annual turnover ranging between US\$100,000 to \$200,000 over the last 3 years. <i>(In the case of a joint venture, consortium or association, all parties must cumulatively comply with this requirement).</i>	Form D: Eligibility and Qualification Form
	The bidder must show the current soundness of its financial position and indicate its potential long-term profitability. <i>(In the case of a joint venture, consortium or association, all parties must individually comply with this requirement).</i> Note: ETI reserves the right to reject any bid submitted by a bidder who is found to be not financially capable and/or in serious financial difficulty	Form D: Eligibility and Qualification Form
Technical Evaluation	Financial bids shall be evaluated on a Pass/Fail basis with respect to whether the proposal complies with the technical specifications stated in the bid document. ✓ The proposed methodology demonstrates a good understanding of the work involved; ✓ Suitability/coherence between the implementation system, the schedule and the resources (equipment list) ✓ The proposed project team meets the requirements of the ITB Document.	Form E: Format of Technical Proposal
Financial Evaluation	Detailed assessment of the financial proposal submitted by bidders using Form F, based on the requirements listed in Section 5. <i>The comparison of financial proposals should be based on the proposed price, which includes transport, insurance and the total cost of ownership.</i> Comparison with budget or internal estimates.	Form F: Financial Proposal Form

OTHER		
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REQUIREMENTS		
Equipment	☒ Confirmation of Delivery. Submission of documentary proof of the bidder's ability to mobilise the equipment required to be on site within two weeks of the award of contract. ☒ Equipment form. Bidders must demonstrate the availability of the equipment listed below, including details of ownership of each piece of equipment listed, a letter of support from relevant third parties, technical specifications and/or rental/leasing agreements which demonstrate access to this equipment.	
Other documents/information that must be submitted to ensure technical compliance with the Invitation to Bid	A) TEAM COMPOSITION AND STRUCTURE The bid proposal shall include the dedicated time and effort of each team member who will be assigned to each stage/milestone, expressed in number of working days. B) DETAILED WORK PLAN The bidder shall submit a work plan detailing the methodology to be followed to implement the activities required to execute the contract. This work plan must include: ☒ Mobilization ☒ Demobilization ☒ Work schedule This will consist of a detailed list of all work activities, their duration and sequence, as well as the delivery stages described in the technical specification, within a maximum period of two calendar weeks from the start date of the contract. This schedule will also include the allocation of resources, both human and material, to ensure adequate planning of work activities. ☒ Material supply schedule The above-mentioned work schedule should include the dates and quantities of materials and equipment to be supplied. No delays will be accepted as a result of late delivery or insufficient supply of materials for the work. IMPORTANT: (A) The bidder may use MS Project, Gantt project or similar software to draw up the work plan; (B) Before work begins, the contractor may be requested by the employer to make any relevant changes to the proposed schedule; (C) Written approval of the work plan must be obtained before the project is carried out. Suitability of the proposed insurance plan and	

	quality control (QA/QC) plan, tailored specifically to this project. NB <i>Once the contract has been signed, all technical data sheets for the technical equipment proposed as part of this Invitation to Bid must be submitted to ETI's Technicians for validation before being sent to Lomé.</i> ☒ Bidders must clearly indicate the resources (manpower and equipment) in order to enable clear understanding of the justification and other factors concerning the duration of each activity.	
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Section 5a: Table of Technical Requirements and Specifications / Estimated Bill of Quantities

SPECIFICATIONS

Specific Technical Specifications

I - ELECTRONIC EQUIPMENT		
	Item	Quantity
Set	ARCAM 20 and accessories (X dolly, Xcontroller, AR Sync, AR Lens, Cables, IO.BOT set, etc.)	1
	Blackmagic URSA Broadcast G2 camera, B4 mount, CANON CJ12ex4.3B and accessories	1
	Panasonic UE160 PTZ camera + joystick controller	2cam + 1 joystick
	PTZ camera with tracking	3
	27" teleprompter for the main "Blackmagic" camera mounted on the ARCAM 20 arm	1
	3D virtual reality kit on a 50m ² green screen	1
	3D Engine kit	1
	Studio Lighting Kit	1
	Triangular aluminium structure, diameter 4m, to support ceiling lights	1

	3.5x2 m P1 flexible LED screen wall + accessories	1
	3x2 m P1 flexible LED screen wall + accessories	2
	1x2 m P1 flexible LED screen wall (mobile)	2
	Short-throw projector + mounting accessories	1
	Huawei IdeaHub Pro 65" + Rolling stand	1
	Cables and connectors	1 set
Video control (everything revolves around the Blackmagic ATEM Television studio 4K8 mixer)	Blackmagic ATEM Television studio 4K8	1
	Blackmagic HyperDeck Extreme 8K	1
	Blackmagic HyperDeck Extreme Control	1
	Blackmagic HyperDeck Extreme Rack Kit	1
	Blackmagic MultiDock 10G	
	Blackmagic Videohub 10X10 12G	1
	Blackmagic Web presenter 4K	2
	Blackmagic Media Player 10G	1
	Lilliput RM-0208s 8x2" 1RU	2
	Datavideo TLM-170VM	2
	Blackmagic Mini Converter BiDirectional SDI/HDMI 12G	10
	Blackmagic Mini converter SDI Distributor	2
	Blackmagic Universal Rack Shelf	4
	Blackmagic UltraStudio Recorder 3G	2
	Flight case Rack ABS 12U	4
	Cables and connectors	1 set
Audio control & accessories	Soundcraft Vi1000	1
	Audio processor (DANTE)	1
	Discrete active TV studio speakers	2
	Steinberg UR22mk2	2
	Blackmagic Audio Monitor 12G	1
	Sennheiser gooseneck wired table microphone for TV set	7
	Sennheiser UHF lapel microphone for TV sets	7
	Sennheiser UHF headset microphone for TV sets	5
	Sennheiser UHF handheld microphone	7
	Audio distributor with 12 XLR stereo outputs	1
	Audio distributor with 10 stereo jack outputs	1

	AKG studio headphones	10
	Shure MV7+ Podcast XLR/USB Microphone Kit with Broadcast Arm (Black)	7
	Shure 55SH II + Tabletop Boom Stand	2
Computers & Software	Apple 16" MacBook Pro (M3 Pro, Space Black) 36GB Unified RAM 1TB SSD 18-Core GPU	2
	HP 16" ZBook Power G11 Multi-Touch Mobile Workstation Intel Core Ultra 7 165H 16-core 32GB DDR5 RAM 1TB SSD 16" 1920 X 1200 IPS Touchscreen NVIDIA RTX 2000 Ada (8GB) Thunderbolt 4 USB-A 3.2 Gen1	2
	USB-C Cable thunderbolt-4 2m	10
	Vmix 27 (1 PC licence)	1
	Vmix all presets of the standard line	1 package
	Vmix all titles pack	1 package
	Wirecast studio	2 licences (PC & Mac)
	Adobe Creative suite	3 licences (PC & Mac)
Photography	Sony A7RV	1
	Tamron 28-200mm f/2.8-5.6 Di III RXD Lens (Sony E)	1
	Sony FE 50mm f/1.2 GM Lens (Sony E)	1
	ProGrade Digital 256GB UHS-II SDXC Memory Card (2-Pack)	2
	Magnus VT-4000 Tripod System with Fluid Head	2
	Magnus DWF-2 Universal Tripod Dolly	2
Studio Lighting	LED 4000K 600x600 IP44 tile Studio lighting must be divided into zones (2 zones - the set and the area reserved for equipment/technical staff)	8
Air Conditioning	Split (inverter technology) 3HP, noise level: 20 dB	4

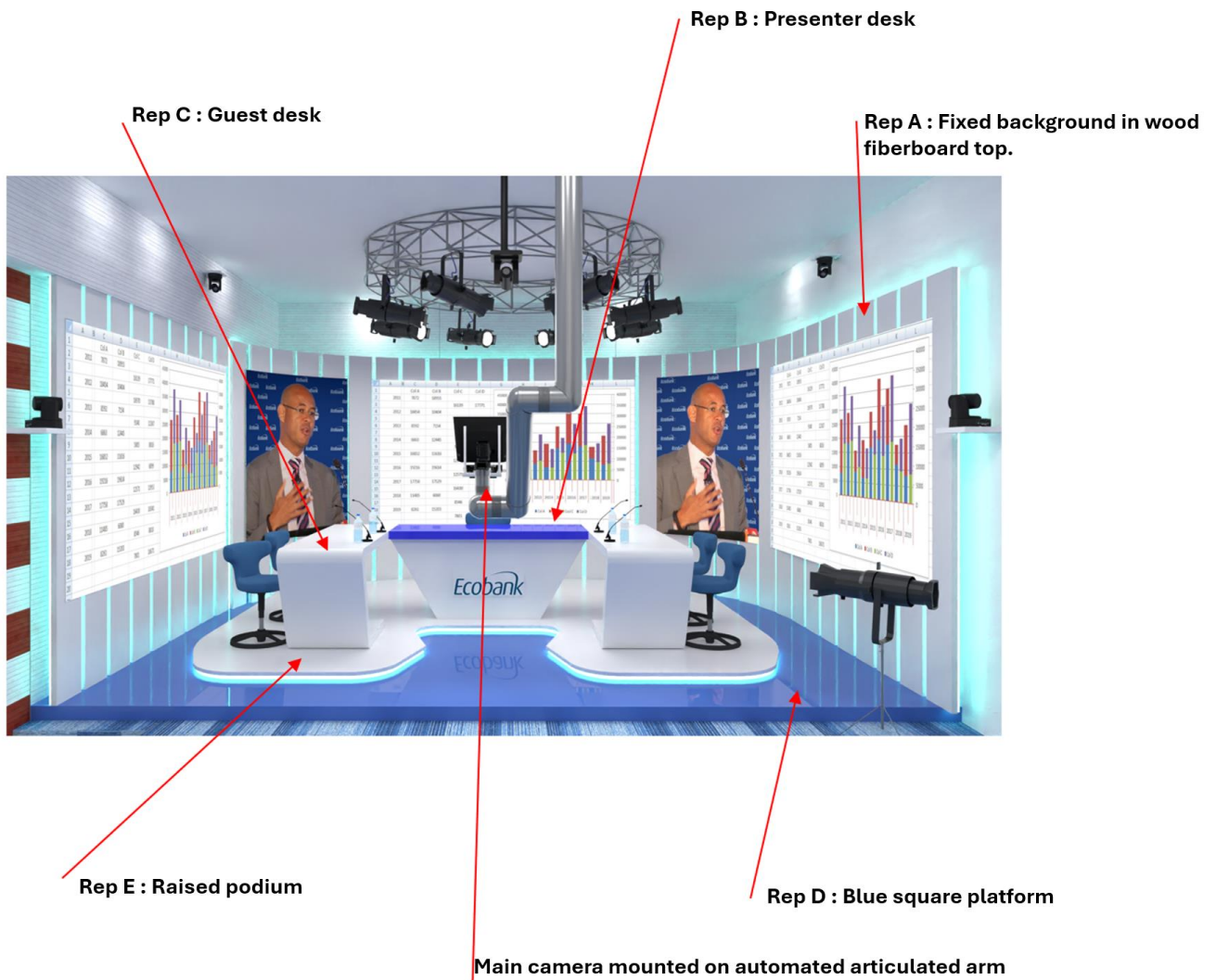
II - FURNITURE



STUDIO Layout

Composed of:

- A. Vertical melamine panel wall cladding on 3 walls, total m²: 41.4 m²
- B. Presenter's table, 200 x 70 x 75 cm
- C. 2 x guest tables, 210 x 70 x 75 cm
- D. 1 x square platform in polished blue, 6 x 6 m
- E. 1 x 10cm-high U-shaped podium, 3.40 x 5 m
- F. 7 height-adjustable swivel chairs mounted on buffers
- G. 15 folding seats



DETAILS

Features A

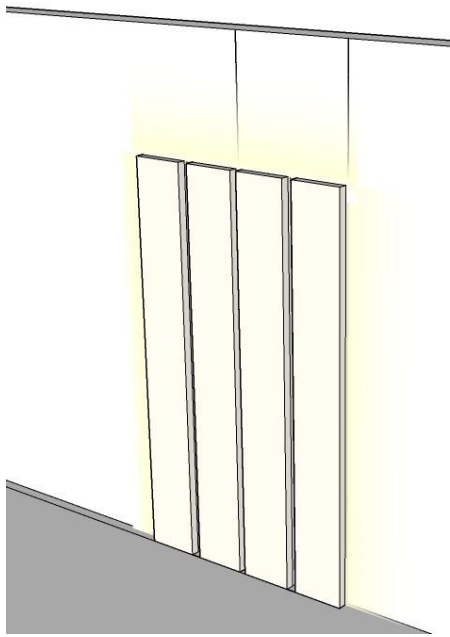
Vertical melamine panel wall cladding on 3 walls, total m²: 41.4 m²

Material: wood-fibre composite or MDF panel, plain satin, laminated beige finish. Arranged in vertical strips.

Strip dimensions: length 2.3 m, width 30 cm, thickness 7 cm for the projecting part Groove dimensions: width 5 cm, depth 3 cm

LED strips installed on 3 sides of the projecting panel with the option of embedding TV screens.

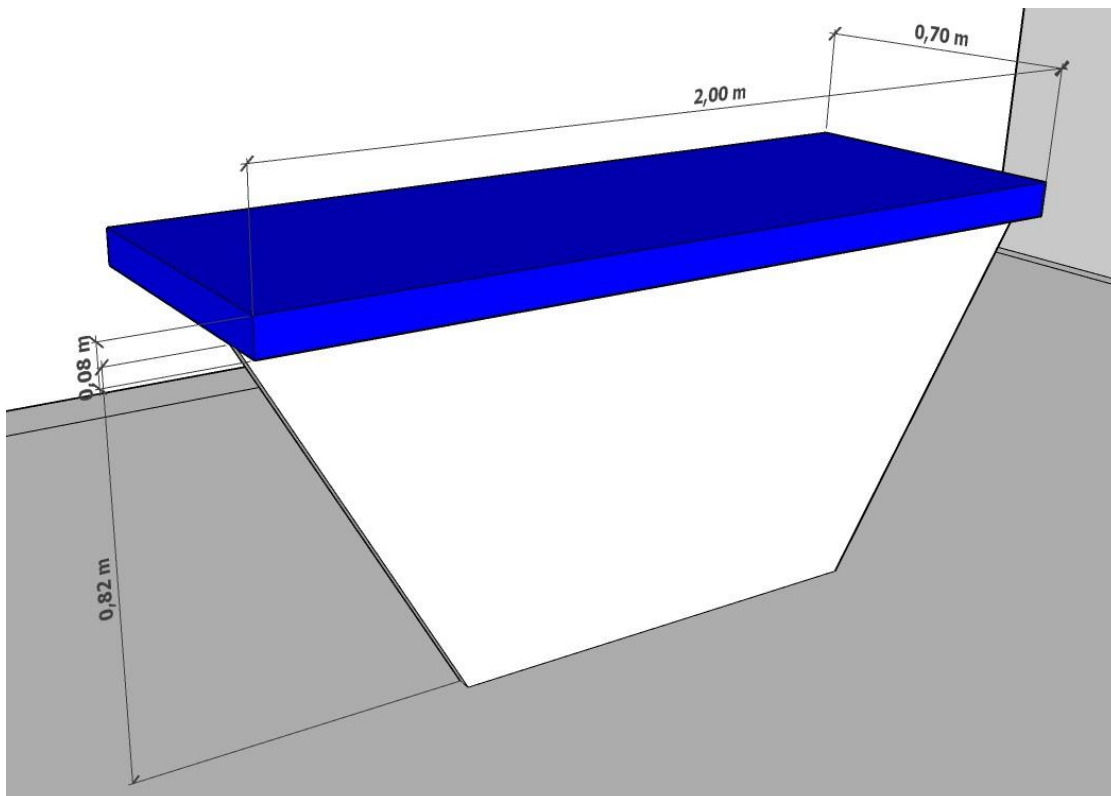
Total surface area to be covered: 41.4 m²

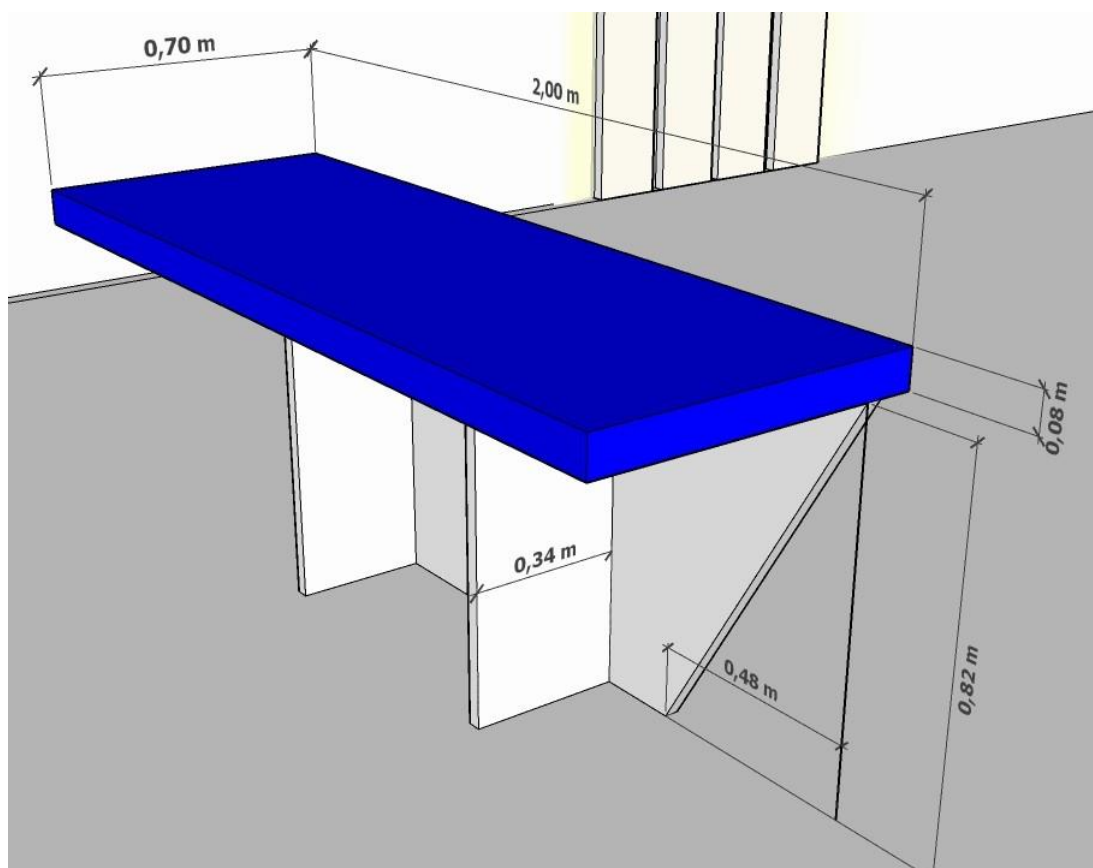


Features B :

- Presenter's table, 200 x 70 x 75 cm

01			
	1.1 - Materials	Fibreboard or plywood	
	1.2 - Finish	Lacquered with a blue satin PU varnish for the top and white for the rest	
	1.3 - Main table	Rectangular shape, minimum thickness 08 cm ABS edge banding	
	1.4 -Dimensions	Table: length 200 cm, width 70 cm, height 90 cm	
	1.5 - Base	Double fibreboard, dimensions: 82 x 34 cm	
	1.6 - Other features	Full-height inward-sloping modesty panel Installation of blue LEDs under the main table in front of the panel ECOBANK inscription on the panel	

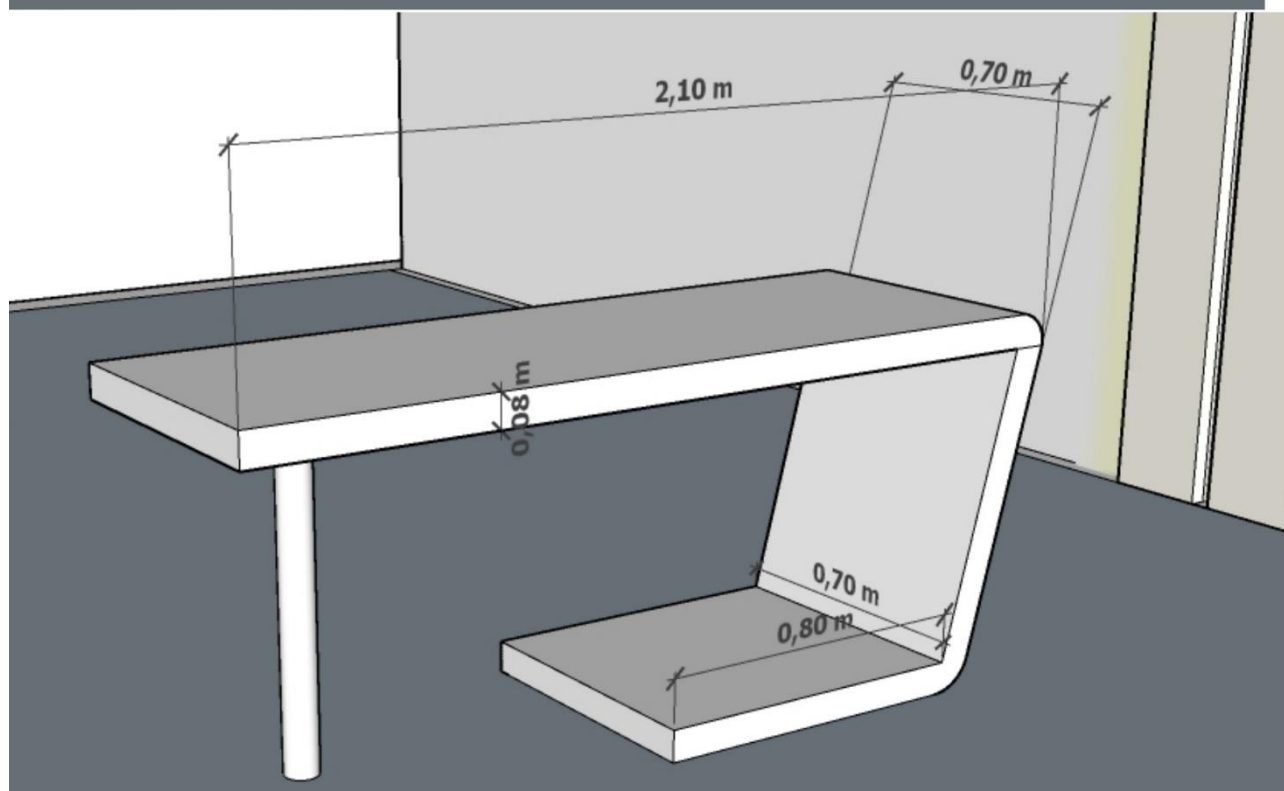
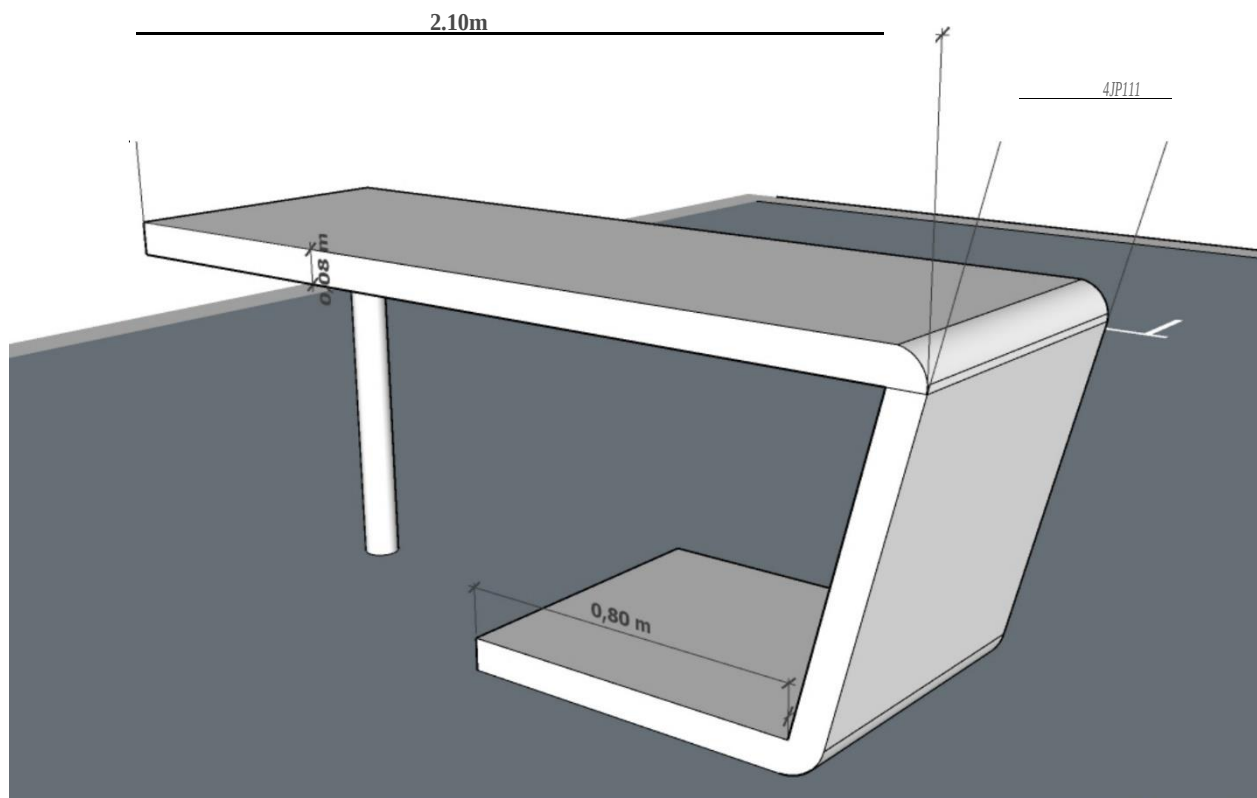




Feature C

Guest table, 210 x 70 x 75 cm

01			
	1.1 - Materials	Fibreboard or plywood	
	1.2 - Finish	Coated with white PU satin varnish	
	1.3 - Main table	Rectangular shape, straight on one side, curved on the other, minimum thickness 08 cm ABS edge banding	
	1.4 -Dimensions	Table: length 210 cm, width 70 cm, height 90 cm	
	1.5 - Other features	No modesty panel	

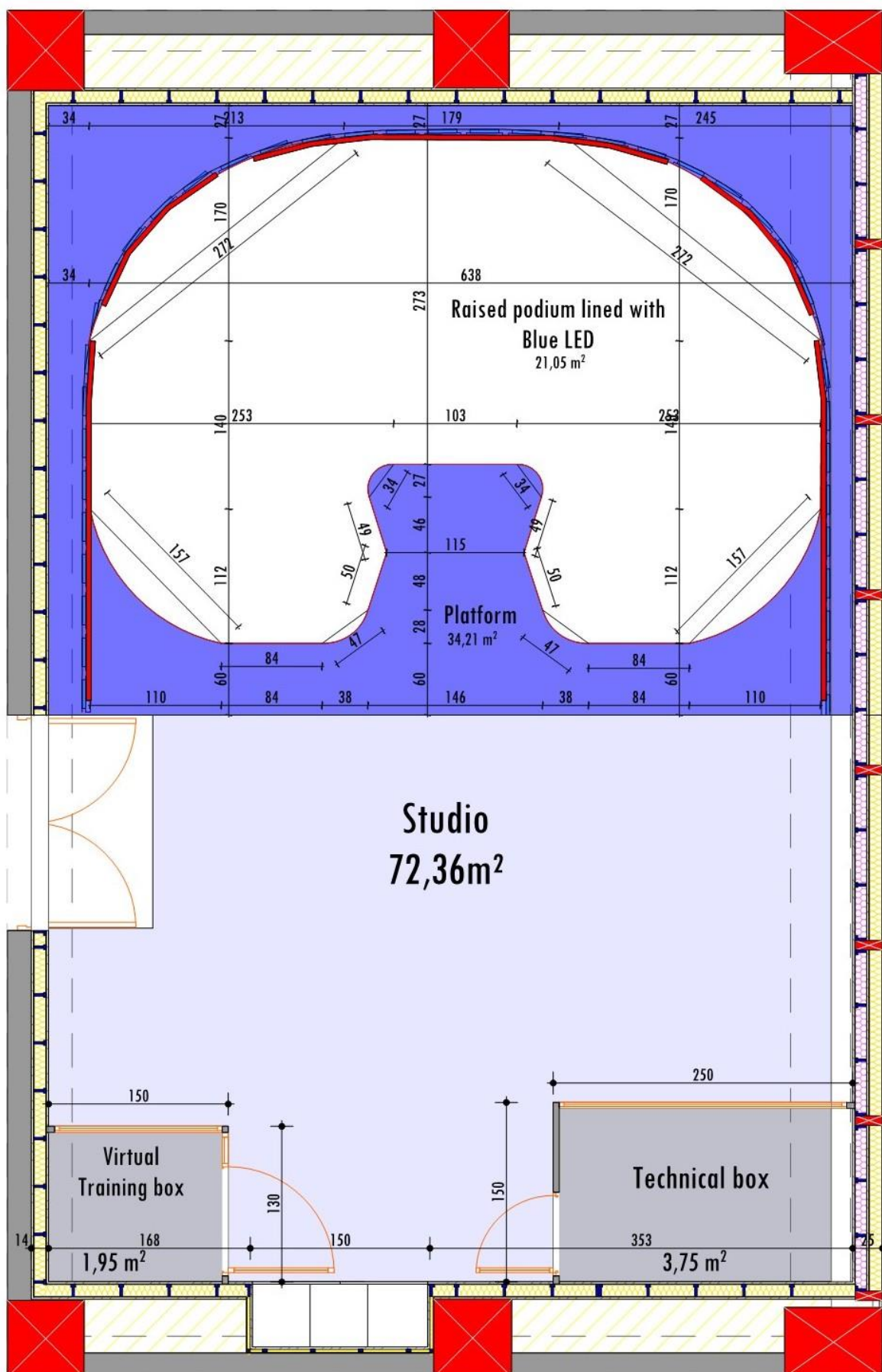


Feature D

D	Platform Ref.		
	1.1 - Materials	Solid wood, melamine-coated wood panels and plywood.	
	1.2 -Structure	Solid wood	
	1.3 - Flooring	Rectangular melamine panel, thickness 10 cm	
	1.4 -Dimensions	Surface area 6.00 x 6.00 cm, Height 10 cm	
	1.5 - Finish	Flexible vinyl covering, such as satin-finish linoleum	

Feature E

E	Podium Ref.		
	1.1 - Materials	Fibreboard and plywood.	
	1.2 -Structure	Solid wood	
	1.3 - Flooring	Made of wood-fibre panels under the tables with curved edges. Thickness 5 cm	
	1.4 -Dimensions	Surface 5.4 x 4.1 cm, Height 5 cm	
	1.5 - Finish	Flexible vinyl covering, such as satin lino	
		Provide for ribbons on all edges	



Feature F

High chair on pads		
Type of chair	Low-back swivel chair	
Structure	- Plywood with padding - Foam density 28 kg/m³ - Foam thickness 7 cm	
Mechanism	ABS adjustable over 10 cm with an adjustable rotating system	
Adjustable height	Using gas pump	
Tilting system	Centred with working position lock	
Armrests	No armrests	

Base:	Polyamide steel star shape, 5 double polyamide castors	
Coating	Foam seat with fabric back in polyamide or PVC	
Dimensions	Dimensions: Height 110 x 120 cm, Width 50 cm Minimum depth 50 cm	



Feature G

Automatic folding chair with Twist Plus backrest

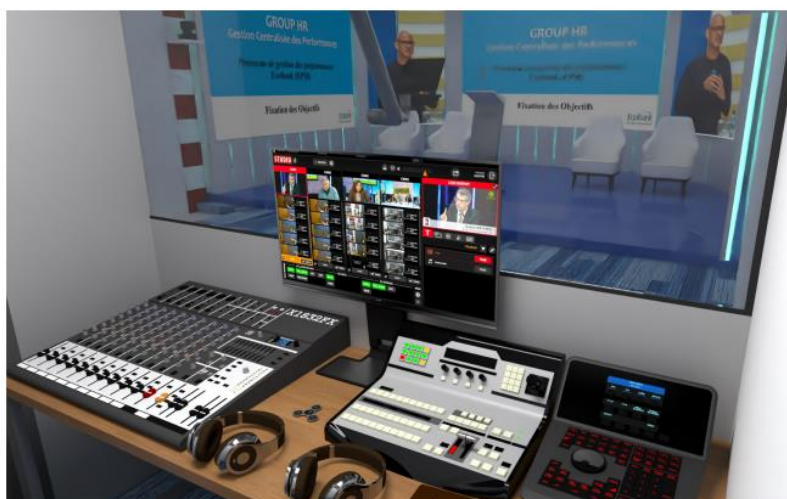
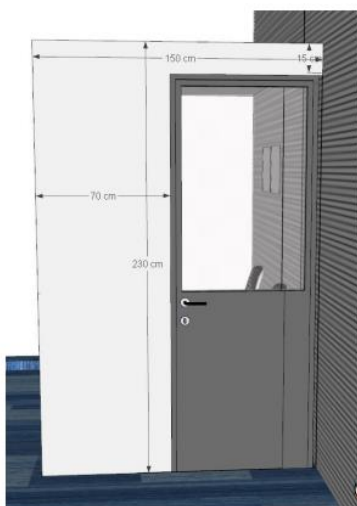
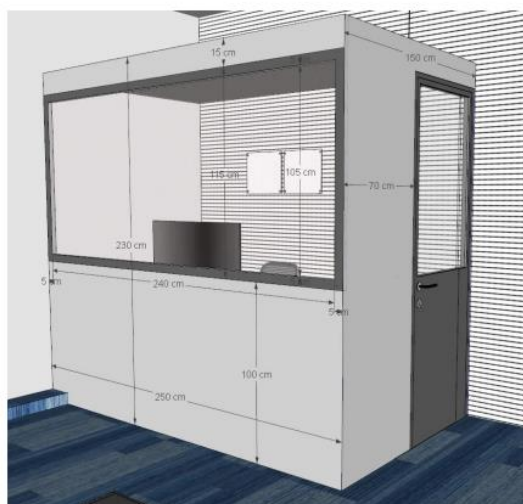
- Allhall
- Dimensions: H 44cm, W 41cm, D 12cm / 42cm
- weight: 8.05 kg
- Seat and back: natural oak plywood or 10mm melamine
- Frame: powder-coated steel (white, textured grey or textured anthracite)
- **Maximum load: 200kg** (complies with EN 12727 standard on the strength of stadium or auditorium seats)
- **Fire classification: M2, Low flammability**

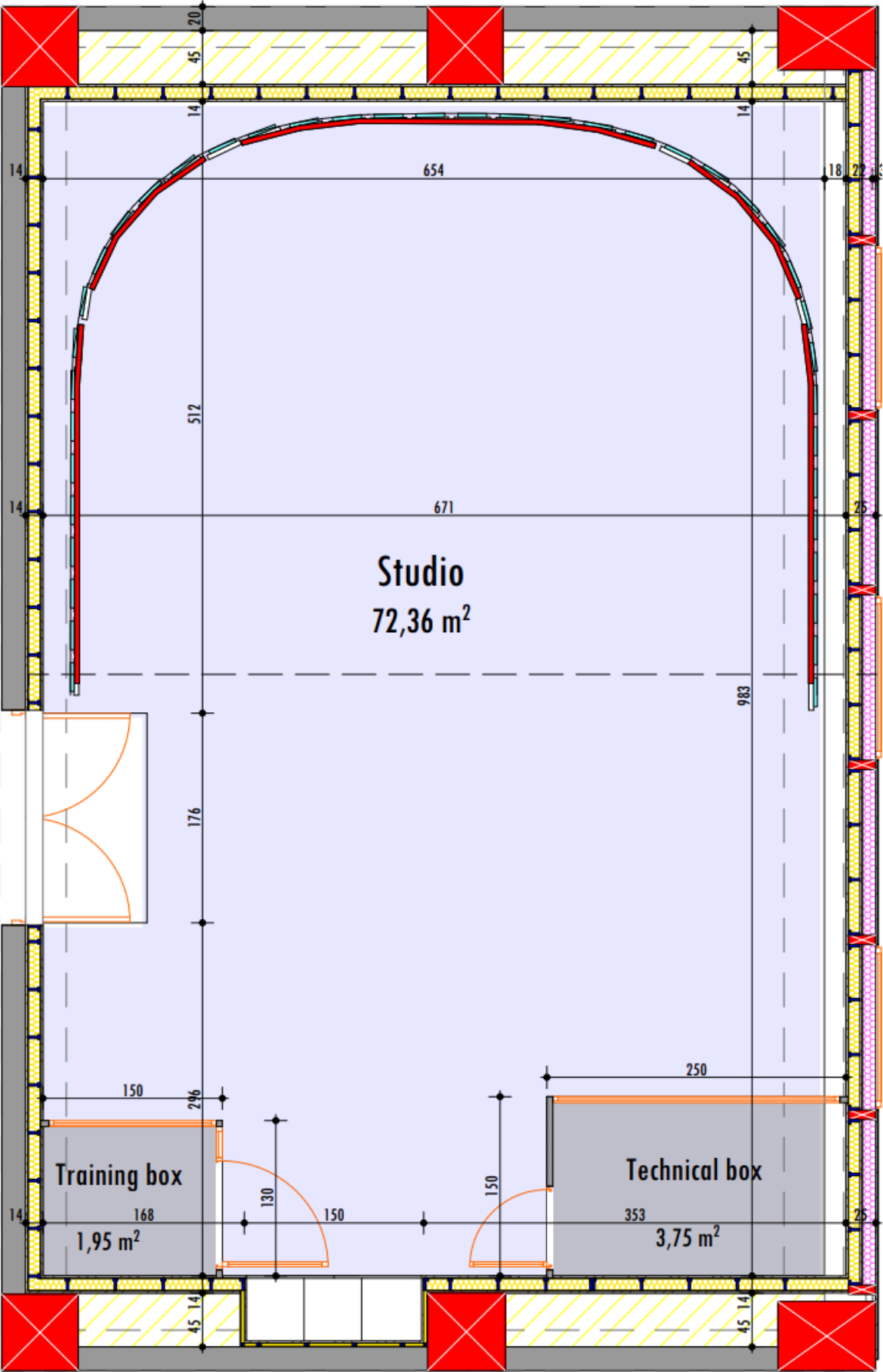
III - TRAINING BOX





IV - TECHNICAL BOX





V - STUDIO SOUNDPROOFING

a- Objectives:

Soundproofing plays an essential role, particularly in audiovisual studios and conference rooms, where clear, pleasant sound is required. Outside noise must not interfere with studio recordings and, conversely, studio sound must not disturb any neighbours.

To achieve good results on a limited budget, it is recommended to create a "room within a room". More popular and more optimal solutions also exist, such as **lining ceilings and walls** with traditional glass wool, foam and chipboard in a single or double layer, which guarantees an audible improvement and ideal recording conditions. These solutions are best suited to reducing airborne noise.

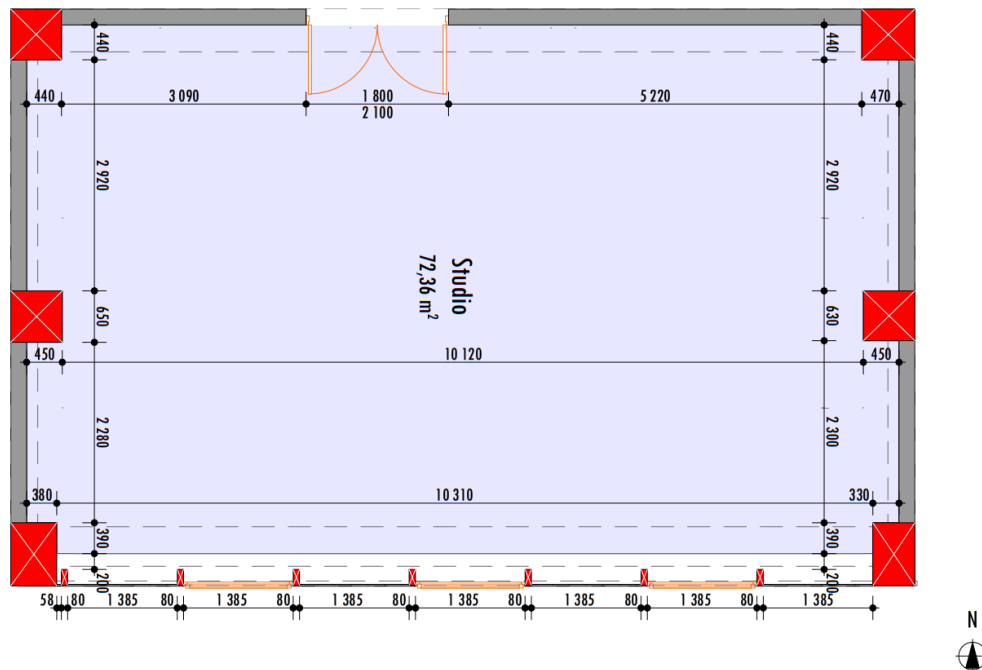
Sound escaping outside is reduced, the studio environment is improved and provides impeccable, undisturbed recording conditions.

To address potential impact noise, we opt for double-layer carpets with acoustic properties.

b- The room:

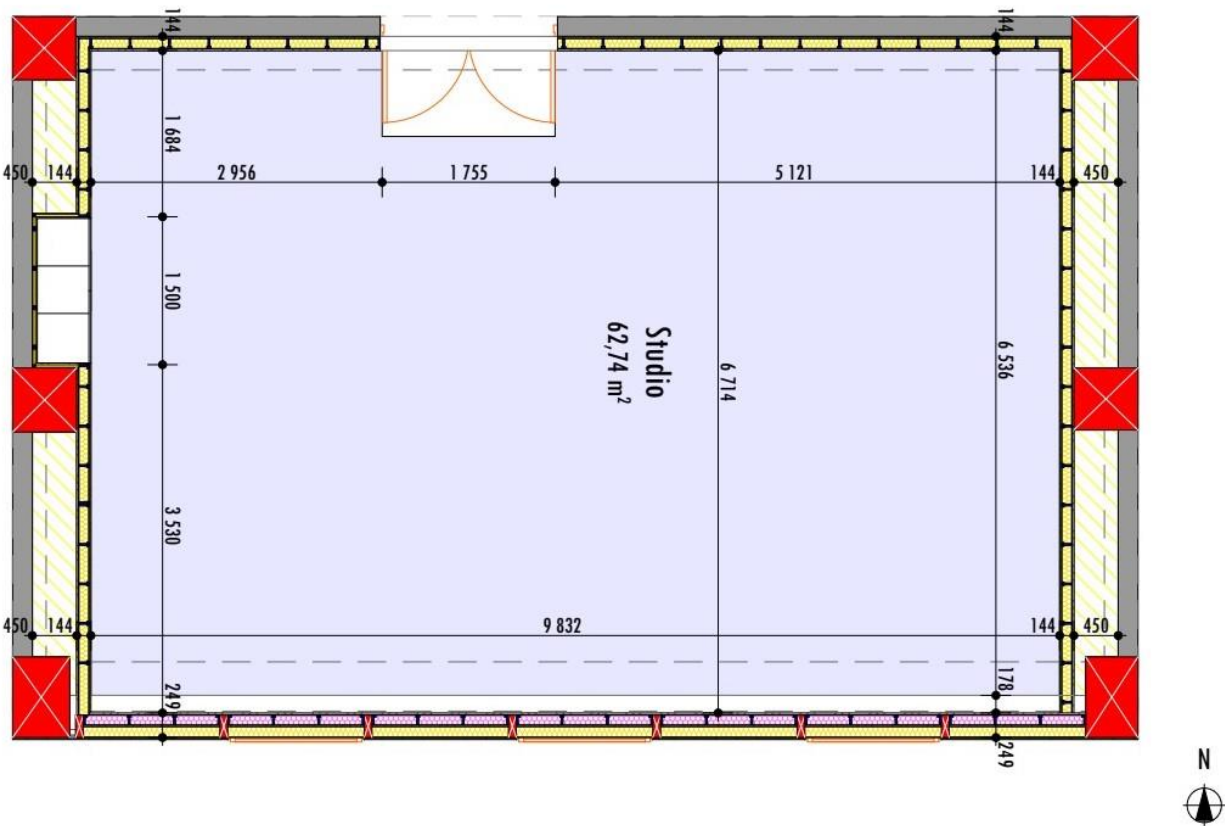
The room is rectangular with the following dimensions:

- Length: 11.02 m
- Width: 6.57 m i.e., a surface area of **72.36 m²** (empty room)



After acoustic treatment, the new dimensions will be:

- Length: 9.83 m
- Width: 6.71 m (65.97 m²)



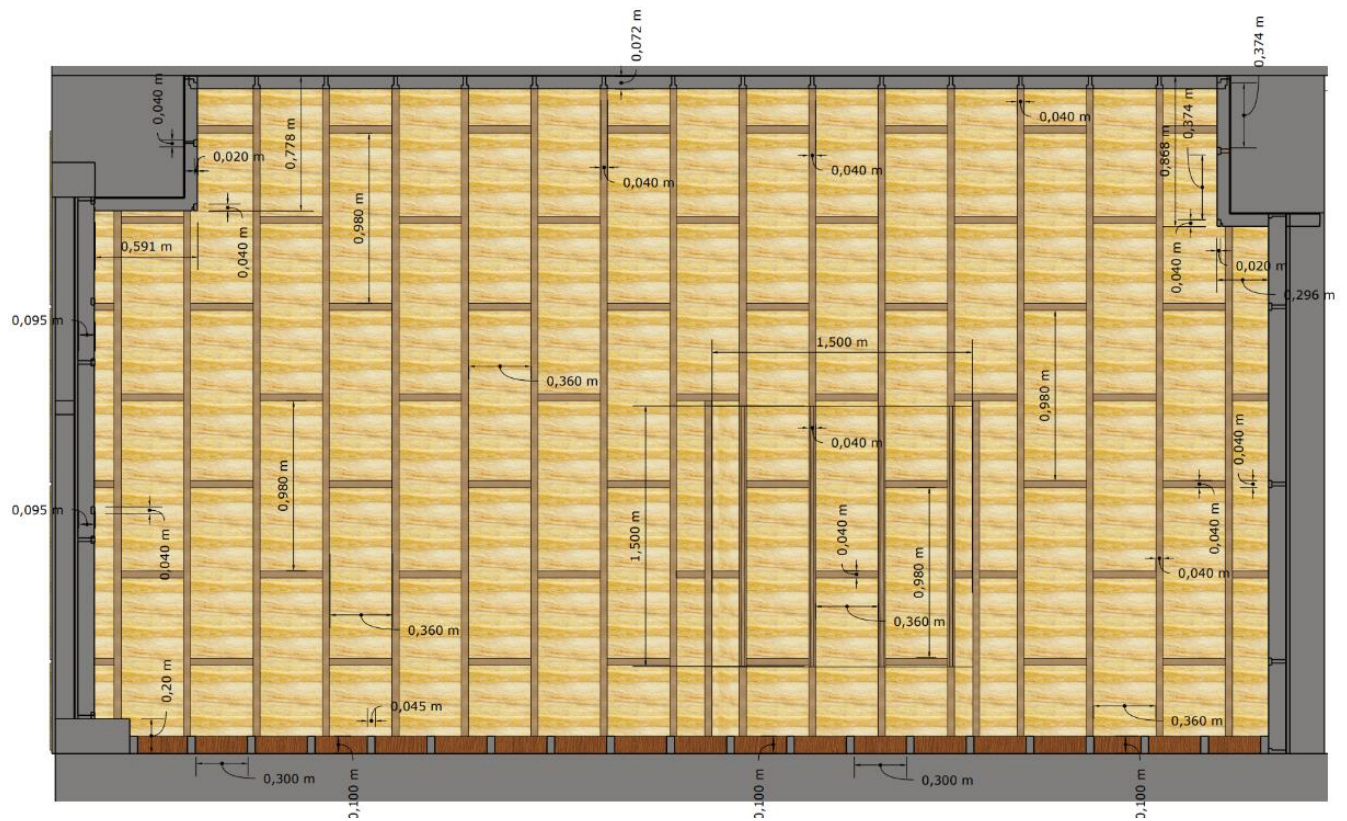
c- Interior surfaces and different types of acoustic treatment:

For all surfaces, we have chosen to use the acoustic cladding as a cable duct (electrical, IT, audio and video). The ducts and conduits containing these cables will pass through cuts made in the uprights and wooden squares that will house the foam and glass wool mats.

Example of the west wall of the room:
Passage of ducts and conduits.



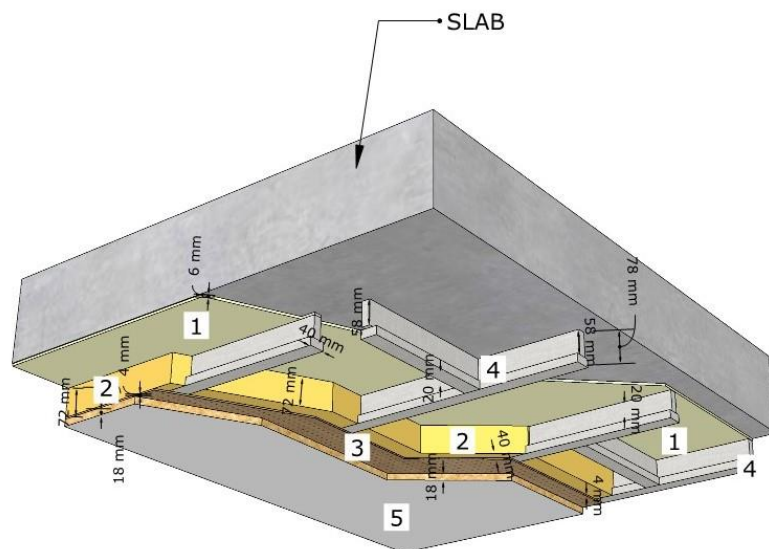
Laying the glass wool after the ducts and conduits have been laid



- Cladding the floor slab (high floor) and beams:

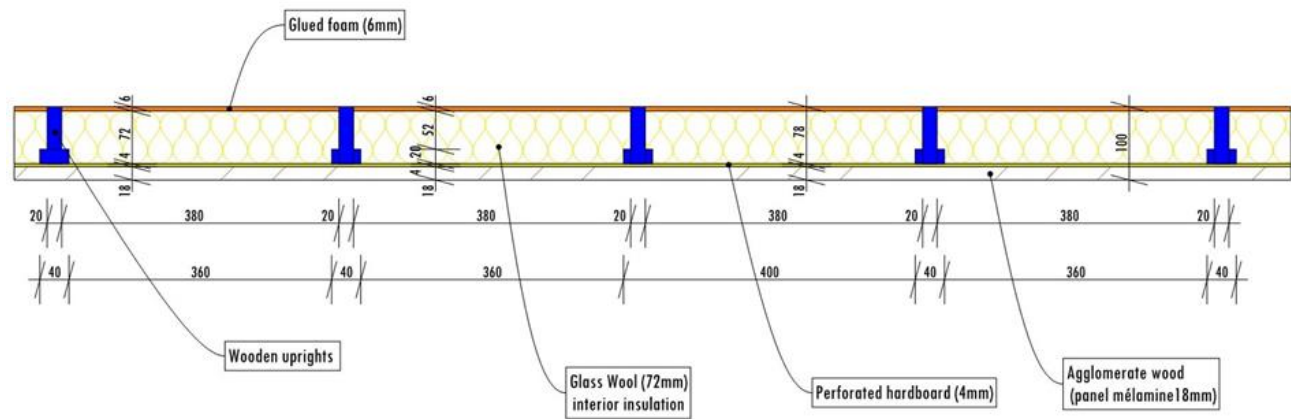
For the various stages of the process, please refer to Drawing "B1".

Different layers of cladding:



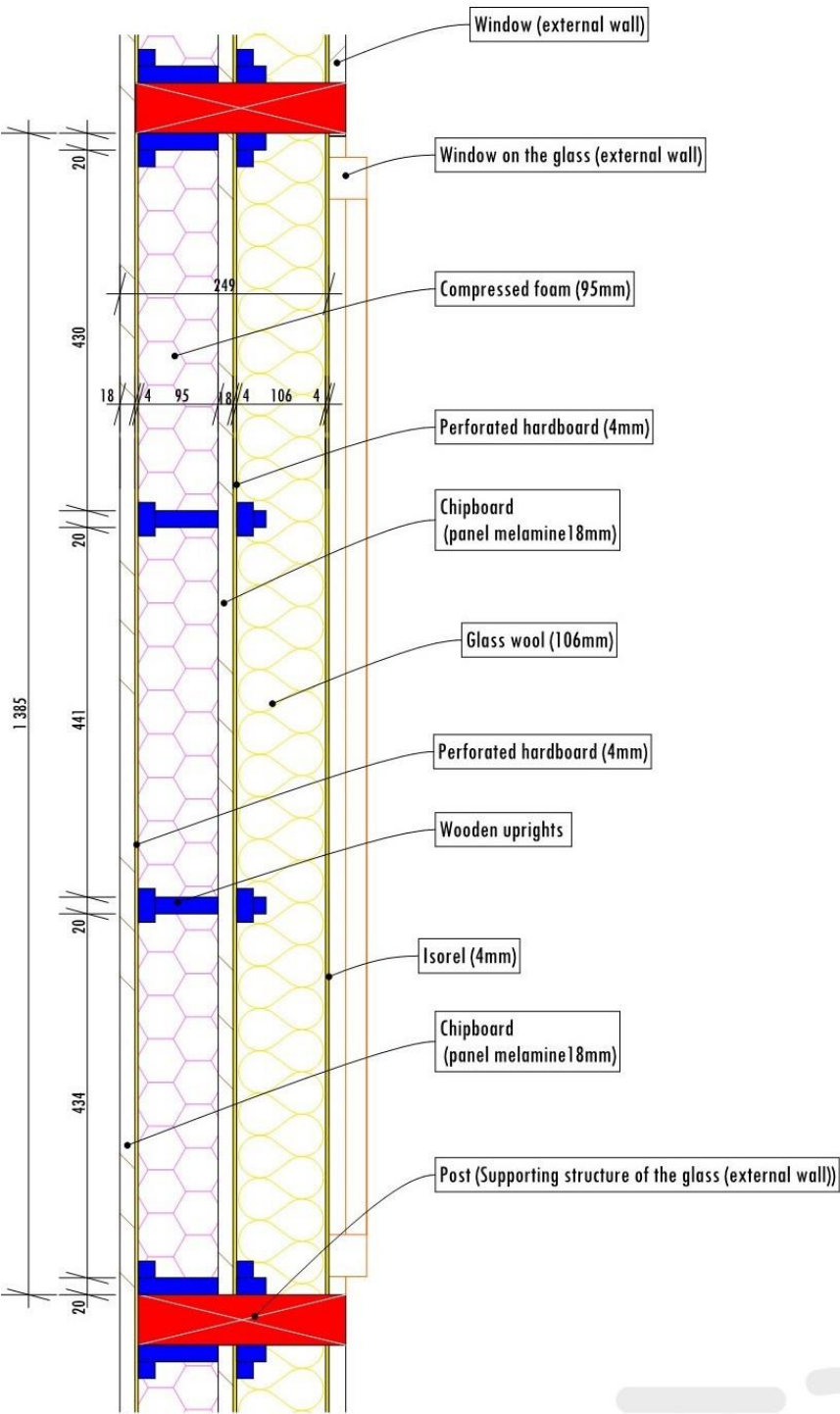
Legend

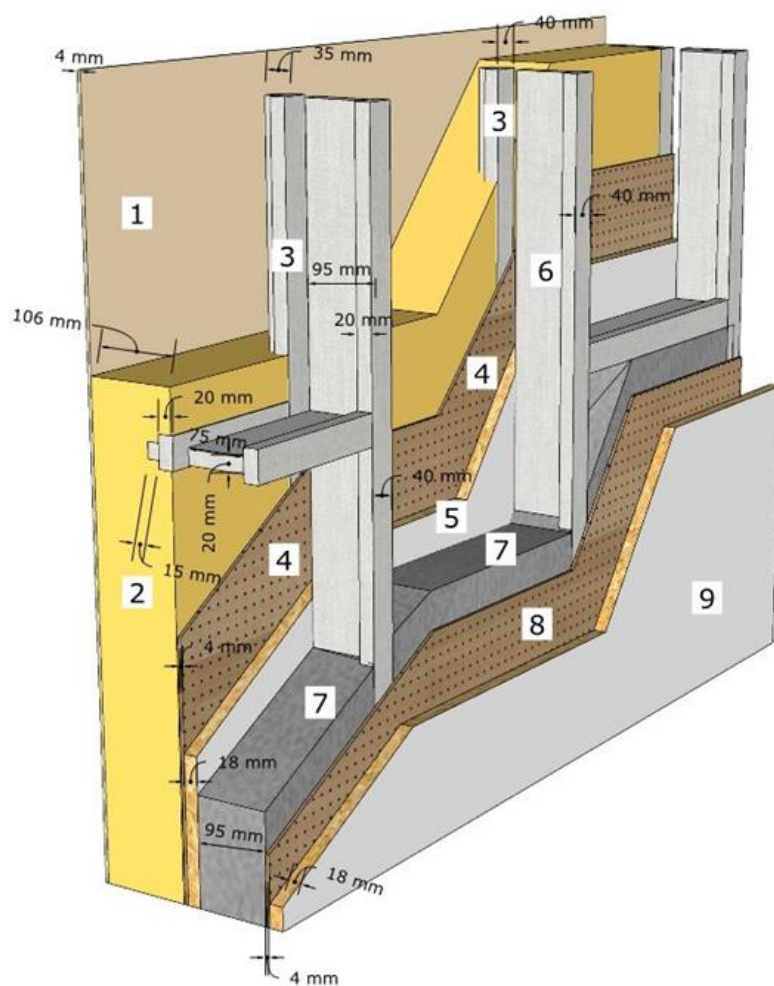
- 1-Glued foam (6mm)
- 2- Glass wool (72mm)
- 3-Perforated hardboard (4mm)
- 4-Wooden uprights
(thickness: 20mm x 58mm + 20mm x 40mm)
- 5-Agglomerate wood
(18mm melamine panel)



- Cladding on the south wall (glazed section):

Refer to Drawing “B6”
Different layers of cladding:



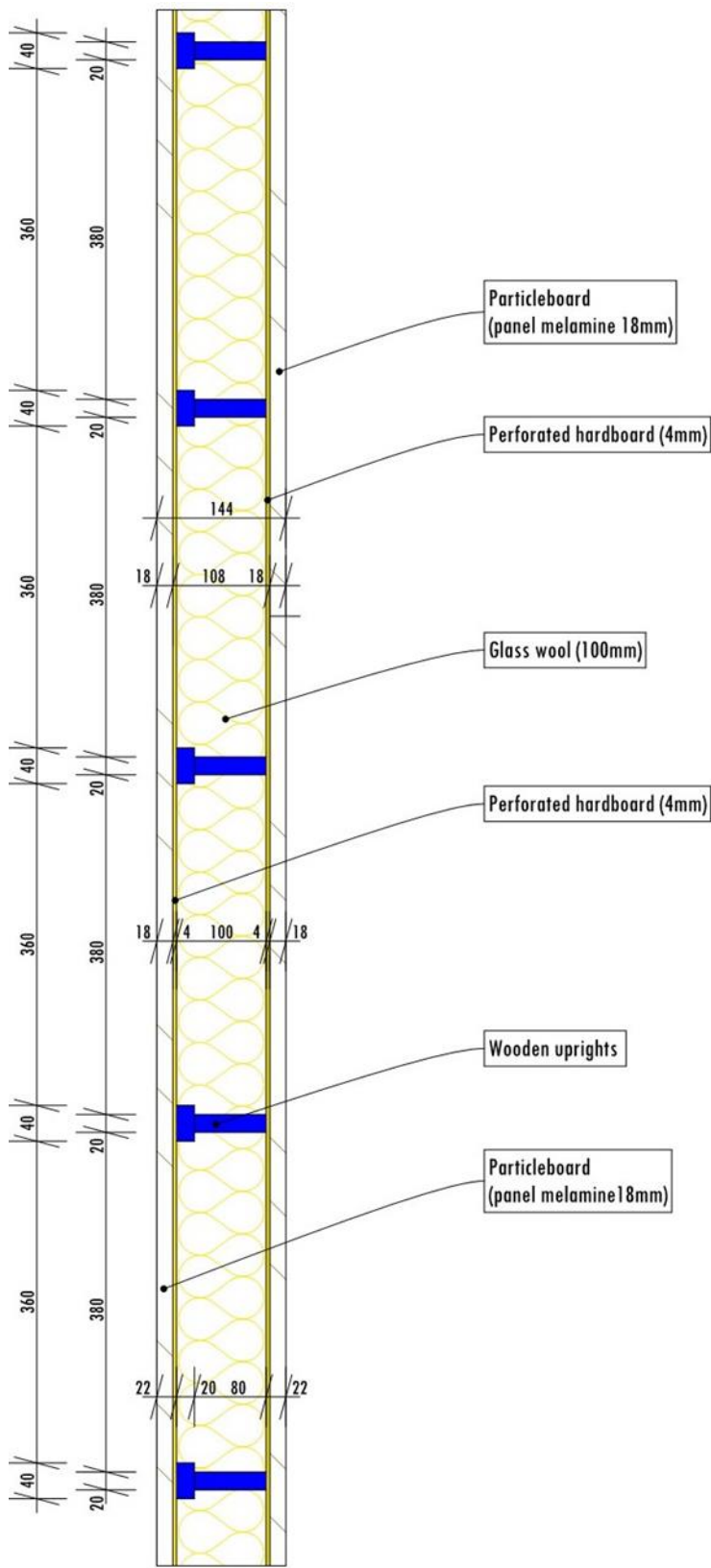


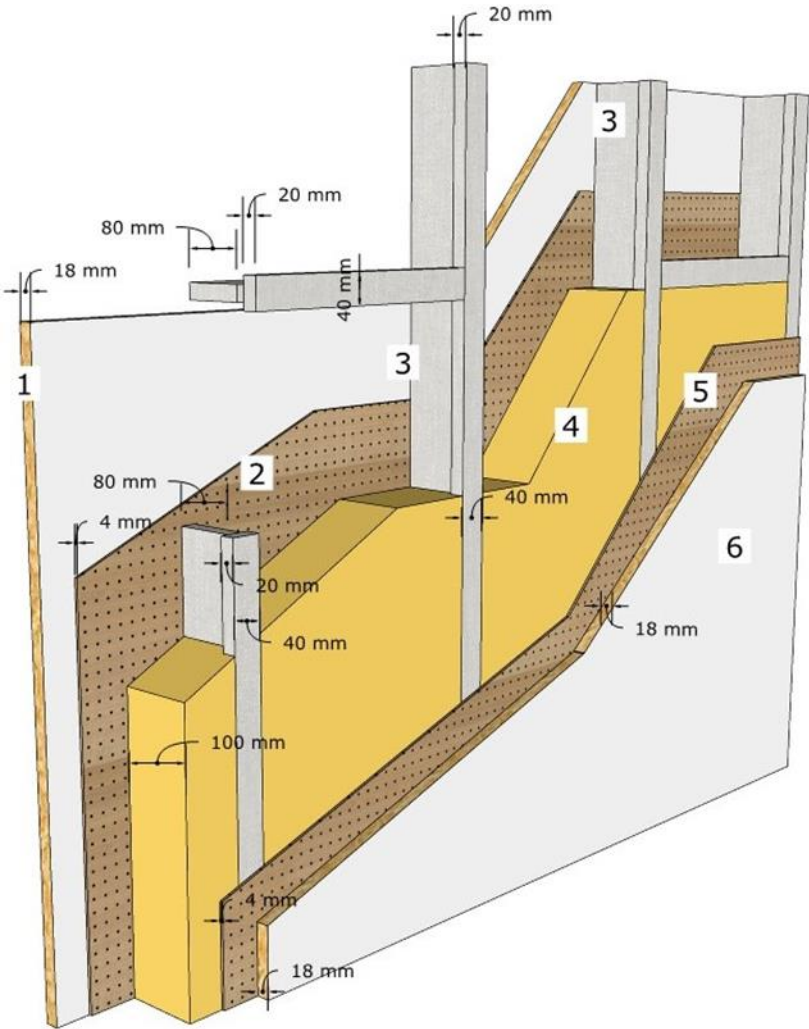
Legend

- 1-Isorel (4mm)
- 2-Glass wool (106mm)
- 3-wooden uprights
- 4-Perforated hardboard (4mm)
- 5-Agglomerated wood (panel melamine 18mm)
- 6- wooden uprights
- 7-Compressed foam (95mm)
- 8-Perforated hardboard (4mm)
- 9-Agglomerated wood (panel melamine 18mm)

- **West, North and East cladding:**

Refer to Drawings "B5", "B4" and "B3 "Different layers of cladding:



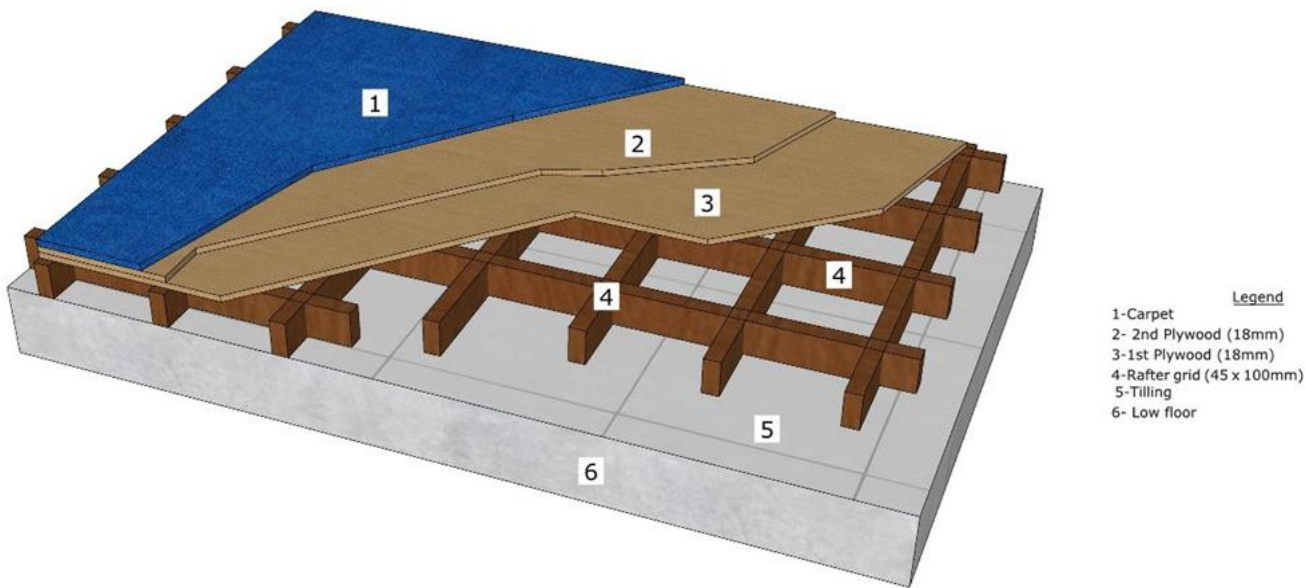
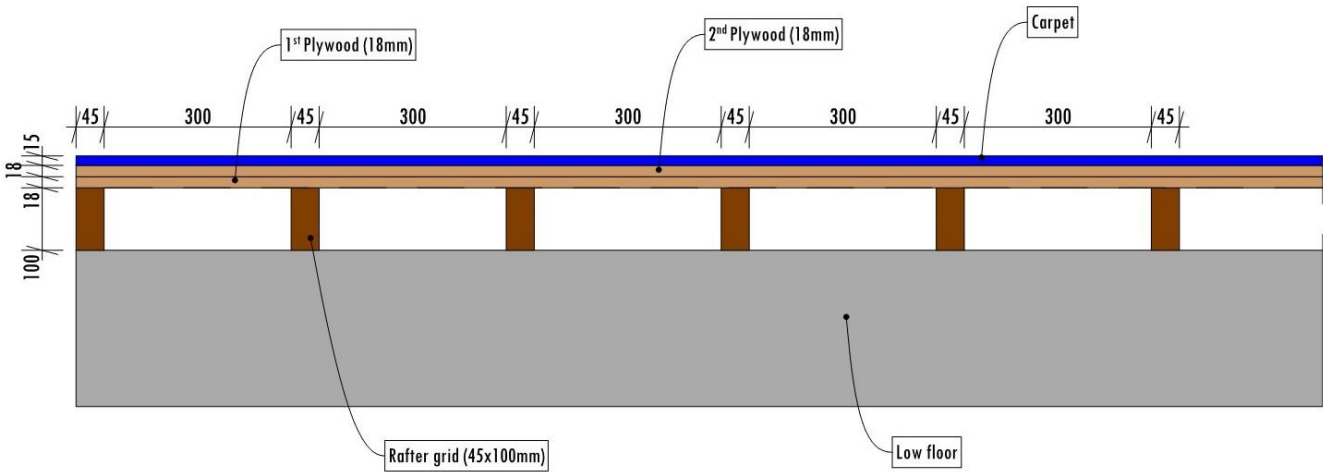


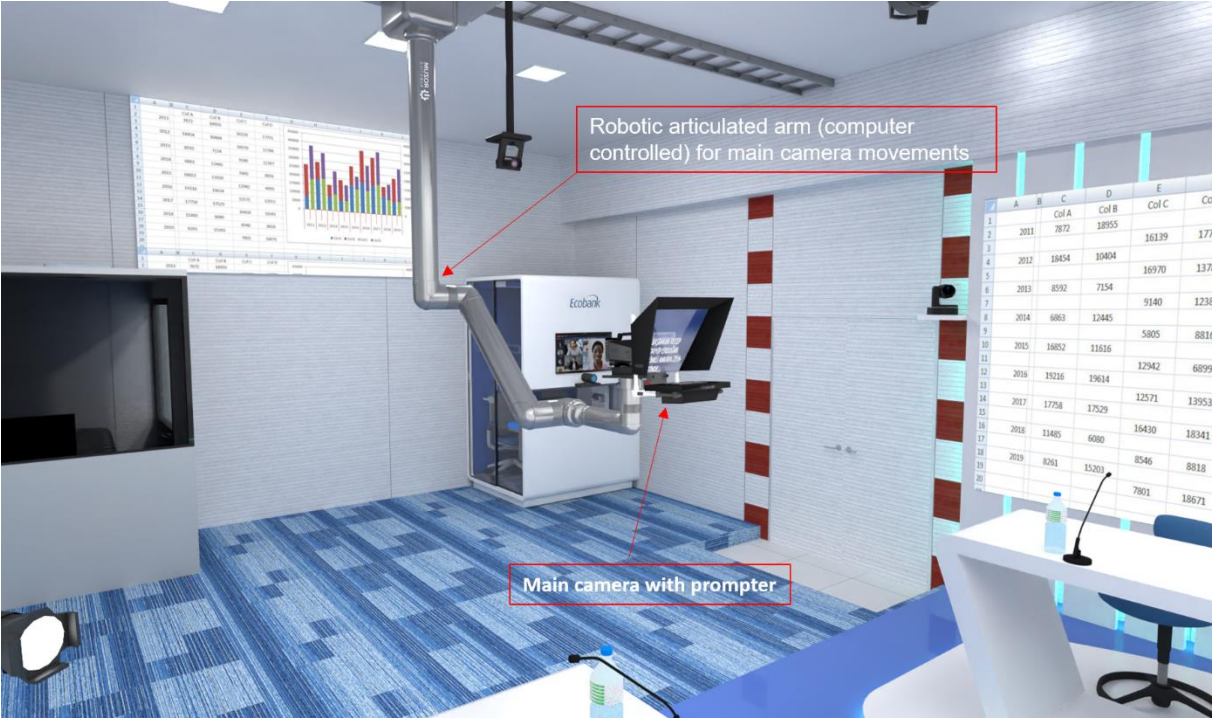
- Legend
- 1-Agglomerated wood (panel melamine 18mm)
 - 2-Perforated hardboard (4mm)
 - 3-Wooden uprights (th: 20mm x 80mm + 20mm x 40mm)
 - 4- Glass wool (100mm)
 - 5-Perforated hardboard (4mm)
 - 6-Particleboard (panel mélaminé 18mm)

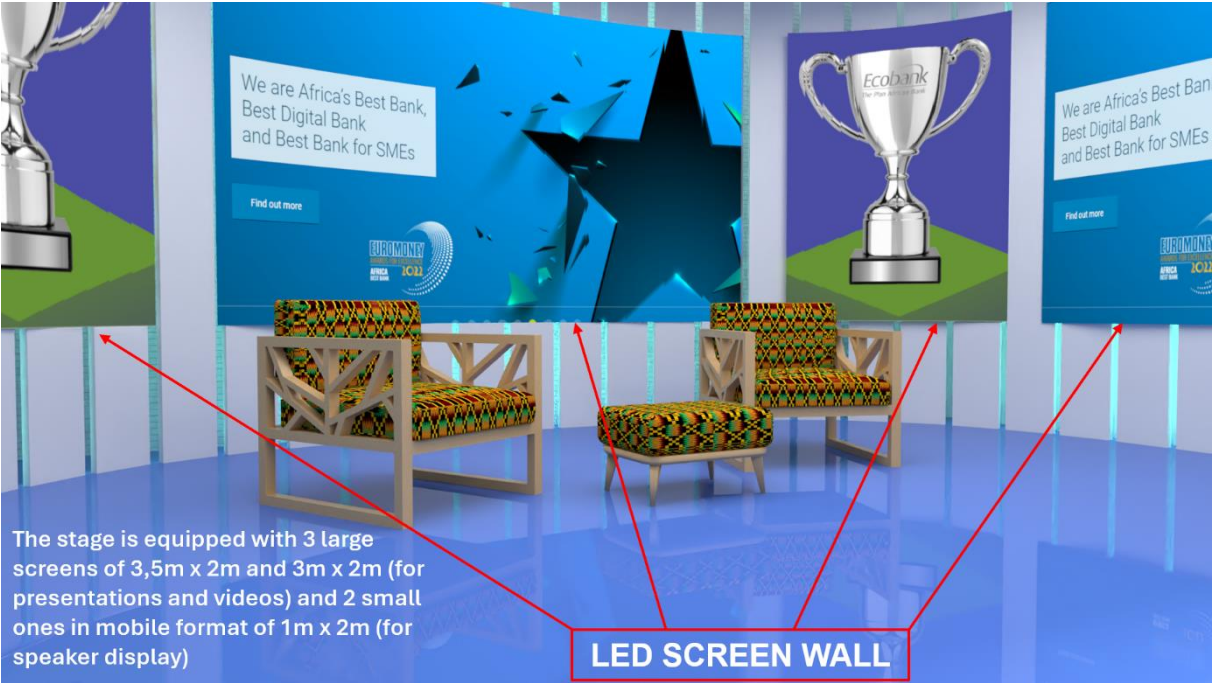
- Floor cladding (low floor)

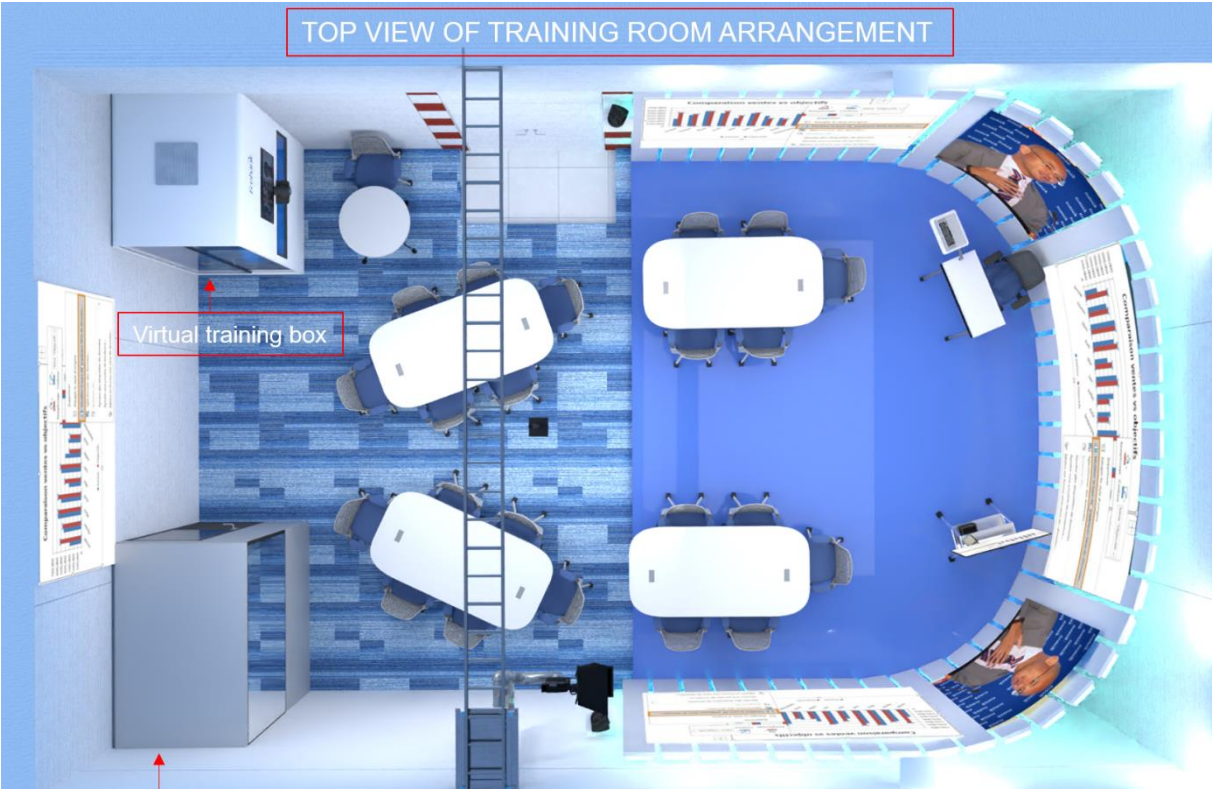
Refer to Drawing “B2”

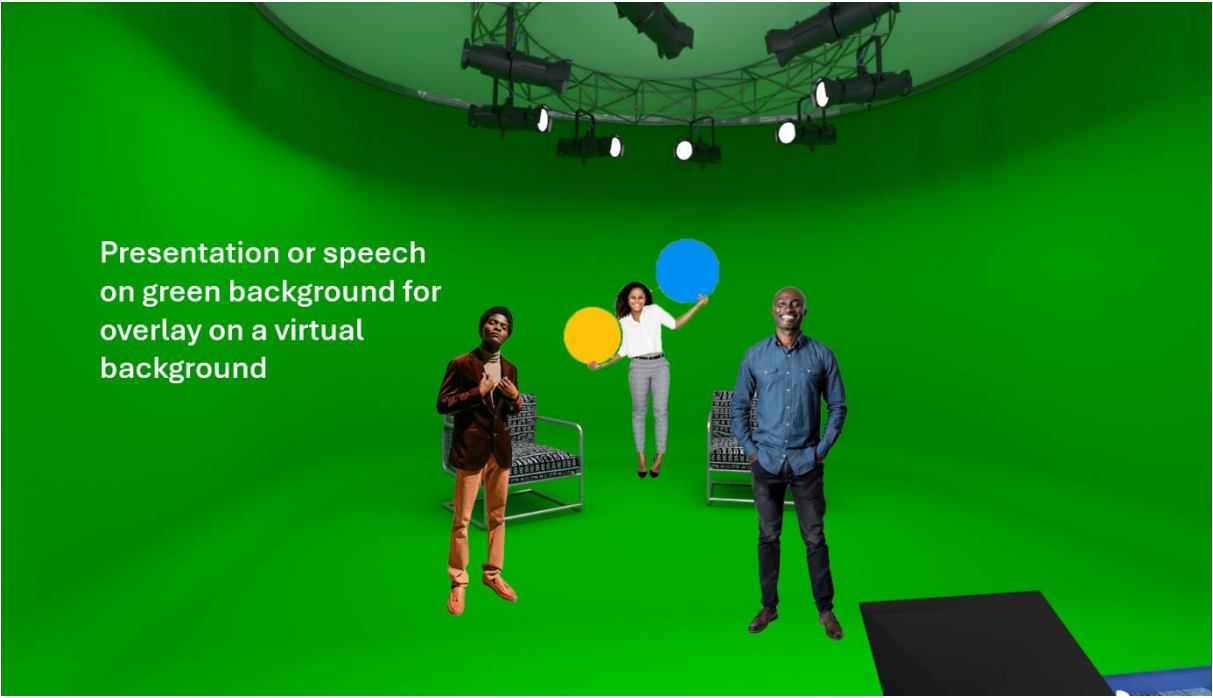
Different layers of cladding:











Section 6: Bid Documents to be Returned / Checklist

This form serves as a checklist to help prepare your bid. Please complete the form listed in accordance with the instructions on each form and include them as part of your bid submission. No changes to the format of the forms are permitted and no replacements shall be accepted.

Before submitting your bid, please ensure that it complies with the instructions for submitting bids in Bid Data Sheet 22.

Technical Proposal:

Have you duly completed all the forms to be returned?	
▪ Form A: Technical Proposal Submission Form	☐
▪ Form B: Bidder Information Form	☐
▪ Form C: Joint Venture / Consortium / Association Information Form	☐
▪ Form D: Eligibility and Qualification Form	☐
▪ Form E: Format of Technical Proposal / Estimated Bill of Quantities	☐
▪ Form G: Bid Guarantee Validity	
▪ [Add additional forms if necessary]	☐
Have you included the documents required to establish your full compliance with the evaluation criteria in Section 4?	☐

Financial Proposal:

▪ Form F: Financial Proposal Form	☐
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	Item	Quantity	Unit cost	Total Cost
Set	ARCAM 20 and accessories (X dolly, Xcontroller, AR Sync, AR Lens, Cables, IO.BOT set, etc.)	1		
	Blackmagic URSA Broadcast G2 camera, B4 mount, CANON CJ12ex4.3B and accessories	1		
	Panasonic UE160 PTZ camera + joystick controller	2cam + 1 joystick		
	PTZ camera with tracking	3		
	27" teleprompter for the main "Blackmagic" camera mounted on the ARCAM 20 arm	1		
	3D virtual reality kit on a 50m ² green screen	1		
	3D Engine kit	1		
	Studio Lighting Kit	1		
	Triangular aluminium structure, diameter 4m, to support ceiling lights	1		

	3.5x2 m P1 flexible LED screen wall + accessories	1		
	3x2 m P1 flexible LED screen wall + accessories	2		
	1x2 m P1 flexible LED screen wall (mobile)	2		
	Short-throw projector + mounting accessories	1		
	Huawei IdeaHub Pro 65" + Rolling stand	1		
	Cables and connectors	1 set		
Video control (everything revolves around the Blackmagic ATEM Television studio 4K8 mixer)	Blackmagic ATEM Television studio 4K8	1		
	Blackmagic HyperDeck Extreme 8K	1		
	Blackmagic HyperDeck Extreme Control	1		
	Blackmagic HyperDeck Extreme Rack Kit	1		
	Blackmagic MultiDock 10G			
	Blackmagic Videohub 10X10 12G	1		
	Blackmagic Web presenter 4K	2		
	Blackmagic Media Player 10G	1		
	Lilliput RM-0208s 8x2" 1RU	2		
	Datavideo TLM-170VM	2		
	Blackmagic Mini Converter BiDirectional SDI/HDMI 12G	10		
	Blackmagic Mini converter SDI Distributor	2		
	Blackmagic Universal Rack Shelf	4		
	Blackmagic UltraStudio Recorder 3G	2		
	Flight case Rack ABS 12U	4		
	Cables and connectors	1 set		
Audio control & accessories	Soundcraft Vi1000	1		
	Audio processor (DANTE)	1		
	Discrete active TV studio speakers	2		
	Steinberg UR22mk2	2		
	Blackmagic Audio Monitor 12G	1		
	Sennheiser gooseneck wired table microphone for TV set	7		
	Sennheiser UHF lapel microphone for TV sets	7		
	Sennheiser UHF headset microphone for TV sets	5		
	Sennheiser UHF handheld microphone	7		
	Audio distributor with 12 XLR stereo outputs	1		
	Audio distributor with 10 stereo jack outputs	1		
	AKG studio headphones	10		

	Shure MV7+ Podcast XLR/USB Microphone Kit with Broadcast Arm (Black)	7		
	Shure 55SH II + Tabletop Boom Stand	2		
Computers & Software	Apple 16" MacBook Pro (M3 Pro, Space Black) 36GB Unified RAM 1TB SSD 18-Core GPU	2		
	HP 16" ZBook Power G11 Multi-Touch Mobile Workstation Intel Core Ultra 7 165H 16-core 32GB DDR5 RAM 1TB SSD 16" 1920 X 1200 IPS Touchscreen NVIDIA RTX 2000 Ada (8GB) Thunderbolt 4 USB-A 3.2 Gen1	2		
	USB-C Cable thunderbolt-4 2m	10		
	Vmix 27 (1 PC licence)	1		
	Vmix all presets of the standard line	1 package		
	Vmix all titles pack	1 package		
	Wirecast studio	2 licences (PC & Mac)		
	Adobe Creative suite	3 licences (PC & Mac)		
Photography	Sony A7RV	1		
	Tamron 28-200mm f/2.8-5.6 Di III RXD Lens (Sony E)	1		
	Sony FE 50mm f/1.2 GM Lens (Sony E)	1		
	ProGrade Digital 256GB UHS-II SDXC Memory Card (2-Pack)	2		
	Magnus VT-4000 Tripod System with Fluid Head	2		
	Magnus DWF-2 Universal Tripod Dolly	2		
Studio Lighting	LED 4000K 600x600 IP44 tile Studio lighting must be divided into zones (2 zones - the set and the area reserved for equipment/technical staff)	8		
Air Conditioning	Split (inverter technology) 3HP, noise level: 20 dB	4		
Total Price				
Add : Transport Cost				
Add : Insurance Cost				
Add : Installation Cost				
Other cost :				
All-inclusive final cost				

Delivery time :	
Payment terms :	
Warranty Period	

[Name & signature]
[Fonctions]
[Date]

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert name of bidder]	Date :	[Select date]
ITB Reference:	[Insert ITB reference number]		

We, the undersigned, offer to supply the goods and related services for [Insert name of goods and services] in accordance with your Invitation to Bid No. [Insert ITB reference number] and our Proposal. We hereby submit our Proposal, which includes this Technical Proposal and our Financial Proposal.

The attached Financial Proposal is for the sum of [Insert amount in words and numbers and indicate currency].

We hereby declare that our company, its authorised service providers, subsidiaries and employees, including members of any joint venture, consortium or partnership or subcontractors or suppliers for any part of the contract:

- a) Are not subject to a procurement ban by ETI, including but not limited to bans derived from any other national or international institution.
- b) Have not been suspended, excluded or otherwise designated as ineligible by any national or international organisation.
- c) Are not subject to any conflict of interest in accordance with Clause 4 of the Instructions to Bidders;
- d) Do not employ or intend to employ any person who is or has been an ETI staff member within the last year if said staff member has or previously had a business relationship with our company in their capacity as an ETI staff member within the last three years of their employment by ETI;
- e) Have not declared bankruptcy, have not been involved in any bankruptcy or insolvency proceedings, and are not subject to any judgement or pending legal action that could adversely affect their operations in the near future;
- f) Undertake not to engage in any unlawful practice, including but not limited to corruption, fraud, coercion, collusion, obstruction or any other unethical practice, with ETI or any other party, and to conduct their business in a manner that avoids any financial, operational, reputational or other undue risk to ETI, and we accept the principles of ETI's Code of Conduct.

We declare that all the information and statements contained in this Proposal are accurate and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification or to sanctions by ETI.

We offer to supply the goods and related services in accordance with the bid documents, including the ETI General Conditions of Contract, and the table of requirements and technical specifications.

This offer shall remain valid and binding for the period indicated in the Bid Data Sheet.

We understand and acknowledge that you are not obliged to accept any offer received.

I, the undersigned, certify that I am duly authorised by [Insert name of bidder] to sign this Proposal and shall be bound by it if accepted by ETI.

Name: _____

Position: _____

Date: _____

Signature: _____

[Stamp with the bidder's official stamp]

Form B: Bidder Information Form

Legal Name of Bidder	[Fill in]
Legal Address	[Fill in]
Year of Registration:	[Fill in]
Bidder's Authorised Representative	Name and Position: [Fill in] Telephone No.: [Fill in] E-mail: [Fill in]
Are you a supplier registered supplier with the United Nations Global Marketplace?	☐ Yes ☐ No If Yes, [Enter UNGM supplier number]
Are you an ETI supplier?	☐ Yes ☐ No If Yes, [Enter ETI supplier number]
Country of Operations	[Fill in]
Number of Full-time Employees	[Fill in]
Quality Assurance Certificate (e.g. ISO 9000 or equivalent) (If Yes, please provide a copy of the relevant certificate):	[Fill in]
Does your company have environmental accreditation such as ISO 14001 or ISO 14064 or equivalent? (If yes, please provide a copy of the relevant certificate):	[Fill in]
Does your company have a written statement of its environmental policy? (If yes, please provide a copy)	[Fill in]
Does your organisation demonstrate a strong commitment to sustainability through other means, such as internal company policy documents on women's empowerment or renewable energy or membership of trade institutions that promote these issues?	[Fill in]

Is your company a member of the United Nations Global Compact?	[Fill in]
Person that ETI may contact for requests for clarifications when evaluating the Proposal	Name and Position: [Fill in] Telephone No.: [Fill in] E-mail: [Fill in]
Please attach the following documents:	▪ Company profile <u>not</u> exceeding 5 pages, accompanied by printed brochures and product catalogues relating to previous projects ▪ Certificate of incorporation or registration ▪ Certificate of registration or payment issued by the tax authorities certifying that the bidder is up to date with its tax obligations, or a certificate of tax exemption, if applicable ▪ Company name registration documents, if applicable ▪ Quality certificate (e.g. ISO, etc.) or other similar certificates, accreditations, awards or distinctions held by the bidder, where applicable ▪ Environmental compliance certificates, accreditations, endorsements or labels and other evidence of the bidder's practices that contribute to environmental sustainability and the reduction of adverse environmental impacts (e.g. use of non-toxic substances, recycled raw materials or energy-efficient equipment, reduced carbon emissions, etc.), either as part of its business practices or in the goods it manufactures ▪ Patents, if the technologies included in the Proposal are patented by the bidder ▪ Power of attorney or a certificate or authorisation stating that the bidder is the manufacturer's representative ▪ Export licences, where applicable ▪ Authorisation from local government to establish and operate its business at the place of assignment, where applicable ▪ Official letter of appointment as local representative, if the bidder is submitting the Proposal on behalf of an entity located outside the country

Form C: Joint Venture / Consortium / Association Information Form

Name of Bidder:	[Insert name of bidder]	Date :	[Select date]
ITB Reference:	[Insert ITB reference number]		

To be filled in and returned with your Proposal, if it is being submitted as a joint venture, consortium or association.

No.	Name of Partner and Contact Details (address, telephone and fax numbers, e-mail)	Proposed Share of Responsibilities (%) and Type of Goods or Services to be Provided
1	[Fill in]	[Fill in]
2	[Fill in]	[Fill in]
3	[Fill in]	[Fill in]

Name of Main Partner (with the authority to bind the joint venture, consortium or association during the bidding process and, if a contract is awarded, during the execution of the contract)	[Fill in]
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We hereby attach a copy of the above-mentioned document signed by each partner, detailing the potential legal structure and confirming the joint and several liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture agreement **OR** ☐ Joint venture, consortium or association

We hereby confirm that if the contract is awarded, all parties to the joint venture, consortium or association will be jointly and severally liable to ETI for fulfilling the terms of the contract.

Name of Partner: _____
 Signature: _____
 Date: _____

Name of Partner: _____
 Signature: _____
 Date: _____

Name of Partner: _____

Name of Partner: _____

Signature: _____
Date: _____

Signature: _____
Date: _____

Form D: Eligibility and Qualification Form

Name of Bidder:	[Insert name of bidder]	Date :	[Select date]
ITB Reference:	[Insert ITB reference number]		

If a joint venture, consortium or association, to be completed by each partner.

Historical Contract Non-Performance

☐ No breach of contract in the last 3 years			
☐ One or more unfulfilled contracts in the last 3 years			
Year	Unfulfilled Part of Contract	Contract information	Total Value of Contract (current value in US dollars)
		Client Name: Client Address: Reason(s) for non-performance:	

Litigation History (including pending litigation)

☐ No legal disputes in the last 3 years			
☐ History of litigation as shown below			
Year of Dispute	Amount in Dispute (in US dollars)	Contract information	Total Value of Contract (current value in US dollars)
		Client Name: Client Address: Subject of Dispute: Party who initiated the dispute: Status of dispute: Party awarded, if settled:	

Previous Experience

Please only list previous similar assignments that have been successfully completed within the last 3 years.

Please list only those assignments for which the bidder was legally contracted or sub-contracted for the client as a company or as part of a consortium or joint venture. Assignments completed by the bidder's individual experts working on a personal basis or through other companies may not be considered as part of the bidder's relevant experience or that of the bidder's partners or sub-consultants but may be declared by the experts themselves on their CVs. The bidder should be prepared to provide evidence of their declared experience by submitting copies of appropriate documents and references at ETT's request.

Name of Project and Country of Assignment	Contact Details of Client and Contact Person	Value of Contract	Period of Activity and Status	Types of Activities Undertaken

The bidder(s) may also attach their own project sheet(s) to provide further details regarding the above assignments.

☐ Attached are Statements of Satisfactory Performance from the first three (3) clients or more.

Financial Position

Annual Turnover for the last 3 years	Year	US\$
	Year	US\$
	Year	US\$
Latest Credit Rating (if applicable). Please, indicate source		

Financial Information (US\$)	Historical information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Statement of Financial Position</i>		
Total Assets			
Total Liabilities			
Current Assets			
Current Liabilities			
	<i>Information from Income Statement</i>		
Total and Gross Revenue			
Pre-tax Profit			
Net Profit			
Current Ratio			

☐ Attached are copies of audited financial statements (statement of financial position, including all related notes and income statements) for the years requested above, which comply with the following conditions:

- a) The information presented represents the financial position of the bidder or member of the joint venture and *not* sister companies or its parent company.
- b) The financial statements compiled have been audited by a certified public accountant.
- c) The financial statements compiled must correspond to accounting periods that have already been completed and audited. Declarations relating to partial periods will not be accepted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert name of bidder]	Date	[Select date]
ITB Reference:	[Insert ITB reference number]		

The bidder's offer should be organised to follow this format of technical proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance but also describe how it intends to comply with the requirements. Where a descriptive response is required and the bidder fails to provide one, the bid shall be declared non-compliant.

SECTION 1: Bidder's Qualifications, Capabilities and Expertise

- 1.1 General organisational capabilities that are likely to have an impact on the successful completion of the project: management structure, financial stability and project funding capacity, project management controls, extent to which work would be sub-contracted (where appropriate, please provide details).
- 1.2 Relevant specialist knowledge and experience of similar assignments in the region or country.
- 1.3 Quality assurance procedures and risk mitigation measures.
- 1.4 The organisation's commitment to sustainability.

SECTION 2: Scope of Services to be Provided, Technical Specifications and Related Services

This section should demonstrate the bidder's compliance with the specifications by identifying the specific elements proposed, addressing the requirements point by point as indicated, providing a detailed description of the essential performance characteristics proposed and demonstrating how the bid meets or exceeds the requirements or specifications. All important aspects must be addressed in sufficient detail.

- 2.1 A detailed description of how the bidder will provide the required goods and services, bearing in mind the appropriateness of local conditions and the project environment. Details regarding how the various service elements will be organised, controlled and delivered.
- 2.2 Indication as to whether any work will be sub-contracted and to whom, what percentage of the requirements will be sub-contracted and why, the proposed roles of the sub-contractors and how the team will operate as a whole.

- 2.3 The bid must also include details of the bidder's internal quality assurance and technical assurance systems.
- 2.4 The implementation plan, including a Gantt chart or project schedule showing a detailed sequence of activities to be undertaken and their respective deadlines.
- 2.5 Indication of how sustainability measures will be incorporated into the execution of the contract.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach to the planning and execution of the contract. Include a project management organisation chart describing the relationship between key positions and roles. Provide a spreadsheet to show the activities of each category of staff and the time allocated for their involvement.
- 3.2 Provide the CVs of key personnel who will be employed to support the implementation of this project using the format below. CVs must show qualifications in the fields relevant to the supply of the goods and services.

CV Format for Proposed Key Personnel

Name of Employee	[Fill in]
Role for this Assignment	[Fill in]
Nationality	[Fill in]
Language Skills	[Fill in]
Training/Qualifications	<i>[Summarise the employee's university education or other specialised training, providing the names of educational establishments, dates and the diplomas or qualifications obtained]</i> [Fill in]
Professional Qualifications	<i>[Provide details of professional qualifications in the areas that are relevant to the supply of the goods and services]</i> ▪ Name of Establishment: [Fill in] ▪ Date of Completion: [Fill in]
Professional Experience	<i>[List all positions held by the employee (starting with their current position, in reverse chronological order), including dates, names of organisations, position held and place of employment. With regard to experience accumulated over the last five years, give details of the type of activities undertaken, the degree of responsibility, the location of assignments and any other information or professional experience considered relevant in this context]</i> [Fill in]
References	<i>[Provide names, addresses, telephone numbers and e-mail addresses for two (2) references]</i>

	Reference 1: [Fill in]
	Reference 2: [Fill in]

I hereby certify that the information given above correctly describes, to the best of my knowledge, my qualifications and experience and other relevant information about myself.

Employee’s Signature

Date (day/month/year)

Form F: Financial Proposal Form

Name of Bidder:	[Insert name of bidder]	Date :	[Select date]
ITB Reference:	[Insert ITB reference number]		

The Financial Proposal must show a detailed breakdown of the costs of all related goods and services to be supplied. Separate figures must be provided for each functional group or category, where applicable.

Any estimate of reimbursable expenses, such as travel and miscellaneous costs and disbursements, must be indicated separately.

Bid Language: French & English

FINANCIAL PROPOSAL

	Item	Quantity	Unit cost	Total Cost
Set	ARCAM 20 and accessories (X dolly, Xcontroller, AR Sync, AR Lens, Cables, IO.BOT set, etc.)	1		
	Blackmagic URSA Broadcast G2 camera, B4 mount, CANON CJ12ex4.3B and accessories	1		
	Panasonic UE160 PTZ camera + joystick controller	2cam + 1 joystick		
	PTZ camera with tracking	3		
	27" teleprompter for the main "Blackmagic" camera mounted on the ARCAM 20 arm	1		
	3D virtual reality kit on a 50m ² green screen	1		
	3D Engine kit	1		
	Studio Lighting Kit	1		
	Triangular aluminium structure, diameter 4m, to support ceiling lights	1		
	3.5x2 m P1 flexible LED screen wall + accessories	1		
	3x2 m P1 flexible LED screen wall + accessories	2		
	1x2 m P1 flexible LED screen wall (mobile)	2		
	Short-throw projector + mounting accessories	1		
	Huawei IdeaHub Pro 65" + Rolling stand	1		
	Cables and connectors	1 set		
Video control (everything)	Blackmagic ATEM Television studio 4K8	1		
	Blackmagic HyperDeck Extreme 8K	1		
	Blackmagic HyperDeck Extreme Control	1		

revolves around the Blackmagic ATEM Television studio 4K8 mixer)	Blackmagic HyperDeck Extreme Rack Kit	1		
	Blackmagic MultiDock 10G			
	Blackmagic Videohub 10X10 12G	1		
	Blackmagic Web presenter 4K	2		
	Blackmagic Media Player 10G	1		
	Lilliput RM-0208s 8x2" 1RU	2		
	Datavideo TLM-170VM	2		
	Blackmagic Mini Converter BiDirectional SDI/HDMI 12G	10		
	Blackmagic Mini converter SDI Distributor	2		
	Blackmagic Universal Rack Shelf	4		
	Blackmagic UltraStudio Recorder 3G	2		
	Flight case Rack ABS 12U	4		
	Cables and connectors	1 set		
Audio control & accessories	Soundcraft Vi1000	1		
	Audio processor (DANTE)	1		
	Discrete active TV studio speakers	2		
	Steinberg UR22mk2	2		
	Blackmagic Audio Monitor 12G	1		
	Sennheiser gooseneck wired table microphone for TV set	7		
	Sennheiser UHF lapel microphone for TV sets	7		
	Sennheiser UHF headset microphone for TV sets	5		
	Sennheiser UHF handheld microphone	7		
	Audio distributor with 12 XLR stereo outputs	1		
	Audio distributor with 10 stereo jack outputs	1		
	AKG studio headphones	10		
	Shure MV7+ Podcast XLR/USB Microphone Kit with Broadcast Arm (Black)	7		
	Shure 55SH II + Tabletop Boom Stand	2		
Computers & Software	Apple 16" MacBook Pro (M3 Pro, Space Black) 36GB Unified RAM 1TB SSD 18-Core GPU	2		
	HP 16" ZBook Power G11 Multi-Touch Mobile Workstation Intel Core Ultra 7 165H 16-core 32GB DDR5 RAM 1TB SSD 16" 1920 X 1200 IPS Touchscreen NVIDIA RTX 2000 Ada (8GB) Thunderbolt 4 USB-A 3.2 Gen1	2		
	USB-C Cable thunderbolt-4 2m	10		
	Vmix 27 (1 PC licence)	1		
	Vmix all presets of the standard line	1 package		
	Vmix all titles pack	1 package		

	Wirecast studio	2 licences (PC & Mac)		
	Adobe Creative suite	3 licences (PC & Mac)		
Photography	Sony A7RV	1		
	Tamron 28-200mm f/2.8-5.6 Di III RXD Lens (Sony E)	1		
	Sony FE 50mm f/1.2 GM Lens (Sony E)	1		
	ProGrade Digital 256GB UHS-II SDXC Memory Card (2-Pack)	2		
	Magnus VT-4000 Tripod System with Fluid Head	2		
	Magnus DWF-2 Universal Tripod Dolly	2		
Studio Lighting	LED 4000K 600x600 IP44 tile Studio lighting must be divided into zones (2 zones - the set and the area reserved for equipment/technical staff)	8		
Air Conditioning	Split (inverter technology) 3HP, noise level: 20 dB	4		
Total Price				
Add : Transport Cost				
Add : Insurance Cost				
Add : Installation Cost				
Other cost :				
All-inclusive final cost				
Delivery time :				
Payment terms :				
Warranty Period				

FORM G: Bid Guarantee Form

Bid Guarantee Form

BID GUARANTEE FORM

(This must be finalised on the official letterhead of the issuing bank. Except for in the spaces provided, no changes may be made to this form.)

A: ETI

[Enter the contact details provided in the Bid Data Sheet]

WHEREAS *[name and address of service provider]* (hereinafter referred to as the "Bidder") has submitted a bid to ETI dated for the provision of services (hereinafter referred to as the "Bid");

WHEREAS you have stipulated that the Bidder must provide a bank guarantee issued by a recognised bank for the amount indicated therein as security in the event that the Bidder:

- a) Abstains from signing the contract after it has been awarded by ETI;
- b) Withdraws its bid after the bid opening date;
- c) Fails to comply with a change in requirements decided by ETI in accordance with the instructions of the ITB; or
- d) Fails to provide a performance bond, insurances or other documents that may be required by ETI as a prior condition to the entry into force of the contract;

AND WHEREAS we have agreed to issue such a bank guarantee to the Bidder.

NOW THEREFORE, we hereby declare that we are the guarantor and are liable to you, on behalf of the Bidder, up to the total bid price of _____ *[amount of guarantee] [in words and numbers]*, the said sum being payable in the currencies and proportions of currencies in which the Bid Price is payable, and we undertake to pay you, on your first written demand and without objection or dispute, any sum up to *[amount of the guarantee referred to above]* without the need for proof or substantiation of your claim for payment.

This guarantee shall be valid for 30 days from the date of issue by ETI of a certificate of satisfactory performance and full completion of the services by the Bidder.

SIGNATURE AND STAMP OF THE GUARANTOR BANK

Date

Name of Bank

Address.....

Section 7: Performance Bond Form²

(This must be finalised on the official letterhead of the issuing bank. Except for in the spaces provided, no changes may be made to this form.)

A: ETI
[Enter the contact details provided in the Bid Data Sheet]

WHEREAS *[name and address of service provider]* (hereinafter, the "Service Provider") has undertaken, pursuant to contract no., dated, to provide the related goods and services, namely (hereinafter referred to as the "Contract"):

WHEREAS you have stipulated in the said Contract that the Service Provider must provide you with a bank guarantee issued by a recognised bank for the amount stated therein as security for the performance of its obligations under the Contract;

AND WHEREAS we have agreed to provide the Service Provider with such a bank guarantee.

NOW THEREFORE, we hereby declare that we are the guarantor and are liable to you, on behalf of the Provider, for up to a total of *[amount of guarantee] [in words and numbers]*, the said sum being payable in the currencies and proportions of currencies in which the Bid price is payable, and we undertake to pay to you, on your first written demand and without objection or dispute, any sum up to *[amount of aforementioned guarantee]* without any need to proof or substantiation of your claim for payment.

This guarantee will be valid for 30 days from the date of issue by ETI of a certificate of good performance and full completion of the services provided by the Service Provider.

SIGNATURE AND STAMP OF THE GUARANTOR BANK

Date

Name of Bank

Address

² If the bid documents require a performance bond as a prior condition to the signature and entry into force of the contract, the performance bond, issued by the bidder's bank, must include the contents of this form.