INVITATION FOR TENDERS

THE WEST AFRICAN EXAMINATIONS COUNCIL HEADQUARTERS

INTERNATIONAL COMPETITIVE TENDER (ICT)

1. The West African Examinations Council (Headquarters) invites sealed tenders from eligible suppliers in The Gambia, Ghana, Liberia, Nigeria and Sierra Leone for the supply of the under-listed:

PACKAGE NUMBER	NO. OF LOTS	CONYTRACT PACKAGE	QTY	METHOD OF PROCUREMENT
WAEC/HQ/GD/001/2019	2	Supply of WAEC Diary 2021	Various	ICT
WAEC/HQ/GD/002/2019	2	WAEC Annual Report	Various	ICT
	1	WAEC Endowment Fund	Various	ICT
	1	Season's Greeting Cards	Various	ICT

Tendering will be conducted through the **International Competitive Tendering (ICT)** procedures specified in the Headquarters Procurement Manual.

2. Interested eligible tenderers may obtain further information from the **Acting Head of Finance,** The West African Examinations Council, Headquarters, Room 120 and other **Offices listed below to inspect and/or purchase the bidding documents** from **9:00 a.m.** to **4:00 p.m.** local time daily.

3. A complete set of tender documents in English may be obtained by interested tenderers on the submission of a written application to **The Registrar, WAEC Headquarters, Nelson Mandela Avenue, Off Gulf Street (Behind Gulf House), Okponglo, Accra.**

4. Application for the tender documents in (3.) above must be accompanied by a non-refundable fee of **one hundred United States' Dollar ($100.00). The method of payment will be by Bank Draft made payable to The West African Examinations Council, Headquarters, Accra.**

5. Tenders must be delivered into a tender box located at the **Main Reception** of The West African Examinations Council, Headquarters, Accra, not later than **10:00 a.m., Tuesday, 17th December, 2020**.

6. Tenders must be accompanied by a Tender Security **of two percent (2%)** of the tender price.

7. All tender securities must be by **Bank Draft** or **Certified Bank Guarantee**.

8. **Late tenders will be rejected.**

9. Tenders will be opened in the presence of tenderers' representatives who choose to attend, at the **Conference Room of The West African Examinations Council (Headquarters**) - **Okponglo, Off Gulf Street (Behind Gulf House) Accra** at **10:30 a.m. on Tuesday, 17th December, 2019**.

Contact Lines: Tel: +233-509096302
+233-549583439

Other Offices of WAEC

(1) The Head of National Office
The West African Examinations Council
Examination Loop
Ridge, Accra

(2) The Head of National Office
The West African Examinations Council
Tower Hill
Freetown

(3) The Head of National Office
The West African Examinations Council
Tubman Boulevard
Congo Town
Monrovia

(4) The Head of National Office
The West African Examinations Council
21, Hussey Street
Yaba, Lagos

(5) The Head of National Office
The West African Examinations Council
11, Marina Parade
Banjul

(6) The Ag. Senior Deputy Registrar
Research Department & International Office
The West African Examinations Council
Plot 6, Lateef Jakande Road, Agidingbi
Ikeja, Lagos