



Invitation For Bids

Selection of a Travel Agency for ECOWAS Regional Competition Authority (ERCA)

ICB No:01/ECW/ERCA-ADMIN/2024
2024

Date: 24 September

1. The ECOWAS Regional Competition Authority (ERCA), within the framework of the execution of its 2024 budget intends to carry out the selection of a Travel Agency with proven expertise to process various aspects of official travel of ECOWAS Regional Competition Authority (ERCA), including but not limited to airline ticketing, hotel reservations, travel advisory, assistance with formalities related to the shipment of human remains, and other travel related services.
2. The main objective is to provide travel management and related services including, but not limited to airline ticketing and airport transfer, and related services at the lowest cost for Staff Members and/or their dependents (for purpose of official and non-official Travels) and Consultants, Government Officials and Participants attending meetings or on official business for the ECOWAS Institutions.
3. The ECOWAS Regional Competition Authority (ERCA) now invites sealed bids in one lot from eligible qualified Travel Agencies from one of ECOWAS Member States and duly registered in the Country of Origin and in The Gambia (through a local partner duly registered in The Gambia).
4. Interested eligible Travel Agencies may obtain further information at the following address and official hours: ECOWAS Regional Competition Authority (ERCA), Banjul, The Gambia; **Monday to Friday from 9.00 am to 5.00 pm**. Email: rnana@ecowas.int with copy to sbangoura@ecowas.int ; ikkamara@ecowas.int ; itambajang@ecowas.int; ombacke@ecowas.int
5. The Bidding Document is available for all operators through the following link <https://erca-arcc.org/category/procurement/>.
6. **Bids shall be valid for 120 Days from the deadline of submission.**
7. Bids (1 Original and 3 copies) shall be deposited on or before **24th October 2024 at 11am local time (GMT)** at ERCA Bertil Harding Highway, Bijilo, The Gambia. Bidders are requested to provide an electronic copy (PDF and Excel Sheet) of their bid in a USB drive. The electronic copy of the bids must also be inserted in the envelope.
8. Bids should be clearly marked "**Selection of a Travel Agency for ECOWAS Regional Competition Authority (ERCA)**" "**Do Not Open, Except in Presence of the OPENING COMMITTEE**", and should comprise a technical proposal in line with the description of services; and a financial proposal including all services charges and discount supported or offered by the Travel Agency (exclusive of taxes). **The envelope SHALL also indicate**

the bidder's name.

9. Bids will be opened in the presence of bidders/representatives who choose to attend on **24th October 2024 at 11:30 am local time (GMT)**. The link for the online opening session will also be communicated to bidders.



**Executive Director
ECOWAS Regional Competition Authority**