Ref: ECW/OAG/ADM/11-26/RFQ-004/luy **Date:** 6th November 2026

REQUEST FOR QUOTATION

FOR THE SUPPLY OF COMMUNICATIONS EQUIPMENT AND MATERIALS

The Office of the Auditor General (OAG) of ECOWAS Institutions invites qualified and experienced suppliers to submit quotations for the supply and delivery of communications equipment and materials. The requirement is divided into two (2) lots:

1. **Lot 1:** Flags and Roll-Up Banners (Items 1 to 3).
2. **Lot 2:** ICT, Photographic and Audio-Visual Equipment (Items 4 to 8).

Bidders may quote for one lot or for both lots. Each lot will be evaluated and awarded separately.

MINIMUM EQUIPMENT AND MATERIAL SPECIFICATIONS

The specifications below are minimum requirements. Items offering equal or higher performance are acceptable. Any reference to a processor family or graphics class indicates the minimum level of performance required and does not exclude equivalent or higher alternatives.

LOT 1: FLAGS AND ROLL-UP BANNERS

S/N	Item Description	Minimum Technical Specifications	Quantity
1	**Outdoor ECOWAS Member State Flags**	• **Composition of each set:** Thirteen (13) flags: one flag of each of the twelve (12) ECOWAS Member States (Republic of Benin, Republic of Cabo Verde, Republic of Côte d'Ivoire, Republic of The Gambia, Republic of Ghana, Republic of Guinea, Republic of Guinea-Bissau, Republic of Liberia, Federal Republic of Nigeria, Republic of Senegal, Republic of Sierra Leone and Togolese Republic) and one (1) ECOWAS flag. • **Size and Material:** To be determined by the supplier through physical measurement at the OAG premises after issuance of the Purchase Order, to fit the existing flagpoles. • **Printing:** Colours, proportions and emblems must conform to the official specifications of each national flag and of the ECOWAS flag.	**2 Sets (26 flags)**
2	**Indoor ECOWAS Member State Flags**	• **Composition of the set:** Thirteen (13) flags: one flag of each of the twelve (12) ECOWAS Member States listed in Item 1 and one (1) ECOWAS flag. • **Size and Material:** To be determined by the supplier through physical measurement at the OAG premises after issuance of the Purchase Order, to fit the existing indoor flag stands. • **Printing:** Colourfast printing; colours, proportions and emblems must conform to the official specifications of each national flag and of the ECOWAS flag.	**1 Set (13 flags)**

S/N	Item Description	Minimum Technical Specifications	Quantity
3	**Roll-Up Banners/Displays**	• **Units:** Three (3) units: one each for the OAG Core Values, Mission and Vision. • **Size:** Approximately 85 cm × 200 cm or Larger.	**3**

LOT 2: ICT, PHOTOGRAPHIC AND AUDIO-VISUAL EQUIPMENT

S/N	Item Description	Minimum Technical Specifications	Quantity
4	**High-Performance 14-inch Laptop**	14-inch premium convertible laptop; Intel Core 7 155H processor or higher; 32GB RAM or higher; dedicated or integrated graphics suitable for professional graphic design, photo editing, video editing and other digital applications; 2TB SSD or higher; OLED touchscreen display with HDR; high-resolution display; Wi-Fi and Bluetooth connectivity; USB-C/Thunderbolt and other standard connectivity ports; integrated HD/Full HD webcam and microphone; backlit keyboard; Windows 11 Pro or higher; original charger and power adapter; carrying case; manufacturer warranty and user documentation.	**1**
5	**4K Handheld Gimbal Camera**	Professional compact handheld camera with 1-inch CMOS sensor or higher; 4K video recording or higher; 3-axis mechanical gimbal stabilization; touchscreen display; intelligent subject/face tracking; high-quality still photography capability; built-in microphone; wireless connectivity; USB-C connectivity; rechargeable battery; built-in/expandable storage as applicable; complete creator/accessory package including wireless microphone, battery extension/handle, mini tripod, wide-angle lens, carrying case and other standard accessories required for professional operation; warranty and user documentation.	**1**
6	**2-Person Compact Wireless Microphone System/Recorder**	Professional wireless microphone system comprising two wireless transmitters and one receiver, charging case, built-in recording capability, advanced noise reduction/noise cancellation, long-range wireless transmission, USB-C connectivity, rechargeable batteries, audio monitoring capability, compatibility with cameras and smartphones, charging cables, clips/mounts, windshields and all standard manufacturer-supplied accessories; warranty and user documentation.	**1 set**
7	**4TB External Hard Drive**	4TB storage capacity or higher per drive; portable external hard drive; high-speed USB 3.0/3.2 or higher connectivity; suitable for storage and backup of high-resolution photographs, videos and other digital media; compatible with Windows operating systems; supplied with appropriate USB cable, protective casing where applicable and warranty.	**2**
8	**Professional Photography Camera & Equipment**	• Professional full-frame mirrorless camera system with 24MP or higher resolution; advanced autofocus and subject detection; 4K video capability; in-body image stabilization; dual memory card slots; wireless connectivity; USB-C connectivity; rechargeable battery and charger. • Professional TTL/HSS speedlight compatible with the camera system, including rechargeable battery, charger and standard accessories.	**1 set**

S/N	Item Description	Minimum Technical Specifications	Quantity
		• Compatible wireless flash trigger supporting TTL/HSS and wireless control. • 2 × 128GB or higher high-speed memory cards suitable for 4K video recording. • Professional 70–200mm f/2.8 or higher-performance telephoto zoom lens suitable for event photography, including lens hood, front/rear caps and carrying pouch/case. • Professional 24–70mm f/2.8 or higher-performance standard zoom lens suitable for event photography, including lens hood, front/rear caps and carrying pouch/case. • Professional double-camera leather/nylon harness or camera belt with secure locking mechanism. • 600Ws or higher portable studio flash/strobe with rechargeable battery, charger and wireless control. • Heavy-duty C-stand/light stand with adjustable height, boom arm and grip head where applicable, suitable for professional lighting equipment. • 120cm or larger professional softbox compatible with the portable studio flash, including diffuser(s), grid/honeycomb and carrying bag. • Professional camera backpack/carrying case suitable for transporting the camera body, lenses and accessories. • 2 spare rechargeable camera batteries and appropriate charger, where not already supplied as standard. • Lens and camera cleaning kit. • Camera rain cover suitable for professional outdoor/event photography. • Professional tripod suitable for the camera and lenses. • Monopod suitable for event photography. • High-speed memory card reader compatible with the supplied memory cards. • Spare rechargeable battery for the portable studio flash, where supported by the equipment. • Suitable extension cable/power extension accessories for lighting equipment, where required. • All other standard accessories, cables, chargers and components required for complete professional operation.	

All equipment and materials supplied must be new, genuine, unused, and of the specified quality. Lot 2 must be sourced through the manufacturer's authorised distribution channels with the applicable manufacturer's warranty.

Note:

- Refurbished, reconditioned or counterfeit items will be rejected.
- We may also request a physical sample of one flag before production of the full quantity

Eligibility and Qualification Requirements

Interested suppliers must submit the following documents together with their quotation. Quotations not accompanied by all the mandatory documents listed below shall be considered non-responsive and will not be evaluated.

A. Legal and Administrative Documents (all bidders)

(a) Certificate of Incorporation/Registration issued by the Corporate Affairs Commission (CAC).

(b) Valid Tax Clearance Certificate (TCC) covering the last three (3) years (2023, 2024 and 2025), issued by the Nigeria Revenue Service (formerly the Federal Inland Revenue Service) or the relevant tax authority, together with the company's Tax Identification Number (TIN).

(c) Company profile, showing the company's address, contact person, telephone number and email address.

B. Experience and Technical Requirements

(a) Not less than three (3) years' experience in the supply of the goods in the lot quoted for (Lot 1: flags, branding or printed display materials; Lot 2: ICT, photographic or audio-visual equipment), evidenced by a CAC certificate dated on or before 31 October 2023 and supporting contract documents / purchase order / invoices and delivery notes / job completion certificates.

(b) The evidence should be for at least two (2) similar contracts for the lot quoted for, executed within the last five (5) years, supported by copies of contract awards or purchase orders / invoices and delivery notes, job completion certificates or client reference letters. The name, telephone number and email address of a contact person for each client must be provided for verification.

(c) **Lot 1:** description of the materials, printing method and finishing offered, with photographs or samples of similar flags and roll-up banners previously supplied.

(d) **Lot 1:** written undertaking to replace, at no cost to OAG, any flag or banner showing colour fading, printing defects or stitching failure within six (6) months of delivery.

(e) **Lot 2:** brand name, model number and manufacturer's technical data sheets or brochures for every item quoted, including the accessories listed, showing how each minimum specification is met.

(f) **Lot 2:** confirmation of the manufacturer's warranty for each item (not less than one (1) year), and evidence of authorised dealership or after-sales support arrangements in Nigeria.

(g) **Lot 2:** written confirmation that the supplier will, at no extra cost, set up and configure all equipment at the OAG premises on delivery, provide basic user orientation to designated OAG staff, and provide technical support during the warranty period.

C. Price Quotation

(a) Price quotation on company letterhead, duly signed and stamped by an authorised officer, showing the brand/model or material offered, the unit price and total price of each item, the total price for each lot quoted, the delivery period, the warranty period and a validity period of not less than ninety (90) days from the submission deadline.

(b) All prices shall be quoted in Nigerian Naira (NGN) and shall be inclusive of delivery to the OAG premises, set-up and configuration for Lot 2 and all other incidental costs, but exclusive of Value Added Tax and import duties, from which OAG is exempt. Quotations in any other currency will not be considered.

(c) Bidders are expected to quote for all the items within each separate Lot they bid for.

Delivery Timeline

1. **Lot 1:** digital proofs within five (5) working days from the date of receipt of the Purchase Order, and delivery of the finished flags and banners within ten (10) working days from OAG's written approval of the proofs.
2. **Lot 2:** within fifteen (15) working days from the date of receipt of the Purchase Order.

Submission Details

Quotations and all supporting documents should be submitted within 30 calendar days of the bidding period from **Tuesday 10 November 2026 to Wednesday 9 December 2026 on or before 5:00 pm (Abuja time)** by email to oag-procurement-lcb@ecowas.int. **Quotations not received by the stipulated deadline will not be considered.**

1. The subject line of the email should be: "**Quotation for RFQ – Supply of Communications Equipment – Lot [1/2]**".
2. Bidders quoting for both lots shall submit a separate price quotation for each lot. The legal and administrative documents need only be submitted once.
3. Payment terms: 30 calendar days from receipt of invoice and satisfactory completion of service.
4. OAG is an international organization exempted from duties and taxes on goods and services procured on its behalf.
5. **Delivery address:** Office of the Auditor General of ECOWAS Institutions, No. 10 Dar Es-Salaam Crescent, Off Aminu Kano Crescent, Wuse II, FCT Abuja, Nigeria.
6. **Clarifications:**

   Requests for clarification should be sent to oag-is-procurement@ecowas.int, with "**Clarifications ECW/OAG/ADM/11-26/RFQ-004/luy**" in the subject line, not later than 5:00 pm on Monday 9 December 2026.

We look forward to receiving your quotation.

Thank you.

Carla Maria BORGES BETTENCOURT
Auditor General of ECOWAS Institutions