



**Grant Reference No. 2024 RE 011**

**Terms of reference for the selection of an IT services company  
for the development of a digital platform for the Road Free  
Trade Operation (RFO)**

**Working language: English and French**

**December 2024**

## 1. Background and rationale

The proliferation and persistence of non-tariff barriers contribute enormously to the increase in trade costs and the low flow of cross-border trade in West Africa. Indeed, the sustainable development of cross-border trade in agricultural products and the increase in the incomes of women and youth in West Africa is hampered by the persistence of non-tariff barriers (prohibitions or restrictions, specific conditions or requirements that make trade difficult or costly for women and youth, incorrect application of non-tariff measures such as sanitary and phytosanitary (SPS) and other measures to trade) and the multiplicity of illegal payments on the corridors make the business climate very unfavourable for the majority of commercial actors, especially women and youth who can no longer make a decent living from their commercial activities. This has a strong impact on (i) trade in small and micro-enterprises owned by youth and women, (ii) the policy to fight food insecurity; (iii) compliance with and application of sanitary and phytosanitary measures; (iv) the increase in the economies of ECOWAS States; (v) the effective fight against the growing insecurity in the sub-region and the high cost of living, especially among women and youth<sup>12</sup>.

The AfCFTA's stated objectives, particularly those related to stimulating intra-African trade, promoting economic growth, advancing industrial development, and enhancing the quality of life for citizens, including women and youth, will remain challenging to achieve without a more robust and effective response to the aforementioned challenges. This will require the active engagement and support of government agencies, the private sector, and civil society<sup>3</sup>.

The multiplication and or strengthening of innovative and adapted mechanisms to combat obstacles to cross-border trade, coupled with actions to strengthen the capacities of women and young traders in the mastery of the trade promotion regulations in force in the ECOWAS region, will contribute enormously to (i) the gradual removal of all obstacles to the development of cross-border trade; (ii) facilitating the cross-border movement of agricultural products; (iii) the supply of low-production areas for the effective fight against food insecurity; (iv) improving the livelihoods of business actors, especially women and youth; (v) the sustainable promotion of cross-border trade by women and youth in order to effectively increase intra-African trade<sup>4</sup>.

In light of the aforementioned considerations, the West African Association for Cross-Border Trade, in Agro-forestry-pastoral, Fisheries products and Food (WACTAF) has formally requested and subsequently secured financial support from the Alliance for a Green Revolution in Africa (AGRA) for the implementation of the project «Strengthening the Participation of Women and Youth in Cross-Border Trade in West Africa ».

The project aims to remove the many barriers that hinder cross-border trade in agricultural products. The main actions of the project include activities related to the development of Trade Informations and Border Assistance Desk (TIBADs), the digitalization of the Road Free Trade Operation (RFO), the sharing of knowledge and experiences, the strengthening of the organizational capacities of youth and institutional support to the Permanent Secretary of

---

<sup>1</sup> **Mobilizing Trade Operators in West Africa to Eliminate Non-Tariff Barriers** - Borderless Alliance, 15 October 2017

<sup>2</sup> **Rethinking informal cross-border trade in Africa** - Economic Commission for Africa (ECA), November 2023

<sup>3</sup> **Enhancing the effectiveness of the fight against non-tariff barriers** - SheTrades, AfCFTA paper

<sup>4</sup> **Study on Small-Scale Cross-Border Trade in West Africa** - ReliefWeb, June 2023

WACTAF. The overall objective is to reduce cross-border trade barriers, improve knowledge of trade regulations and promote gender in intra-regional trade policy. The project is expected to last 24 months and covers three ECOWAS countries including Benin, Burkina Faso and Togo. The objective is to support 100 inter-professional organisations, federations and cooperatives, with 15,000 direct beneficiaries, 45% of whom are women and 35% are youth.

One of the key interventions of this project is the development of RFO digital platform. Since its launch in 2021, the RFO, initiated by WACTAF, has demonstrated its effectiveness by significantly reducing illicit payments by more than 80% and transit time by about 65% on West African pilot corridors. Through the use of WhatsApp groups, actors can report road harassment and request rapid intervention from institutional focal points officially designated by the ministries and directorates of the countries covered by the WACTAF. However, although the social network WhatsApp was an effective tool at the beginning, it now has limitations in terms of monitoring, data collection, production of performance indicators (KPIs) and analysis.

In line with the recommendations of the ECOWAS evaluation of RFO, WACTAF proposes to migrate to an innovative application, integrating current functionalities and offering improved monitoring and analysis capabilities. This platform will help institutionalize RFO while enhancing its effectiveness and sustainability, with full control by WACTAF. It is with this in mind and with a view to implementing this flagship intervention of the project "Strengthening the participation of women and youth in cross-border trade in West Africa" that WACTAF has developed these terms of reference for the selection of an IT services company in charge of the design and development of an RFO digital platform.

## **2. Objective of RFO's digitalisation**

### **2.1. General objective**

The general objective is to set up a responsive digital platform, accessible via the web and mobile devices (mobile phones, tablets, etc.) for the management of RFO allowing real-time monitoring, effective and efficient collection of trade data and the production of Key Performance Indicators (KPIs) to improve the fluidity of trade in agro-forestry-pastoral and fishery products in West Africa.

### **2.2. Specific objectives**

Specifically, it is the responsibility of the IT services company to:

- Design and deploy a digital platform accessible online and via a downloadable mobile application to manage RFO;
- Offer cloud hosting to guarantee data security and availability;
- Create a centralized and secure database allowing the archiving of complaints, statistics and reports for long-term analysis;
- Ensure the platform's compatibility with other regional digital systems (ECOWAS, ITC, etc.) related to cross-border trade;
- Provide the user guide for the digital platform;
- Support the project team in setting up the training of focal points and users in the use and management of the digital platform.

### 3. Technical characteristics

The digital platform for the Road Free Trade Operation (RFO) will be designed using modern web technologies. It should be interactive, fast, intuitive and suitable for easy use by a variety of actors, including women and young traders, transporters, drivers in rural and urban areas. In addition to the web version, a downloadable and offline mobile application will be developed to maximize accessibility and efficiency.

The platform will have to integrate:

- A real-time traffic harassment reporting system, with the ability to add images, videos, audios and descriptions;
- An interactive dashboard to display key real-time statistics on complaints, reported harassments and interventions carried out;
- A space for learning and sharing dedicated to good practices and knowledge of cross-border trade regulations, accessible in several local languages;
- Implement a user authentication system guaranteeing secure access and differentiated management of roles (administrators, users, focal points, etc.);
- Integrate automated reporting functionality to generate periodic reports on performance, trends, and recurring issues;
- Provide a multilingual option on the platform to expand its accessibility to the different official and local languages of ECOWAS (English, French and Portuguese);
- Set up a space dedicated to questionnaire fairs (FAQs);
- A portal for the management of complaints and interventions, allowing the detailed follow-up and rapid resolution of reports, while guaranteeing control by institutional focal points;
- An offline synchronization feature, allowing actors in areas with low connectivity to record reports and synchronize them as soon as they regain an Internet connection;
- Provide a call and instant messaging tab as an escape measure from offline mode;
- Develop tools and a digital strategy that allows commercial actors to report abuse in real time in their local languages (notification system);
- Implement an interactive dashboard to visualize key RFO statistics in real time;
- Create a mechanism for synchronizing and managing complaints, as well as digital tracking of RFO badges and country-specific loading slips;
- Propose a user feedback mechanism to collect suggestions and continuously improve the platform according to the needs of commercial players;
- Develop automatic alerts feature to inform competent authorities and focal points of reported incidents;
- Take into account the geolocation of the actors;
- Advertising and promotional space, allowing the dissemination of advertisements or events related to cross-border trade;
- The interface will be lightweight, attractive and accessible to users who are not familiar with digital tools;

- Features, such as searching for information, printing documents, subscribing to a newsletter, and sharing on social media (WhatsApp, Facebook, Twitter, etc.), will be available on all pages;
- Particular attention will be paid to ergonomics and compatibility on mobile devices.

#### **4. Graphic**

The graphic charter will be developed to reflect the visual identity of the WACTAF, while integrating the logos of the partners (AGRA, and others at the request of the project team).

#### **5. Features**

The digital platform will have to offer:

- A user-friendly homepage with quick access to key features, such as harassment reporting, key stats, and available training;
- An interface available in English, French and Portuguese, with an option to include local languages frequently used in the region;
- An RSS (Really Simple Syndication) feed for real-time updates of RFO-related news;
- An optimized mobile interface, accessible with or without a connection, to meet the needs of actors on the move;
- A facility to generate comparative and narrative analyses whenever necessary, in particular to show the number of complaints reported and those resolved/treated, and the frequency of these NTBs etc.;
- An audience and analysis system, to measure the number of visitors to the platform and to identify the most used pages or features.

#### **6. Referencing**

The platform's referencing on search engines, especially Google, will be prioritized.

- The source code will be designed for efficient page indexing;
- The platform will appear at the top of search results for keywords associated with cross-border trade and RFO;
- An SEO (Search Engine Optimization) optimization mechanism will be integrated from the design stage to maximize the visibility of the platform.

#### **7. Discussion space with subscription**

A discussion space (blog or forum) will be integrated into the digital platform to allow trade actors, focal points and other stakeholders to discuss, exchange and share testimonials on topics related to road harassment, the management of cross-border business practices and the optimisation of RFO procedures. This space will have to be efficient, intuitive and secure, and anonymity can be guaranteed for users who wish to do so, especially for whistleblowing. Access to the forum will require prior identification, and the forum administrator will have the possibility to organize discussions by topic and manage content by blocking inappropriate

content. The following information must be provided when registering for the forum or newsletter to get to know users better:

- First and last name (mandatory);
- Gender (mandatory);
- Email address (required);
- Phone number (required);
- City (mandatory, with drop-down menu);
- Age range (mandatory).

### **8. Flexible module for adding online forms**

The platform will have to integrate a flexible module to create personalized online forms, in order to collect specific information such as contacts, surveys or reports of harassment. Users will also be able to automatically subscribe to the platform's services or newsletter<sup>5</sup> by filling in a form, thus contributing to the continuous updating of data and the collection of relevant information for RFO.

### **9. Platform mainspace**

The digital platform will be structured around several main spaces or portals to organize information and facilitate user interaction.

#### **➤ Documentation**

This space will serve as a resource centre for the publication and sharing of RFO-related information, including documents on road harassment, cross-border regulations and best practices. The documents will be accessible from anywhere on the platform via configurable links and classified by theme for quick and easy consultation.

#### **➤ Information and best practices in business practice management**

This space will allow users to share information and best practices regarding the management of road harassment and RFO procedures. A discussion space will be reserved to discuss practices, ask questions or share experiences. It will be managed by an administrator, who will ensure the order and relevance of the publications.

#### **➤ Reporting and Tracking Complaints**

This space will be dedicated to the management of complaints related to road harassment and abuse of officers. Users will be able to report incidents, attach evidence (images, videos, etc.) and follow the progress of their complaints. This system will allow detailed monitoring of the interventions carried out and the status of complaints in real time.

---

<sup>5</sup> Fluidity journal

## 10. Expected results

The expected results at the end of the service are:

- The service provider will have to design and deploy a digital platform accessible via the web and a mobile application, allowing the effective management of the RFO; This platform will need to be responsive, fluid, and able to run on mobile devices as well as desktops.
- A digital mechanism for business actors to report abuses (harassment, illegal practices, etc.) in real time, with an interface in multiple local languages to ensure accessibility for all users.
- The creation of an interactive dashboard will provide real-time visualization of key RFO statistics, including data on reported abuses, interventions carried out, and trends related to cross-border trade.
- Establishment of a system to synchronise and manage complaints in a transparent manner, with digital tracking of badges (authorisations) by country and basin, as well as a mechanism for managing and archiving complaints.
- Provision of a high-performance local server, guaranteeing the security of the data and its availability at all times to ensure full and secure control by the WACTAF.
- Development of a feature allowing the automatic sending of alerts to the competent authorities and focal points in case of reported incidents, thus ensuring rapid responsiveness to the issues raised.
- The platform should include a secure database allowing for the long-term archiving and analysis of complaints, statistics and reports generated.
- Implementation of an authentication system guaranteeing secure access and differentiated management of user roles (administrators, focal points, users) for enhanced control of access to sensitive information.
- A feature to generate periodic reports on RFO's performance, observed trends and recurring issues, facilitating decision-making and project monitoring.
- Provision of a multilingual option on the platform, ensuring its accessibility in the various official and local languages of ECOWAS for extended coverage to all traders in the region.
- A system for collecting feedback and suggestions from users to implement continuous improvements to the platform according to the needs of merchants.
- Creation of an intuitive interface, adapted to users with a low level of digital literacy, thus facilitating the adoption and use of the platform by a wide audience.

## 11. Deliverables

The selected IT services company will be expected to provide the following deliverables:

- Responsive digital platform accessible on all types of devices (Smartphone, Tablet, PC, MAC, etc.);
- Interactive dashboard to visualize key trade statistics;
- Tools to report abuse in real time in local languages;
- Complaint management mechanism and digital monitoring of business operations;
- Secure local server ensuring data availability;
- User authentication system with differentiated role management;
- Automated reporting capabilities to generate periodic reports;
- User guide of the digital platform provided to users;
- Training of focal points and users on the use of the platform.

**All deliverables must be submitted taking into account the two working languages: French and English.**

## **12. Service Delivery Methodology**

The RFO digitalisation project will be structured in such a way as to ensure a smooth implementation in line with stakeholder expectations. The selected IT services company will have to follow a clearly defined framework to ensure the quality and effectiveness of the platform.

### **➤ Framing**

A scoping meeting will be held by the project management team with the selected IT services company to align the platform specifications with the expectations of WACTAF and stakeholders. The objective will be to validate the functional and ergonomic aspects of the platform, with a particular focus on the adaptability of the interface, the user experience, and the integration of the content necessary for the management of RFO. The necessary adjustments will be made at this stage to ensure compliance with the identified needs.

### **➤ Planning**

A detailed schedule for the design, development and production of the platform will be drawn up by the selected IT services company. This work schedule will serve as a reference until the project is finalized. The project management team is in charge of validating and monitoring the progress of the service, it will also ensure that deadlines and the quality of the deliverables are respected.

### **➤ Pre-launch testing**

A test phase will be planned at the end of the development of the platform to verify its compliance with the requirements defined in the Terms of Reference (ToR). This test will be used to validate the proper functioning of all the platform's features, including complaint management, data collection tools, and the interactive dashboard. A test table will be used to ensure that the platform meets the functional and technical specifications.

### **➤ Maintenance contract**

A maintenance contract included in the total costs of this service will be set up for a period of 12 months after the platform goes online. This period will allow any anomalies to be corrected,



the platform to continue to function properly, and any adjustments to be made after the production launch. This will ensure that the platform remains performant and up-to-date.

➤ **Accommodation**

After development, the platform will be hosted by the provider to ensure its availability and security. The selected IT services company will have to ensure that the hosting complies with security and performance standards, while ensuring optimal data management and easy access for users.

**13. Duration of the platform**

The development and implementation of the digital platform dedicated to RFO must be carried out within a maximum of six (06) months from the notification of the selection of the service provider. This period will include design, development, testing, deployment, and training of users and administrators of the platform.

**14. Eligibility criteria**

IT services companies interested in this call for proposals must:

- Have a good knowledge of ICT (Information and Communication Technologies), as well as the ability to design/develop digital solutions;
- Have experience in the design and development of IT/digital tools;
- Have expertise in cybersecurity (certification recommended);
- Have experience in the supply of computer equipment and after-sales service including training of beneficiaries in the use of equipment;
- Provide evidence of good experience (at least three years) in one or more of the above-mentioned areas, such as staff CVs, activity reports, etc.;
- Have a good reputation (not be subject to any sanctions in the West African and Sahelian sub-region);
- Demonstrate the availability of sufficient staffed, qualified and experienced and gender-sensitive human resources, with supporting evidence;
- Demonstrate good organizational and logistical capacity, etc.;
- Have the ability to start operations with own financial resources.

The Mission's key staff will include (non-exhaustive list):

- The project manager (BAC+5 in software engineering, application development or equivalent);
- Two (02) IT developers (BAC+3 in software engineering, application development or equivalent);
- A network administrator (BAC+3 in computer network and telecommunications).

**15. Submission of bids**

IT services companies interested in this call for proposals must submit an application file consisting of a separate technical and financial offer. These documents must be written in French or English.

## 15.1. Technical offer

### A technical proposal in a single document comprising the following sections:

- A cover page

With key company information (01 page).

- Mission Understanding Note

A clear description demonstrating understanding of the project's objectives, technical specifications and expectations, as well as the potential challenges and solutions envisaged (max. 02 pages).

- Methodology and work plan

A detailed methodology describing the steps of design, development, testing and deployment of the platform, as well as the specific tools, technologies and approaches that will be used. The document should also include a strategy for training and supporting end-users (max. 06 pages).

- Company Profile

General presentation of the company, highlighting its expertise in ICT and the design of digital solutions (max. 02 pages).

- Organizational and Logistical Resources

Description of the technical, logistical and human resources available for the implementation of the project (max. 03 pages).

- Data Security Plan

Proposal of a detailed plan to guarantee the protection and confidentiality of data, with mention of any cybersecurity certifications held by the company or its members (max. 03 pages).

- Detailed timeline

A timetable specifying the key milestones of the service, the delivery steps and the deadlines for each activity (max. 02 pages).

- Declaration of availability

A written confirmation attesting to the availability of the team on the dates indicated for the project (max. 01 pages).

- Similar experiences (in appendix)

Copies of a minimum of three references or similar studies carried out, accompanied by certificates of service rendered or mission reports (max. 03 pages).

- Project team (attached)

Presentation of detailed CVs (max. 02 pages /CV) of key team members.

## 15.2. Financial offer

### A financial proposal in a single document comprising the following sections:

- Letter of submission of the financial offer (max. 01 pages)

A letter addressed to WACTAF confirming the submission of the financial proposal.

- Detailed budget (max. 02 pages)

A clear and detailed presentation of the estimated costs of the project, including:

- Human resources costs;
- Technical costs (development, hosting, maintenance);
- Costs related to training and support;
- Any other relevant fees.

- Submission fee payment slip or receipt (max. 01 page)

As part of the bidding process for this call for proposals, each bidder is required to pay a non-refundable fee of **35 US dollars (USD)** for administrative processing costs. This amount must be paid in accordance with the following instructions:

**(a) Payment Terms:**

- Payment must be made exclusively by bank deposit or by bank transfer to the account designated by WACTAF;
- In the case of payment by bank transfer, the transaction costs are borne by the tenderer.
- **No application will be considered without proof of payment of the administrative fee for processing the files.**

**(b) Banking information:**

Bidders must use the following information for settlement:

- **Account name:** ASSOCIATION AOCTAH.
- **Banque:** ECOBANK TOGO.
- **Account Number:** 141214644001
- **Code IBAN:** TG53TG0550170814121464400106.
- **Code SWIFT:** ECOCTGTG.

**(c) Payment Deadline:**

- Payment must be made before the deadline for submission of applications, i.e. **january 17, 2025 at 17:00 (GMT)**. Any payment made after this date will invalidate the application.

**(d) Justification in the Financial Offer:**

- The bidder opting for an online bid must include a scanned copy of the payment slip in his or her bid file in the appendix, under the heading «**Mandatory administrative documents**» of the financial offer.

**(e) Non-Compliance:**

Files submitted without proof of payment of administrative fees will be rejected **without review.**

**(f) Important:**

- For more information, please contact the WACTAF administrative team via [aoctahwactafregionale@gmail.com](mailto:aoctahwactafregionale@gmail.com) ; [aoctah.wactaf@gmail.com](mailto:aoctah.wactaf@gmail.com) / Tel: (+228) 91 30 08 14/ 92 55 18 70.

**15.3. Mandatory Submission Criteria**

- All documents must be dated and signed by the company's legal representative.
- Delivery can be made by post in a sealed envelope or electronically.
- Proposals must demonstrate the financial capacity of the company to start operations without relying on upfront funding.
- Submissions must be submitted in PDF format for electronic submissions or in A4 paper format in sealed envelopes for physical submissions.

**(a) Requirements for physical submissions**

- All Offers pages must be initialled.
- The Technical Tender must be placed in a sealed envelope with the clear statement:  
"TECHNICAL OFFER – DO NOT OPEN BEFORE JANUARY 17, 2025."
- The Financial Offer must be placed in another sealed envelope marked "FINANCIAL PROPOSAL – DO NOT OPEN AT THE SAME TIME AS THE TECHNICAL PROPOSAL".
- The two envelopes must then be grouped together in a sealed outer envelope indicating: The delivery address, The title of the engagement, The name and address of the bidder, and the statement: "DO NOT OPEN BEFORE January 17, 2025".
- If envelopes are not sealed or marked correctly, WACTAF is not responsible for processing errors, loss, or premature openings.

**(b) Requirements for electronic submissions**

- Files must be sent exclusively in PDF format to the following e-mail addresses: [aoctahwactafregionale@gmail.com](mailto:aoctahwactafregionale@gmail.com) ; [aoctah.wactaf@gmail.com](mailto:aoctah.wactaf@gmail.com) .
- Electronic signatures are accepted, as long as they comply with local legal standards.
- Electronic submissions must be received at the specified email address by the deadline date and time.
- Any documents received after this date will be rejected.

**(c) Privacy and ethics**

- No communication on the Technical or Financial Bids shall take place between the bidders and the WACTAF until the contract has been awarded.
- Any attempt at improper influence will result in the immediate rejection of the Offer.
- Communications during the evaluation period must be made exclusively in writing.

## 16. Bid evaluation criteria

### ➤ Criteria for the opening of tenders

#### (a) Security and privacy before opening

- Envelopes containing physical bids or electronically submitted electronic files must remain sealed and secure until the scheduled time for their official opening.
- Electronic bids must be protected by passwords or secure encryption systems, ensuring that they are only accessible at the time of opening (passwords must be sent at the beginning of the bid review).

#### (b) Opening time and place

- The opening of tenders must be done at the time and date indicated in the call for tenders at the headquarters of the WACTAF.
- The location of the opening must be clearly communicated to bidders. In the case of electronic bidding, the opening will be done via a specified tool or platform (the link will be forwarded to bidders at the time of bid opening).

#### (c) Bidder participation

- Bidders or their duly authorized representatives may attend the opening of tenders.
- For electronic submissions, a connection link or invitation to participate will be sent to the relevant parties.

#### (d) Procedure for opening physical offers

- The outer envelopes are opened to extract the technical and financial offers.
- The Technical Offer is opened first, while the Financial Offer remains sealed until the end of the technical evaluation.

#### (e) Procedure for opening electronic tenders

- The submitted PDF files are uploaded and decrypted, in the presence of the members of the opening committee and/or the bidders (virtually or physically).
- Financial bids are opened only after the full evaluation of the technical bids, in accordance with the rules of the call for tenders.

#### (f) Reading the essentials

- When opening, the following should be read aloud or displayed (depending on the format):
  - The name of the bidder,
  - The amount offered (only for financial offers after technical evaluation),
  - Any reservations or conditions attached to the offer.

**(g) Opening report**

- An opening report must be drawn up, detailing the offers received, their formal conformity (signature, stamp, deadline respected, etc.) and any irregularities observed.
- This report shall be sent to tenderers by e-mail or made available on the electronic platform.

➤ **Privacy during and after opening**

**(a) Restricted access to documents**

- Only the members of the evaluation committee have access to the details of the technical and financial offers after the official opening.
- Bidders may not receive confidential information about competing bids before the results are published.

**(b) Management of non-compliant offers**

- Bids received after the deadline, or those that do not comply with the bidding requirements (unsealed envelopes, corrupted files, etc.), will not be opened and will be rejected directly with written notification to the relevant bidder.

➤ **Technical Bid Annotation Criteria**

<b>Evaluation criteria</b>	<b>Description</b>	<b>Points awarded</b>
Understanding the Mission	Clarity and relevance of the methodological note, demonstrating a thorough understanding of the project's objectives, needs, and challenges.	20 pts
Methodology and working approach	Adequacy, accuracy and realism of the proposed methodology for the development of the RFO digital platform and data management.	25 pts
The company's experience in similar projects	Strong references from at least two similar completed projects with supporting reports or deliverables.	15 pts
Expertise of the proposed key personnel	Academic qualifications and relevant work experience of the project manager and IT specialists proposed for the assignment.	20 pts
Detailed timetable and realistic schedule	Consistency and feasibility of the proposed schedule, compliance with the deadlines mentioned in the ToR.	10 pts
Technical and logistical capabilities	Demonstration of sufficient organizational, logistical and technological capacity to ensure quality delivery.	10 pts

**Total: 100 pts**

**Minimum score required for pre-selection: 70 pts.**



➤ **Criteria for Annotating Financial Offers**

Criterion	Description	Evaluation
Overall price proposed	The company with the lowest bid will be automatically selected, subject to the conformity of the pre-selected technical bid.	Lowest bid wins

**17. Important notes**

- Financial proposals should include all costs, including taxes, after-sales services, and scheduled training;
- In the event of a tie between two financial offers, the decision will be based on the quality of the technical offer;
- **WACTAF reserves the right not to proceed, in whole or in part, with the proposals submitted in the context of this call for tenders, without the obligation to provide justification.**

**18. Provisional timetable for the submission and study of tenders**

Stage	Detail	Date
Publication of the call for proposals	Official distribution of the call for proposals and start of receipt of technical tenders	Monday, December 30 2024
Closing of technical and financial bids	Deadline for submission of tenders	Friday, January 17, 2025
Opening and reviewing technical offers	Evaluation of technical bids received	January 20 and 21, 2025
Opening and evaluation of financial offers	Review of financial proposals from pre-qualified companies	January 22 and 23, 2025
Notification of contract award	Communication from the selected company	Friday, January 24 2025
Signing the contract	Official signature with the selected company	Wednesday, January 29, 2025



*[Handwritten signature]*