



PERIOD OF ADVERTISEMENT: 11 October 2022 - To: 15 November 2022

CLIENT: ECOWAS COMMISSION
SOURCE OF FUNDING: ECOWAS Budget
TYPE: Expressions of Interest

SELECTION OF A CONSULTANT (FIRM) TO CONDUCT VALUATION OF THE FIXED ASSETS OF THE ECOWAS INSTITUTIONS BASED IN NIGERIA

1. The ECOWAS Commission intends to apply a portion of its budgeted counterpart funds for the Selection of a Consultant firm to conduct valuation of the fixed assets of the ECOWAS institutions based in Nigeria.
2. The objective of the consultancy service is to more accurately determine the current values of the assets that have been acquired over a number of years for Management decision making
3. The overall duration of the assignment is **estimated at three (3) months**.
4. Duties and Responsibilities of the firm:

The professional service and responsibilities of the consultant firm will include but not limited to the following:

- I. Collection of Asset Data through survey: The consultant shall collect data from all offices using a Data Collection Sheet (DCS). The DCS should be prepared in a particular format to gather data like name and description of item, historical cost, depreciation (if any), location, condition, etc
 - II. Determine present condition: The consultant shall determine present condition of all fixed assets and classify them into serviceable/repairable/unserviceable/obsolete, etc. No valuation is required for un-serviceable or obsolete assets but their detail information shall be provided. Current market value of serviceable and repairable assets and their estimated remaining life shall be determined
5. The ECOWAS Commission now invites specialized consulting firms to submit their candidacy for services described above. Interested, eligible and qualified consulting firms must provide full information demonstrating that they have the required qualifications and relevant experience to perform the Services. The criteria for shortlisting are as follows:
- (a) General Experience of the firm (Reviewing formalized procedures and Developing General Policy) over the past ten (10) years; (b) Specific and successful experience related to the formulation of Fixed Assets Management Policy for

Regional or International Organizations conducted within the past ten (10) years; (c) Specific and successful experience of the firm related to the formulation of Fixed Assets Management Policy for Regional or International Organizations in ECOWAS Region conducted within the past ten (10) years; (d) Availability of Relevant Staff to be assigned to the ECOWAS project, showing full list of staff along with their respective CVs providing details on competencies (all applicable Human Resources knowledge, skills and abilities) as well as relevant experience in Reviewing formalized procedures and formulation of Fixed Assets Management Policy and; (e) Demonstrate capacity to communicate; analyse; evaluate and produce reports in at least two (2) official languages of ECOWAS (English; French OR Portuguese). The knowledge of the third language would be an advantage.

NB: In addressing the above listed criteria, consulting firms must provide tangible evidence and detailed references for all claims made in terms of experience and capabilities, similar assignments, etc. Each reference provided should be summarized on a project sheet, and will be considered and accepted only if the candidate attaches supporting documents indicating the contact information of the contracting authorities so as to facilitate verification of the information provided, covering excerpts of contract (inner cover page; page with the signatures and the Terms of Reference) OR the attestation(s) of good performance of each project presented.

6. Interested Consulting firms may apply as a consortium or partnership to ensure and/or boost their consolidated capacities to execute the assignment.

7. The eligibility criteria, the preparation of shortlist, and the selection procedure shall comply with the ECOWAS Rules and Procedures for the Use of Consultants” (ECOWAS Procurement Code), available on its website: <http://www.ecowas.int> **The selection procedure will be based on Consultant (Firm) Qualification, and the firm ranked first (which present the best profiles with all claims fully substantiated) will be requested to submit its Technical & Financial Proposals.** Also, firms that are part of an international network are to submit only one expression of interest as a network.

8. The attention of interested Consulting firms is particularly drawn to **Article 118 of the ECOWAS Revised Procurement Code (“Infringements by Candidates, Bidders and Awardees”)**, providing information on corrupt or fraudulent practices in competing for or executing a contract. In addition, please refer to the following specific information on conflict of interest related to this assignment as per **“Article 119 of the ECOWAS Revised Procurement Code.**

9. Interested consulting firms can obtain further information at the e-mail addresses mentioned below, during working days and hours of the ECOWAS Commission from 9:00 a.m. to 3:00 pm (Local Time - Nigeria): sbangoura@ecowas.int with copy to procurement@ecowas.int ; cdeh@ecowas.int ; ikkamara@ecowas.int; oolu-ibukun@ecowas.int

10. Expressions of Interest (EOIs) must be delivered in sealed envelopes (1 signed Original and 3 Copies) in English, French or Portuguese and clearly marked **“Selection of a Consultant (Firm) to Conduct Valuation of the Fixed Assets of the Ecowas Institutions Based in Nigeria”**. **“Do not open except in presence of the Opening**

Committee.” EOIs must be sent to the address below by 15th November 2022 at 11.00 (GMT+1) a.m. Nigeria Time:

For delivery in person or by registered mail to:

Directorate of General Administration,
Procurement Division
First (1st) Floor of the ECOWAS Commission Headquarters,
Plot 101, Yakubu Gowon Crescent,
Asokoro District, Abuja, NIGERIA.

Please note that electronic submissions are also accepted shall be addressed to the email stated above at 9.

11. This request for EOI can also be viewed on the following website:
<http://www.ecowas.int/doing-business-in-ecowas/ecowas-procurement/>

Commissioner Internal Services