



REQUEST FOR EXPRESSION OF INTEREST FOR THE UPDATE OF ECOWAS LIST OF SUPPLIERS / CONTRACTORS AND SERVICE PROVIDERS

FOR TRANSACTIONS FROM ₦1,380,264 UP TO ₦16,556,550 (2,501UA – UA 30 000)

(CATEGORY 1)

Introduction

The ECOWAS Commission wishes to update its data base of suppliers, contractors and Service Providers for the year 2023.

2. The ECOWAS Commission hereby invites reputable qualified suppliers, contractors and Service Providers with relevant experience and expertise in the following fields to apply for the registration exercise:

A Goods

- Supply of Audiovisual Equipment
- Medical Supply (Equipment & Drugs)
- Supply of Office Stationeries
- Supply of Gift Items/Office Souvenirs
- Supply of Office Equipment
- Supply of Office Furniture
- Supply of Computer Equipment / Computer Consumables
- Supply of Library Equipment
- Security and Safety Equipment and Supplies
- Supply of Conference bags
- Supply of Vehicles
- Major Supply of Handset (Telephone)

B Works

- Electrical Works
- Office Partitioning Works
- Civil Works
- Plumbing Works
- Carpentry Works

C Services

- Maintenance of Computer Equipment
- Maintenance of Office Machines (Photocopies / Printers / Scanners / ID cards)
- Maintenance of Generators

- Maintenance of Lifts - A/C Works - Central A/C Systems
- Maintenance of CCTV
- Refuse Collection
- Printing & Publication
- Major Catering Services (from 30 Persons and above)
- Supply of diesel for Generators
- Supply and Maintenance of Mobile Interpretation Equipment/ Public address System / Sound Systems/Fixed Interpretation Equipment
- Fire Extinguishers / Smoke Detections
- Gardening/Horticulture
- Supply of fuel for cars
- Car Hire
- Cleaning Services
- Transportation of Staff personal Effects
- Auctioneers / Valuers

3. Interested companies / contractors must provide information indicating their qualifications for a specific area of specialization indicated under the three (3) headings (Goods; Works or Services).

4. In addition, interested companies / contractors must provide proof of technical capability as well as administrative / organizational structure, financial capability, legal status, and experience in similar assignments or contracts within the past five (5) years; Experience with Donors funded project.

The Expression of Interest must be submitted in the following order:

- a. Cover Letter duly signed by the company's authorized signatory indicating the specific area of specialization under the three (3) headings (Goods; Works or Services);
- b. Company Profile;
- c. Certificate of Incorporation / Registration with the Corporate Affairs Commission (CAC);
- d. Certified True Copy of Tax Clearance Certificate for the years (2019,2020,and 2021)
- e. Evidence of financial capacity (Certified True Copy of Audited financial statement for the years (2019,2020,and 2021);
- f. Evidence of technical capacity (list of equipment; staffing etc.)
- g. Three (3) verifiable job completion certificate(s) of similar jobs (in the indicated area of interest) executed within the last five (5) years from 2017;
- h. Evidence of technical partnership (Manufacturer's authorization when necessary)
- i. Exact verifiable location and full addresses/contact; telephone numbers and Email address.

An expression of Interest shall be disqualified where any of the above listed documentations is not provided and any job completion certificates submitted by any company / contractors / service providers must have verifiable and functional address / email and phone number of the client issuing the certificate.

5. For each specific area of specialization, a shortlist of fourteen (14) suppliers, service providers or contractors will be establish in addition to the existing list of suppliers.

6. Expressions of Interest shall be addressed to the **Commissioner for Internal Services**, ECOWAS Commission, N° 101 Yakubu Gowon Crescent, Asokoro, Abuja, and clearly marked: **“Expression of Interest for the Update of ECOWAS List of Suppliers / Contractors and Service Providers”**, **Do not open, except in presence of the ECOWAS Procurement Committee.**

7. Interested Vendors (company/ contractor/ service providers) must indicate their area of specialization and category they are interested (Category 1, Category 2, & Category 3).

N/B: An expression of Interest shall be disqualified where no specific area of specialization is indicated and the company/ contractor / service providers cannot apply for more than two (2) areas of specialization.

8. Expression of Interest shall be submitted latest on **Tuesday 15th November 2022 at 11.00 am (GMT + 1) Local Time**, at the following email address: vendoregistration@ecowas.int

9. **Please note that physical submissions will not be accepted.**

10. Interested suppliers / contractors or service providers can obtain further information at the e-mail addresses mentioned below during working hours: 9:00 a.m. to 4:00 pm (local time) on working days: sbangoura@ecowas.int with copy to procurement@ecowas.int

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

Commissioner for Internal Services.