



**REQUEST FOR EXPRESSION OF INTEREST FOR REGISTRATION FOR PETTY
SERVICES AND OTHERS FOR ECOWAS COMMISSION**

FOR TRANSACTIONS NOT EXCEEDING ₦1, 379, 713 (UA2500)

(CATEGORY 2)

Introduction

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

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

A Goods

- Supply of Handset (Telephone)
- Supply of Vehicle tyres
- Tailoring (Supply of Uniform)
- Supply of Vehicles Parts
- Supply of Battery for Generators
- Supply of Electoral items

B Works

- Minor Electrical Work
- Minor Carpentry work
- Minor Plumbing work
- Minor Masonry
- Repair of Air conditional
- Repair of Copiers
- Repair of Generators

C Services

- Maintenance of Vehicles
- Minor Catering Services (for max 30 persons)

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).

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. Profile
- c. Certificate of Incorporation / Registration of Business Names with the Corporate Affairs Commission (CAC);
- d. Evidence of similar jobs (in the indicated area of interest) executed within the last five (5) years from 2017;
- e. Exact location and full addresses/contact telephone numbers / Email address if any

An expression of Interest shall be disqualified where any of the above listed documentations is not provided.

4. For each specific area of specialization, a shortlist of maximum fifteen (15) suppliers, service providers or contractors will be establish in addition to the existing list of suppliers.

5. 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 Registration for Petty Services and others for ECOWAS Commission"**, **Do not open, except in presence of the ECOWAS Procurement Committee.**

6. 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.

7. 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**

8. Please note that physical submissions will not be accepted.

9. 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

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

Commissioner for Internal Services