



**REQUEST FOR EXPRESSION OF INTEREST FOR REGISTRATION AS A VENDOR
FOR ECOWAS PARLIAMENT
FOR TRANSACTIONS NOT EXCEEDING NGN 4,500,000.00 (UA 2,500) (CATEGORY 1)**

Reference No. 01 - ECW/PARL/DAF/PROC/29-07/nge

1. The ECOWAS Parliament wishes to update its Vendor List (Goods, Works and Non-Consultancy Services) for the year 2024/5.

A Goods Category

Area of Specialization:

- i. Supply of Telephones (Mobile phones/desk phones)
- ii. Supply of Vehicle Tyres
- iii. Tailoring (Supply of Uniforms)
- iv. Supply of Vehicles Parts
- v. Supply of Battery for Generators
- vi. Supply of Electrical Items
- vii. Supply of Public Relations Items (gift items/souvenirs)

B Works Category

Area of Specialization:

- i. Minor Electrical Works
- ii. Minor Carpentry Works
- iii. Minor Plumbing Works
- iv. Minor Masonry
- v. Repair of Air Conditioners
- vi. Repair of Photocopiers
- vii. Repair of Generators

C Non-Consultancy Services Category

Area of Specialization:

- i. Maintenance of Vehicles
- ii. Minor Catering Services (for max 30 persons)
- iii. Minor printing and production of publicity items (banners, flyers, name plates, etc.)

3. Vendors wishing to register must demonstrate their eligibility and capability by providing the required information indicating their qualification, experience, and expertise for a specific area of specialization indicated under the three (3) main headings i.e. Goods, Works or Non-Consultancy Services.
4. Documentation for 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 of Business Names with the authorized body showing legal status, such as Corporate Affairs Commission (CAC).
 - d. Evidence of similar jobs (in the indicated area of interest) executed within the last five (5) years from 2018.
 - e. Exact verifiable location and full addresses/contact telephone numbers / email address.

Failure to provide the above listed documentation where applicable shall lead to disqualification.

5. For each specific area of specialization, a shortlist of a maximum of Eight (8) economic operators will be established.
6. Expressions of Interest shall be addressed to the:
Director of Administration and Finance, ECOWAS Parliament, Herbert Macaulay Way, Garki, Abuja, and clearly marked: “EXPRESSION OF INTEREST FOR REGISTRATION AS A VENDOR FOR ECOWAS PARLIAMENT, FOR TRANSACTIONS NOT EXCEEDING NGN4,500,000.00 (CATEGORY 1)”.
(Do not open, except in presence of the Opening Committee).
7. Interested Vendors/economic operators must indicate the Category of interest and specific Area of Specialization.

N/B: Expressions of Interest shall be disqualified where no specific area of specialization is indicated. An economic operator may apply for a maximum of two (areas) of specialization.

8. Expressions of Interest shall be submitted either physically or electronically in a passworded document no later than the **deadline on Friday, 30th August 2024 at 11.00 a.m.** (Nigerian Time) and in line with the instructions below:
 - a For physical submissions: Expressions of Interest (one original and two copies) must be submitted before the deadline, in a sealed envelope to the address indicated in point 6 above. The envelope must also include an electronic version of the documents on a USB flash drive.
 - b For electronic submissions: Expressions of Interest must be submitted before the deadline to the dedicated email address: vendoregistrationcat1@parl.ecowas.int
The subject of the email should be in accordance with point 6 above.
9. Interested economic operators can obtain further information at the e-mail addresses mentioned below during working hours - 9:00 a.m. to 4:00 pm from Mondays to Fridays except during the public holidays. procurement@parl.ecowas.int ; with copy to ajagne@parl.ecowas.int; neremie@parl.ecowas.int ; lhoungan@parl.ecowas.int ; akayode@parl.ecowas.int
10. This Request for Expression of Interest is also available on the ECOWAS Parliament website.

Ag. Secretary General