



**REQUEST FOR EXPRESSION OF INTEREST FOR REGISTRATION AS A VENDOR
FOR ECOWAS PARLIAMENT
FOR TRANSACTIONS BETWEEN THE VALUE OF: NGN4,500,000.01 TO
NGN45,000,000 (UA 2,501 to UA 30,000) (CATEGORY 2)**

Reference No.02 - 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.
2. The ECOWAS Parliament hereby invites qualified economic operators with organisational, technical, and financial capacities to express their interest in registration on the ECOWAS Parliament Vendor List, in the following categories:

A Goods Category

Area of Specialization:

- i. Supply of Audiovisual Equipment
- ii. Medical Supply (Equipment & Drugs)
- iii. Supply of Office Stationeries
- iv. Supply of Publicity Items / Communication and Visibility Materials (corporate souvenirs)
- v. Supply of Office Equipment
- vi. Supply of Office Furniture
- vii. Supply of ICT Equipment & Software (Computer, Printer, Server, Network Equipment, Software and Consumables)
- viii. Supply of Library Material and Equipment (including E-Library Software/Materials)
- ix. Major Supply of Telephone (Mobile Phones/Desk Phones)
- x. Supply of Office Consumables (tea, coffee, water, biscuits, etc)
- xi. Security and Safety Equipment and Supplies
- xii. Supply of Vehicles
- xiii. Supply of Diesel and Lubricants
- xiv. Supply and Maintenance of Mobile Interpretation Equipment/ Public address System / Sound Systems/Fixed Interpretation Equipment
- xv. Language Software/License (TRADOS)
- xvi. Data Analysis Software/License (M & E)
- xvii. Fire Extinguishers / Smoke Detectors

B Works Category

Area of Specialization:

- i. Civil Works
- ii. Plumbing Works
- iii. Carpentry Works
- iv. Electrical Works

C Non-Consultancy Services Category

Area of Specialization:

- i. Maintenance of Office Equipment (Computers/ Photocopiers / Printers / Scanners / ID card machine)
- ii. Maintenance of Generators
- iii. Maintenance of Lifts
- iv. Maintenance of A/C Works - Central A/C Systems

- v. Maintenance of CCTV
 - vi. Maintenance of Headquarter (Cleaning Services/ Refuse Collection/Gardening Services)
 - vii. Catering Services (30 persons and above)
 - viii. Car Hire Services
 - ix. Vehicle Maintenance
 - x. Auctioneers / Valuers
 - xi. Medical Services
 - xii. Travels/Ticketing Services
 - xiii. Conference Services (Hall Rental, accommodation and other related services)
 - xiv. Internet and Cable TV Services
 - xv. Postage/Courier Services
 - xvi. Advertisement/Publication Services
 - xvii. Printing and Production of Publicity Items (banners, flyers, calendars, diaries, name plates, newsletters and other related services.)
 - xviii. Rental of Interpretation equipment (or other audio-visual services)
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. In addition, economic operators must provide documentary proof of administrative / organizational structure, technical capacity, financial capacity, legal status, and experience in similar assignments or contracts within the past five (5) years with similar organisations.

The 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 i.e. Goods, Works or Services.
- b) Company Profile, including number of years of experience in the sector or sub-sector.
- c) Certificate of Incorporation with the authorised government body / Registration with the Corporate Affairs Commission (CAC) or equivalent body.
- d) Copy of Tax Clearance Certificate for three (3) years out of the following four (4) years – 2020, 2021, 2022, and 2023.
- e) Evidence of financial capacity:
 - Copy of Audited financial statements for the past three (3) years (2021, 2022 and 2023).
- f) Evidence of technical capacity:
 - Three (3) verifiable client certificate(s)/job completion certificates of similar experiences in the indicated area of specialisation, executed within the last five (5) years from 2018.
- g) Evidence of professional capacity:
 - Number and type of employees with total years of experience
 - For applicable categories, indicate number and types of equipment, plant.
- h) Evidence of technical partnership (Manufacturer's authorization if applicable).
- i) Exact verifiable location and full addresses/contact; telephone numbers and email address.

Failure to provide the above listed documentation where applicable, shall lead to disqualification. Client certificates for claimed experience must include verifiable and functional addresses / email and phone number of the client issuing the certificate.

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 BETWEEN THE VALUE OF NGN4,500,000.01 TO NGN45,000,000 (CATEGORY 2) - (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 (pdf 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: vendoregistrationcat2@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