



## **REQUEST FOR EXPRESSION OF INTEREST FOR REGISTRATION AS A VENDOR FOR ECOWAS PARLIAMENT - CONSULTANCY SERVICES (CATEGORY 3)**

### **Reference No. 03 - ECW/PARL/DAF/PROC/29-07/nge**

1. The ECOWAS Parliament wishes to update its Vendor List for Consultancy Services for the year 2024/5.
2. The ECOWAS Parliament hereby invites qualified Consultants providing Intellectual Services (Individuals/Firms) with the requisite qualification, experience and expertise to express their interest in registration on the ECOWAS Parliament Vendor List, in the following areas of specialisation:

#### **A Consultancy Services (Individuals/Firms)**

- Audits
  - Administration
  - Agriculture, Environment and Natural Resources
  - Communications and Public Relations/related services (including Photography, Videography, Digital Media, Live streaming, Documentary Production/ Graphics & Web Design and related services)
  - Economics/Micro-Economics Policy
  - Education, Science and Culture
  - Energy And Mines
  - External Relations/Stakeholder Management
  - Finance and Budget
  - Hansard (Verbatim Reporters)
  - Health
  - Human Resources
  - Industry And Private Sector
  - Infrastructure
  - Information & Communication Technology
  - Language Services (Training/Translation/Interpretation)
  - Legal Affairs and Human Rights
  - Library/Documentation and Research/E-Library Services/Archive and related services
  - Macro-Economic Policy and Economic Research
  - Parliamentary Affairs
  - Political Affairs, Peace & Security
  - Procurement
  - Public Accounts
  - Research & Statistics
  - Social Affairs, Gender, Women Empowerment and Persons with Disabilities
  - Strategic Planning/Monitoring and Evaluation
  - Trade, Customs and Free Movement
3. Interested Consultants (Individuals / Firms) must provide information on their relevant qualifications and experience, demonstrating eligibility to provide the services that may be required under each specific area of specialization as indicated above.

4. **For Individuals:** Interested Individual Consultants must provide proof of qualification, technical capability; CVs (copy of relevant Certificates / Degrees presented) and experience in their area of specialization or contracts within the past ten (10) years; experience with International/Regional Organisations/Donor funded projects—references/attestations should be submitted to demonstrate professional experience; working experience in at least 2 ECOWAS countries in the past 10 years; language proficiency (either English, French or Portuguese).
5. **For Firms:** Interested Firms must provide proof of organisational structure, technical, financial capacities and professional experience and in their areas of specialization or contracts within the past ten (10) years; experience with International/Regional Organisations/Donor funded projects; working experience in at least three (3) ECOWAS countries in the past 10 years; language proficiency (either English, French or Portuguese).
6. Additionally, for **Firms**, the Expression of Interest must be submitted in the following order:
  - a) Cover Letter duly signed by the firm's authorized signatory indicating the specific area of specialization.
  - b) Company Profile, including number of years of experience in the sector or sub-sector.
  - c) Certificate of Incorporation / Registration of Business Names with the authorized body showing legal status, such as Corporate Affairs Commission (CAC).
  - 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 professional capacity:
    - Summary table with number and type of employees with total years of experience.
    - CVs of employees (copy of certificates / degrees presented).
  - g. 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.
  - d. Exact location and full address(es)/contact telephone number(s) / email address(es).

**Failure to provide the above listed documentation 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.**

7. For each specific area of specialization, a shortlist of eight (8) Individual Consultants/ eight (8) Firms will be established.
8. 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 - REGISTRATION AS A VENDOR FOR ECOWAS PARLIAMENT - CONSULTANCY SERVICES (CATEGORY 3)”**  
**(Do not open, except in presence of the Opening Committee).**

9. 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. Individual Consultants/Firms can apply for a maximum of two (2) areas of specialization.**

10. Expressions of Interest shall be submitted either physically or electronically (passworded pdf 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; or
  - b For electronic submissions: Expressions of Interest must be submitted before the deadline to the dedicated email address: [vendoregistrationcat3@parl.ecowas.int](mailto:vendoregistrationcat3@parl.ecowas.int)  
The subject of the email should be in accordance with point 6 above.
11. 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 public holidays: [procurement@parl.ecowas.int](mailto:procurement@parl.ecowas.int) ; with copy to [ajagne@parl.ecowas.int](mailto:ajagne@parl.ecowas.int); [neremie@parl.ecowas.int](mailto:neremie@parl.ecowas.int) ; [lhoungan@parl.ecowas.int](mailto:lhoungan@parl.ecowas.int) ; [akayode@parl.ecowas.int](mailto:akayode@parl.ecowas.int)
12. This Request for Expression of Interest is also available on the ECOWAS Parliament website.

**Ag. Secretary General**