



ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
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INVITATION FOR PREQUALIFICATION

FOR THE PROVISION OF MAINTENANCE & REPAIR SERVICES INCLUDING THE PROVISION OF GENUINE SPARE PARTS FOR ECOWAS VEHICLES IN NIGERIA

Ref No: ECW/PP-2026-IN-GOODS-015

Issue Date: Tuesday 18th August, 2026.

Closing Date and Time: Friday 18th September, 2026 by 11:00 am (GMT +1)

1. INTRODUCTION

The **Economic Community of West African States (ECOWAS) Commission** invites eligible, qualified, and experienced automobile service providers to submit applications for prequalification for the provision of **maintenance and repair services, including the supply of genuine spare parts**, for the Commission's fleet of vehicles operating within Nigeria.

2. Background

The ECOWAS Commission maintains a fleet of vehicles to support the implementation of its programmes and operations across Nigeria. To ensure the efficiency, safety, and reliability of these vehicles, the Commission intends to engage competent service providers with the capacity to provide high-quality maintenance and repair services and supply genuine spare parts for various vehicle makes and models that constitutes its fleet.

3. Scope of Services

The services to be provided shall include, but not be limited to:

- Routine preventive maintenance and servicing.
- Mechanical repairs and overhauls.
- Electrical and electronic diagnostics and repairs.
- Transmission, suspension, steering, and brake system repairs.
- Air-conditioning servicing and repairs.
- Body repairs, panel beating, and painting works.
- Engine diagnostics and repairs.
- Tire services, balancing, and alignment.
- Emergency roadside assistance and vehicle recovery services.
- Supply and installation of genuine spare parts and accessories.
- Comprehensive vehicle inspection and maintenance reporting.

4. Eligibility Requirements

Interested firms are required to submit the following documents:

4.1 Legal and Administrative Documents

- Cover Letter duly signed by the company's authorized signatory expressing interest to Provide Maintenance & Repair Services and Supply of Genuine Spare Parts for ECOWAS Commission Vehicles in Nigeria.
- Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) or equivalent registration authority.
- Certified True Copy of Memorandum of Understanding and Article of Association,
- Valid Tax Clearance Certificate for the last three (3) years (2023 - 2025).
- Proof of Insurance certificates showing any of the following (professional indemnity, public liability, employer's liability)
- Company profile detailing ownership structure, key personnel, years of operation with photographs of current workshop, business address and contact details.

4.2 Technical Requirements

- Evidence of experience in vehicle maintenance and repair services for international organizations, diplomatic missions, government institutions International NGOs or large corporate entities – Submit verifiable list of clients with contact details and copy of contracts.
- Experience of having executed at least three (3) contracts for similar assignments executed within the last five (5) years with copy of contracts.
- Submit a minimum of three (3) Reference/Recommendation Letters from reputable clients, evidencing the successful completion and satisfactory delivery of services similar in nature, scope, and complexity to those being procured. The letters must be dated, signed by authorized client representatives, and contain contact information for verification.
- Details of workshop facilities, equipment, and diagnostic tools available.
- List and CVs of key technical personnel.
- Evidence of authorization, dealership, or partnership with vehicle manufacturers and/or spare parts suppliers, where applicable.
- Proof of capacity to supply genuine spare parts for the vehicle brands covered under the assignment.
- Any operating/vocational licenses and permits from relevant authorities

4.3 Financial Requirements

- Audited financial statements for the last three (3) years (2025, 2024 and 2023)
- Valid Tax Clearance Certificate for the last three (3) years (2023 - 2025).
- Proof of Insurance certificates showing any of the following (professional indemnity, public liability, employer's liability)
- Any evidence of financial capability to undertake the assignment.

5. Evaluation Criteria

Applications will be evaluated based on the following criteria:

- Company experience and track record.
- Technical and operational capacity.
- Availability of qualified personnel.
- Inspection of Workshop facilities and diagnostic capabilities.
- Capacity to supply genuine spare parts.
- Financial strength and stability.
- Quality of references, current and past performance.

Only firms that meet the prequalification criteria will be shortlisted and invited to participate in subsequent procurement processes.

6. Submission of Applications

All submissions (1 Original + 3 Copies + one (1) USB drive containing electronic copy of the submission) MUST be delivered in a sealed envelope and deposited in the ECOWAS Tender Box located in the Directorate of Administration and General Services, Procurement Division, 2nd Floor, ECOWAS Commission Headquarters, 51, Abubakar O. Suleiman Avenue, Institutions & Research Cadastral Zone, Piwoyi, Airport Road, PMB 401, Abuja. FCT, Nigeria and clearly marked: **"APPLICATION FOR PREQUALIFICATION**

- PROVISION OF MAINTENANCE & REPAIR SERVICES INCLUDING THE SUPPLY OF GENUINE SPARE PARTS FOR ECOWAS COMMISSION VEHICLES IN NIGERIA", with the Inscription **"Do Not Open, Except in the Presence of the Procurement Committee"** on or before 11.00 am on Friday, 18th September, 2026 at the latest.

7. Clarifications

All clarification requests must be emailed to: procurement@ecowas.int; with copy to ikkamara@ecowas.int; sbangoura@ecowas.int; sshadrach@ecowas.int; and oolu-ibukun@ecowas.int.

8. Language

Proposals shall be submitted in English.

9. CONTRACTING MODEL

10 Contract Type: Framework Agreement (LTA), Renewable Annually Subject to Satisfactory Performance for a Maximum Period of Four (04) Years.

11. Disclaimer

- The ECOWAS Commission reserves the right to accept or reject any application and is not bound to provide reasons for its decision.
- This prequalification process does not constitute an offer or commitment by the ECOWAS Commission to award any contract.
- All costs associated with the preparation and submission of applications shall be borne by the applicants.

12. PUBLICATION

This Invitation for Prequalification is also published on the ECOWAS Website: <https://www.ecowas.int>

Commissioner, Internal Services