



ECOWAS PARLIAMENT

REQUEST FOR EXPRESSION OF INTEREST (REOI)

REGISTRATION OF SUPPLIERS, CONTRACTORS, SERVICE PROVIDERS AND CONSULTANTS

Reference No.: ECW/PARL/DAF/PROC/2027/VENDOR-REG

30th October 2026

1. Invitation

The ECOWAS Parliament invites interested and eligible suppliers, contractors, service providers and consultants, including individual consultants and small and medium-sized businesses, to submit an Expression of Interest for inclusion in its Vendor Register. The purpose is to maintain an updated database of potential vendors for future procurement requirements.

Registration does not constitute a contract, prequalification for every procurement, or a guarantee of invitation or award. Vendors will be assessed against the requirements of each specific procurement in accordance with the applicable ECOWAS procurement rules.

2. Registration Main Groups/Categories

Applicants should select one main registration group and tick all relevant areas of specialisation listed in Annex 1 (Vendor Registration Form). The form contains the full consolidated list of specialisations relevant to the ECOWAS Parliament's requirements.

A. Goods: Supply of equipment, materials, consumables, furniture, ICT equipment and software, medical supplies, vehicles and vehicle-related items, safety and security equipment, library materials, publicity items, interpretation and audiovisual equipment, and solar and renewable energy products.

B. Works: Civil, electrical, plumbing, carpentry and masonry works, including minor repairs and repairs to air conditioners, photocopiers, and generators.

C. Non-Consultancy Services: Maintenance and facility services, catering, vehicle hire and maintenance, medical and travel services, conference services, internet and cable TV, courier, advertising, printing, audiovisual services and equipment rental.

D. Consultancy Services: Professional, technical, advisory, research and intellectual services in fields including audit, administration, agriculture and environment, communications, economics, finance, human resources, ICT, language services, legal affairs, parliamentary affairs, procurement, research, monitoring and evaluation, and trade.

3. Documents to Submit

All applicants should submit:

- Completed ECOWAS Parliament Vendor Registration Form, indicating the main registration group and relevant areas of specialisation.
- A brief company profile or, for an individual consultant, a recent CV.
- Evidence of legal registration/incorporation or professional status, where applicable.
- Memorandum and Articles of Association (MEMART), where applicable.
- Valid tax clearance documentation for 2023, 2024 & 2025 for business applicants.
- Evidence of at least three (3) relevant assignments, presented as a shortlist of similar contracts or projects, supported by copies of contracts, completion certificates, or client references, as applicable.
- Valid contact details, including address, telephone number and email address.

Individual consultants should attach copies of relevant qualifications and identify relevant assignments completed within the last five (5) years. Applicants should ensure that client references contain verifiable contact details.

4. Review of Applications

The ECOWAS Parliament will conduct an administrative review to confirm that the form is complete, the selected registration group and areas of specialisation are clear, and the requested supporting documents have been provided. Applications meeting the basic requirements will be recorded in the Vendor Register.

5. Submission and Deadline

Applications must be submitted electronically to the relevant email address below, with a copy to procurement@parl.ecowas.int. Physical submissions will not be accepted.

Email subject: "EOI – ECOWAS Parliament Vendor Registration – [Main Group] – [Applicant/Company Name]".

- Goods: vendoregistrationcat1@parl.ecowas.int
- Works: vendoregistrationcat2@parl.ecowas.int
- Non-Consultancy Services: vendoregistrationcat1@parl.ecowas.int
- Consultancy Services (firms and individual consultants): vendoregistrationcat3@parl.ecowas.int

The deadline is 5:00 p.m. (Nigeria time) on the 20th of November 2026.

6. Enquiries

Enquiries may be sent to procurement@parl.ecowas.int during official working hours from Monday to Friday, 9:00 a.m. to 5:00 p.m.

**Secretary General
ECOWAS Parliament**

ANNEX 1

ECOWAS PARLIAMENT VENDOR REGISTRATION FORM

Applicants shall complete this form, select one main registration group, and tick all relevant areas of specialisation. Complete all applicable fields and attach the supporting documents required by the REOI.

SECTION A — APPLICANT DETAILS

Legal name of applicant/business	
Applicant type	☐ Limited company ☐ Partnership ☐ Sole proprietor ☐ Individual consultant ☐ Consultancy firm ☐ Other: _____
Country of registration / nationality	
Registration / professional number (if applicable)	
Year established / TIN (if applicable)	
Registered / business address	
Website (if any)	
Contact person and position	
Telephone and email	

SECTION B — SELECT ONE MAIN REGISTRATION GROUP

☐ GOODS	Supply of goods, equipment, materials, furniture, ICT equipment, vehicles, office supplies, medical supplies, solar and renewable energy products, and other goods.
☐ WORKS	Civil, electrical, plumbing, carpentry, masonry, repair and related works.
☐ NON-CONSULTANCY SERVICES	Operational, maintenance, transport, catering, printing, travel, conference, audiovisual and other service activities.
☐ CONSULTANCY SERVICES	Individual or firm professional, technical, advisory, research and specialist services.

SECTION C — AREAS OF SPECIALISATION

Tick all applicable areas within the main registration group selected in Section B.

GOODS

- | | |
|---|--|
| ☐ Telephones (mobile phones and desk phones) | ☐ Vehicle tyres |
| ☐ Tailoring and supply of uniforms | ☐ Vehicle parts |
| ☐ Generator batteries | ☐ Electrical items and electrical/electronic equipment |
| ☐ Public relations items, gift items and souvenirs | ☐ Audiovisual equipment |
| ☐ Medical supplies, including equipment and drugs | ☐ Office stationery |
| ☐ Publicity, communication and visibility materials, including corporate souvenirs | ☐ Office equipment |
| ☐ Office furniture | ☐ ICT equipment and software, including computers, printers, servers, network equipment, software and consumables |
| ☐ Library materials and equipment, including e-library software and materials | ☐ Office consumables, including tea, coffee, water and biscuits |
| ☐ Security and safety equipment and supplies | ☐ Vehicles |
| ☐ Diesel and lubricants | ☐ Mobile interpretation equipment, public address systems, sound systems and fixed interpretation equipment |
| ☐ Language software and licences | ☐ Data analysis and monitoring and evaluation software/licences |
| ☐ Fire extinguishers and smoke detectors | ☐ Solar and renewable energy equipment and systems |

WORKS

- ☐ Electrical works
- ☐ Plumbing works
- ☐ Civil works
- ☐ Repair of photocopiers
- ☐ Carpentry works
- ☐ Masonry works
- ☐ Repair of air conditioners
- ☐ Repair of generators

NON-CONSULTANCY SERVICES

- ☐ Maintenance of vehicles / vehicle maintenance
- ☐ Catering services
- ☐ Maintenance of office equipment, including computers, photocopiers, printers, scanners and ID card machines
- ☐ Maintenance of lifts
- ☐ Maintenance of CCTV
- ☐ Car hire services
- ☐ Medical services
- ☐ Conference services, including hall rental, accommodation, and related services
- ☐ Postage and courier services
- ☐ Printing and production of publicity items, including banners, flyers, calendars, diaries, name plates, newsletters, and related items
- ☐ Printing and production of publicity items, including banners, flyers and name plates
- ☐ Maintenance of generators
- ☐ Maintenance of air-conditioning / central air-conditioning systems
- ☐ Headquarters maintenance, including cleaning, refuse collection and gardening
- ☐ Auctioneers and valuers
- ☐ Travel and ticketing services
- ☐ Internet and cable TV services
- ☐ Advertisement and publication services
- ☐ Rental of interpretation equipment and other audiovisual services

CONSULTANCY SERVICES

- ☐ Audits
- ☐ Agriculture, environment, and natural resources
- ☐ Economics / micro-economic policy
- ☐ Energy and mines
- ☐ Finance and budget
- ☐ Health
- ☐ Industry and private sector
- ☐ Information and communication technology
- ☐ Legal affairs and human rights
- ☐ Macroeconomic policy and economic research
- ☐ Political affairs, peace, and security
- ☐ Public accounts
- ☐ Social affairs, gender, women empowerment, and persons with disabilities
- ☐ Trade, customs, and free movement
- ☐ Administration
- ☐ Communications and public relations, including photography, videography, digital media, live streaming, documentary production, graphics, web design and related services
- ☐ Education, science, and culture
- ☐ External relations / stakeholder management
- ☐ Hansard / verbatim reporting
- ☐ Human resources
- ☐ Infrastructure
- ☐ Language services, including training, translation, and interpretation
- ☐ Library, documentation, research, e-library services, archives, and related services
- ☐ Parliamentary affairs
- ☐ Procurement
- ☐ Research and statistics
- ☐ Strategic planning / monitoring and evaluation

SECTION D — EXPERIENCE AND SUPPORTING DOCUMENTS

Brief description of goods / works / services offered	
Years of relevant experience	☐ Less than 2 years ☐ 2–5 years ☐ 6–10 years ☐ More than 10 years ☐ N/A
Relevant assignments (client, description, year)	1. _____ 2. _____ 3. _____
Geographic area of operation	☐ Nigeria ☐ Other ECOWAS Member State(s): _____
Languages (consultants, where applicable)	☐ English ☐ French ☐ Portug_1uese ☐ Other: _____

Documents enclosed (tick as applicable):

- ☐ Completed form
- ☐ Company profile / consultant CV
- ☐ Legal registration / professional status evidence, where applicable
- ☐ MEMART, where applicable
- ☐ Tax clearance documentation, where applicable
- ☐ Evidence of at least three (3) relevant assignments (contracts, completion certificates or client references)
- ☐ Relevant qualifications / certificates
- ☐ Verifiable address, telephone number and email contact details
- ☐ Other: _____

DECLARATION

I/We declare that the information provided is true and accurate to the best of my/our knowledge. I/We understand that registration does not constitute a contract, guarantee an invitation to a procurement process, or guarantee contract award. ECOWAS Parliament may request clarification or supporting documents and may verify the information submitted.

Name of authorised representative / applicant	
Position (if applicable)	
Signature and date	
Official stamp (if applicable)	