



EOI

**REQUEST FOR EXPRESSION OF INTEREST FOR REGISTRATION FOR PETTY
SERVICES AND OTHERS FOR ECOWAS COMMISSION****FOR TRANSACTIONS NOT EXCEDING (UA5000)****Introduction**

The ECOWAS Commission wishes to update its data base of suppliers, contractors and Service Providers for the implementation its low value activities.

2. The ECOWAS Commission hereby invites qualified suppliers, contractors and Service Providers with experience and expertise in the following fields to apply for the registration exercise:

A Goods

- Supply of Handset (Telephone)
- Supply of Vehicle tyres
- Tailoring (Supply of Uniform)
- Supply of Vehicles Parts
- Supply of Battery for Generators
- Supply of Electoral items

B Works

- Minor Electrical Work
- Minor Carpentry work
- Minor Plumbing work
- Minor Masonry

C Services

- Maintenance of Vehicles
- Minor Catering Services (for max 30 persons)

3. Interested companies / contractors must provide information indicating their qualifications for a specific area of specialization indicated under the three (3) headings (Goods; Works or Services).

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 clearly indicating the company / Contractor area of specialization;
- c. Certificate of Incorporation / Registration with the Corporate Affairs Commission (CAC) or its equivalent;
- d. Evidence of technical capacity (list of equipment)
- e. List of similar jobs (in the indicated area of interest) executed within the last five (5) years;
- f. Exact location and full addresses/contact telephone numbers / Email address

NB: An expression of Interest shall be disqualified where any of the above listed documentations is not provided and any Letters of Award, Contract or job completion certificates submitted by any company / contractor / service provider must have verifiable and functional address / email and phone number of the client issuing the certificate.

4. For each specific area of specialization, a shortlist of maximum fifteen (15) suppliers, Company; service providers or contractors will be established in addition to the existing list of suppliers.

5. Expressions of Interest **SHALL** be submitted in a **Flash Drive** and also to the following email address (vendoregistration@ecowas.int) clearly indicating the name of the company / contractor / service provider and the specific area of specialization targeted.

NB: Please note that Hard Copy submission are not accepted and will therefore not be considered.

7. An expression of Interest (Soft Copy in Flash Drive) shall be disqualified where no specific area of specialization is indicated, and a company / contractor / service provider cannot apply for more than two (2) areas of specialization.

8. Expression of Interest shall be submitted latest on **Thursday 13th February 2020 at 11.00 am (GMT + 1), Nigeria Time.**

9. Interested suppliers / contractors or service providers can obtain further information at the e-mail addresses mentioned below during working hours: 9:00 a.m. to 4:00 pm (local time) on working days: procurement@ecowas.int with copy to sbangoura@ecowas.int; deklu@ecowas.int

10. This request for Eoi can also be viewed on the following website: <http://www.ecowas.int/doing-business-in-ecowas/ecowas-procurement/>

Commissioner General Administration & Conference