



BANQUE D'INVESTISSEMENT ET DE DEVELOPPEMENT DE LA CEDEAO
ECOWAS BANK FOR INVESTMENT AND DEVELOPMENT
BANCO DE INVESTIMENTO E DE DESENVOLVIMENTO DA CEDEAO

Administration et Services Généraux
Administration and General Services

INVITATION TO TENDER FOR THE SELECTION OF CONSULTANTS

**NOTICE OF EXPRESSION OF INTEREST
N°005/BIDC/EBID/PRMP/005/005/2024/ICM FOR THE
SELECTION OF A FIRM TO SET UP AN ELECTRONIC
DOCUMENT MANAGEMENT SYSTEM (EDMS**

Date published: May 21, 2024

Deadline for submission of offers: JUNE 9, 2024

MAY 2024

1. OVERVIEW OF EBID

The ECOWAS Bank for Investment and Development (EBID), the financial arm of ECOWAS, is an international financial institution covering the fifteen (15) member States of the Economic Community of West African States (ECOWAS): Benin, Burkina Faso, Cape Verde, Ivory Coast, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, and Togo. EBID was founded following the restructuring of the ECOWAS Cooperation, Compensation and Development Fund (ECOWAS Fund) into a regional holding company called EBID with two (2) subsidiaries, as decided at the twenty-second session of the Authority of Heads of State and Government held in December 1999.

By decision A/DEC.3/06/06 dated 14 June 2006, the ECOWAS Authority of Heads of State and Government reorganised the holding company into a single entity, absorbing the two subsidiaries, ERIB and ERDF. The new entity has two operational windows, one dedicated to the private sector and the other to the public.

EBID's vision is to be the leading regional investment and development finance institution in West Africa and an effective instrument for fighting poverty, creating wealth, and promoting employment for the well-being of the people in the region.

Its mission is to help create the conditions for the emergence of an economically strong, industrialised, prosperous West Africa that is fully integrated both internally and with the world economic system, in order to take advantage of the opportunities offered by globalisation.

Thus, as part of the implementation of its strategic plan 2021-2025, the Bank is firmly committed to supporting the structural transformation of the economies of the member countries of the community through the granting of innovative financing, to significantly reduce poverty and boost economic growth.

The general objective of this mission is to set up an electronic document management system (EDMS) that meets the requirements of modern information technologies in terms of access.

2. Mission Objective

- 2.1. The Bank invites eligible firms to indicate their interest in carrying out this mission.
- 2.2. Interested audit firms must demonstrate their qualification to perform these services by providing information such as brochures, descriptions of previous similar assignments, experience in comparable contexts and the availability of appropriate skills within their staff.
- 2.3. Firms are allowed to form a consortium with a maximum of three (3) members in order to enhance their chances (see attached consortium application forms).

- 2.4. EBID shall apply the principle of universal eligibility, subject to compliance with the rules relating to bankruptcy, compulsory liquidation, embargo, conflict of interest, ethics, money laundering, financing of terrorism, trafficking in humans and drugs, gender, sustainability, International Labour Office Standards, etc.
- 2.5. The EBID will carry out a comparative analysis of the technical references received and a shortlist of five (5) to eight (8) firms will be established in accordance with the new World Bank regulations for the financing of investment projects fifth edition (September 2023);
- 2.6. Only firms shortlisted shall receive the request for proposals from EBID to continue in the selection process.
- 2.7. Only firms and/or consortiums are eligible. Individual consultants are not allowed to participate in this expression of interest;
- 2.8. Double submission is prohibited. Candidates may submit only one tender in their own name or as a consortium. If a candidate (including the member of a consortium) submits more than one tender, those tenders shall be disqualified. On the other hand, the same subcontractor may participate in several tenders.

If an expression of interest is submitted as a consortium, it must include:

- a copy of the consortium agreement,
- or
- a letter of intent to form the consortium, signed by all parties and accompanied by a copy of the proposed consortium agreement; (in the absence of these documents, the other members shall be considered as subcontractors);
 - references and qualifications of subcontractors shall not be considered in the evaluation of bids.

- 2.9. **Expression of interest:** Confirmation of your interest in participating in the Request for Proposal. We ask you to send a written letter on your company's or consortium's letterhead. The letter must be sealed and duly signed by an authorised person with the powers to contract on behalf your firm.
- 2.10. **Track record of contract performance and ongoing litigation:** the bidder must demonstrate that it has performed its previous contracts well. To this end, we ask you to fill in, seal and sign the attached form.
- 2.11. **Conflict of interest:** A bidder must not have any real or potential conflict of interest that could call into question its participation in the Request for Proposal and the award of the contract.

- 2.12. **Financial situation:** Indicate turnover over the last three (03) years 2021, 2022, 2023 demonstrating the current strength of the bidder's financial position and its long-term profitability.
- 2.13. For this purpose, we ask you to fill in, seal and sign the related form.
- 2.14. Selecting a firm from the shortlist does not guarantee that the firm necessarily obtains a contract with the Bank.
- 2.15. The Bank reserves the right to accept late expressions of interests.
- 2.16. A firm shall be selected on the basis of the " lowest bidder " method, in accordance with EBID's Corporate Procurement Regulations.
- 2.17. Please note that the interest expressed by a firm/consortium does not imply any obligation on the part of the Bank to include it in the short list.
- 2.18. Interested firms may obtain further information from the address below, during the following working hours: Monday to Thursday from 8 a.m. to 12.30 p.m. and from 2 p.m. to 5 p.m. and on Fridays from 8 a.m. to 12 p.m. and from 2 p.m. to 4 p.m. (GMT).

ECOWAS Bank for Investment and Development
128, Boulevard du 13 Janvier BP 2704 Lomé- Togo
Phone: +228 22 68 64/ Head of the General Services and Asset
Management Division.

- 2.19. Expressions of interest should be submitted in English or in French. Any expression of interest written in a language other than the two mentioned above must be accompanied by a certified translation in either of the two languages above.

3. Qualifications

Interested candidates must provide information demonstrating that they are qualified and experienced to perform these services. As such, they shall justify that they have references to recent and similar services over the past three (3) years.

The similarity of the references shall be analysed based on:

- The size of the contract;
- The nature of the services [*specify "feasibility study", "detailed technical studies", "site supervision", "audit" or other - many elements may be indicated*];
- Technical field and expertise [*specify one or more technical aspects*] ;
- Geographical context [*specify "in the region", "in the sponsor's country", "with the sponsor", "in the sponsor's language" or other*].

- *[Insert the following information in square brackets if relevant to the services. Otherwise, delete them.]*

EBID shall examine the relevance of expressions of interest in the light of the following criteria:

- *[In-house expertise and availability of technical support to in-country experts] ;*
- *[Local correspondents/partners] ;*
- *[Applicant quality assurance procedures and certifications - specify the purpose or title of certification: E.g. ISO 9001 or environmental and social certification].*

Expressions of interest must be sent only by e-mail to ichabimougnan@bidc-ebid.org/secretariatdasg@bidc-ebid.org no later than **JUNE 9th, 2024, at 11:59 PM** local time (Lomé) and expressly marked

NOTICE OF EXPRESSION OF INTEREST

N°005/BIDC/EBID/PRMP/005/005/2024/ICM FOR THE SELECTION OF A FIRM

**TO SET UP AN ELECTRONIC DOCUMENT
MANAGEMENT SYSTEM (EDMS**

Done at Lomé, MAY 21, 2024

The Procurement Officer

ANNEX

FORM N° 1

CANDIDATE INFORMATION FORM: COMPANY OR SOLE PROPRIETORSHIP

1.	Bidder's legal Name:
2.	In the case of consortium or any other form of partnership, the legal name of each partner:
3.	The country of actual or intended registration or incorporation of the bidder:
4.	Year of actual or proposed registration or incorporation of bidder:
5.	Official address of the bidder in the country of registration or incorporation:
6.	Bidder's duly authorized representative contact information: Name: Address: Phone number: Email Address:
7.	Attached is a copy of the following original documents: <ul style="list-style-type: none">➤ copy of the company registration document➤ a copy of the legalised certificate to commence business (Business Operating Card)➤ In the case of a consortium, the signed consortium letter and the appointment of the leader➤ A copy of the tax identification card

FORM N° 2

PARTNERSHIP OR CONSORTIUM INFORMATION FORM

1.	Legal Name:
2.	Legal name of the partner in the grouping:
3.	The country of registration or incorporation of the partnership or consortium:
4.	Year of formation or registration of the grouping partner in a legally binding grouping:
5.	Official address of the partnership or the consortium in the country of registration or incorporation:
6.	The partnership's or the consortium's duly authorised representative's contact information: Name: Address: Phone number/:Fax Email Address:

LITIGATION HISTORY

FIRM NAME:

Companies, firms, or consortia must provide information on records of disputes or arbitrations arising from contracts executed in the last five years or currently pending.

Non-performing contracts – contracts terminated <i>within the last five years</i> for unsatisfactory performance or default			
Non-performance of the contract during the stipulated period			
Year	Result as a percentage of total assets	Identification of the contract	Total contract amount (actual value, equivalent in)
		Name of the buyer: Buyer Address: Contract Description: date of contract award Termination Date: Reason for Termination:	
		Name of the buyer: Buyer Address: Contract Description: date of contract award Termination Date: Reason for Termination:	
Pending disputes			
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No Pending dispute			
<input type="checkbox"/> <input type="checkbox"/> Pending dispute			

FORM N° 4

CONFLICT OF INTEREST DECLARATION FORM

Name of company/ consortium:

Expression of interest Reference:

The Bank's policy is to ensure that fairness and integrity prevail in its procurement process. All applicants (including subsidiaries, parties to a consortium, suppliers, and subcontractors) are required to declare any actual or potential conflicts of interest. Bidders must answer the questions below and provide information about any relationship and/or connection with the Bank.

	Response from bidders		Comments/information provided
	Yes	No.	
Are you in contact with an employee of the Bank who is involved in the procurement process? It can be a personal or professional relationship.			
Have you been engaged to provide consultancy services for the preparation or execution of a procurement task?			
Are you an employee or stakeholder within the Bank?			
Are you involved in more than one of the proposals submitted?			
Has the Bank offered you an employment contract in the last 12 months?			
Have you hired a Bank staff member involved in the preparation or execution of procurement task in the last 12 months?			

We certify that: A) we have read and understood the contents of this declaration form; and b) we have declared all conflicts of interest, actual or potential.

We are fully aware that the Bank will determine, at its absolute discretion, if a disclosed conflict of interest will lead to the rejection of our application in the procurement process.

Name:

As:

Signature

Duly authorised to sign this proposal for and on behalf of:

Date:

FORM N° 5

Average annual turnover

Legal Name: _____ Date: _____

Legal name of the partnership or consortium: _____ No. RFI: ____

Page ___ of ___ pages

Annual turnover (goods/services required only)		
Year ¹	Amount and currency	Equivalent in USD
2021		
2022		
2023		
*Average turnover required in the Notice of Expression of interest	_____	_____

*The average annual turnover for goods/services is calculated by dividing the total payments ordered for outstanding goods/services by the number of years.

FORM N° 6

General experience

Name of the bidder: _____ Date: _____

Month/ Base year*	Month/ Final year	Market Identification	Role of the bidder
_____	_____	Contract name/title: Brief description of the services provided by the bidder: Customer Name: Address:	_____ —
_____	_____	Contract name/title: Brief description of the services provided by the bidder: Customer Name: Address:	_____ —
_____	_____	Contract name/title: Brief description of the services provided by the bidder: Customer Name: Address	_____ —
_____	_____	Contract name/title: Brief description of the services provided by the bidder: Customer Name: Address	_____ —

*Enter the calendar year starting with the oldest.

FORM N° 7

Specific experience

Name of bidder: _____ Date: _____

Similar contract Number: ___ of ___ required	Information		
Market Identification	_____		
Award Date:	_____		
End date	_____		
Role in the market	<input type="checkbox"/> Contractor	<input type="checkbox"/> Assembly	<input type="checkbox"/> Subcontractor
The total amount of the contract	_____	USD _____	—
In the case of a party to a consortium or a subcontractor, specify the contribution to the total value of the contract	— _____	— _____	USD _____ —
Customer Name:	_____		
Address:	_____ _____		
Phone/Fax Number:	_____		
Email Address:	_____ _____		

A. LIST OF PARTNERS / SUBCONTRACTORS / LOCAL REPRESENTATIVE IN LOME / PROPOSED

Description of the service/supply of goods	Approved subcontractors and suppliers	Nationality