



Regional Agency for Agriculture and Food  
Agence Régionale pour l'Agriculture et l'Alimentation  
Agência Regional da Agricultura e Alimentação



## **Ref: AMI N° ECW/POOL-LOME /2025/AMI/002**

### **Expressions of Interest for the constitution of shortlists relating to :**

- Hotel services ;
- Catering services ;
- Insurance services (automobile, health, fire, building, etc.) ;
- Office supplies ;
- Office furniture ;
- Office equipment ;
- Computer equipment and hardware ;
- Maintenance/repair of vehicles, refrigeration/air conditioning, computer equipment, office furniture, generator maintenance, sanitation, plumbing, electricity, carpentry, construction and painting;
- Vehicle rental ;
- Hostess services ;
- Building maintenance and cleaning ;
- Translation and interpreting services (English, Portuguese, French);
- Interpretation equipment rental ;
- Design/editing of documents and various communication media.

1. The Economic Community of West African States (ECOWAS), one of the regional economic communities of the African Union, was created on May 28, 1975. It comprises the following fifteen (15) member states: Benin, Burkina Faso, Cape Verde, Côte d'Ivoire, Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone and Togo.
2. The ECOWAS Commission has a number of agencies and field offices set up as a Pool to implement its activities, including the one in Lomé, Togo, comprising the Permanent Representation, the Preparation and Development Unit for Infrastructure Projects (PPDU), the Regional Agency for Agriculture and Food (ARAA), and Information Technology Services (ITS).



Regional Agency for Agriculture and Food  
Agence Régionale pour l'Agriculture et l'Alimentation  
Agência Regional da Agricultura e Alimentação



3. The ECOWAS Commission, through its Lomé Services Pool, invites interested parties to express their interest in providing the services described above.
4. This Call for Expressions of Interest is addressed to legally constituted national and international structures.
5. Eligibility criteria are those defined in the current ECOWAS Procurement Code.
6. We draw the attention of interested structures to the fact that they are invited to pay particular attention to the provisions of article 118 of the revised ECOWAS Procurement Code ("Infractions to be avoided by candidates, bidders and successful bidders"), providing information on practices akin to corruption or fraud in the context of competition or contract execution. They are also invited to familiarize themselves with the specific information on conflicts of interest related to the present assignment under the terms of article 119 of the revised ECOWAS Procurement Code.
7. The Lomé Services Pool is now inviting expressions of interest from eligible structures with proven capabilities in their respective areas of activity.
8. The Lomé Services Pool will also examine the suitability of Expressions of Interest in terms of qualifications, skills and experience relevant to the areas of service in question.
9. The Lomé Services Pool will draw up a shortlist of qualified structures for each area of services covered by this call for expressions of interest, on the basis of the expressions received, to which requests for quotations will be sent, whenever necessary, for the performance of the required service.
10. National and international structures already working with Pool Services de Lomé are not exempt from this procedure but must also submit their expressions of interest.



Regional Agency for Agriculture and Food  
Agence Régionale pour l'Agriculture et l'Alimentation  
Agência Regional da Agricultura e Alimentação



11. Expressions of Interest must be submitted to the address below, no later than **25 AVR 2025** at 17:00 GMT, by hand-delivery to the following address:

**Regional Agency for Agriculture and Food (ARAA)**

4th & 5th floor, Immeuble CRBC, Cité OUA, Quartier Atchanté, Lomé - Togo

01 BP 4817. Telephone: +228 22 21 40 03

Or download it from drive: <https://bit.ly/4i45iq8>

Subject: **"Expressions of Interest for the constitution of shortlists in the field of .....**"

12. Interested parties can obtain further information by e-mail from the following address: [procurement@araa.org](mailto:procurement@araa.org) with [ccctienon@araa.org](mailto:ccctienon@araa.org) ; [lbarnabo@araa.org](mailto:lbarnabo@araa.org) and [bkpessiglo@araa.org](mailto:bkpessiglo@araa.org)

13. The Expression of Interest File will include:

- Signed letter of expression of interest ;
- Economic operator's card ;
- Registre du Commerce et de Crédit Mobil (RCCM) ;
- Le Quitus Fiscal ;
- Attestation de régularité fiscale ;
- The Prospectus or Service Offer ;
- Proof of experience in the targeted service areas (certificate of completion, contract, purchase order, etc.);
- Bank details (R.I.B).

**ECOWAS reserves the right not to respond to this call for expressions of interest.**

Lomé, **24 MARS 2025**

**For Pool Services in Lomé**

**BANE Abdoulaye**

**Acting Head of Administration and Finance Division**