

SERVICE CONTRACT NOTICE

Recruitment of a firm to draw up technical specifications and supervise the work within the WAPP

Location - *Abomey-Calavi and Akpaka Benin*

1. Reference

EU/WAPP-3/2026/03

2. Procedure

Simplified

3. Programme title

EU Support to WAPP-3

4. Financing

ACT 61-029 Financing: Contract-NDICI AFRICA/2025/484-478

5. Contracting authority

Official Name: West African Power Pool Secretariat General (WAPP)

Legal form: Specialized institution of ECOWAS

CONTRACT SPECIFICATION

6. Nature of contract

Global price

7. Contract description

This contract concerns the provision of multidisciplinary technical assistance to the West African Power Pool (WAPP) in the context of projects for the construction, refurbishment and development of buildings as well as internal infrastructure.

The main mission of the firm recruited will be to draw up detailed technical specifications in accordance with the norms and standards in force, as well as to design, adapt or update the architectural and technical plans necessary for the proper execution of the work.

He will also provide support in the preparation of tender documents and participate in the technical analysis of the bids received. During the execution phase, the firm will ensure the technical monitoring of the work, ensure compliance with specifications, deadlines and costs, and carry out quality control of the works carried out.

The mission includes support for provisional and final acceptance operations, as well as the formulation of technical and financial optimization recommendations.

The main deliverables expected include validated specification books, updated layout plans, periodic progress reports, technical diagnostic reports, formalized support for the acceptance and commissioning of the structures, as well as a final report integrating recommendations and lessons learned.

8. Number and titles of lots

One lot only

9. Maximum budget

Value excluding VAT: N/A

CONDITIONS OF PARTICIPATION

10. Legal basis, eligibility and rules of origin

The legal basis of this procedure is Regulation (EU) N° 2021/947 establishing the Neighbourhood, Development and International Cooperation Instrument – Global Europe (NDICI). See Annex A2 of the practical guide.

For this contract award procedure, financed by NDICI geographic programmes, participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are effectively established in a Member State of the European Union or in an eligible country or territory as defined under Article 28 of Regulation (EU) N° 2021/947.

11. Number of tenders

No more than one tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

Interested candidates can obtain the Request for Proposal (RFP) by sending an email request to the following address: cpm@ecowapp.org

12. Grounds for exclusion

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the practical guide.

Tenderer included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

13. Sub-contracting

Subcontracting is allowed.

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

October 2026 (*indicative*)

15. Implementation period of the tasks

From October 2026 to October 2028 (*forecast*)

SELECTION AND AWARD CRITERIA

16. Selection criteria

Capacity-providing entities

An economic operator (i.e. candidate or tenderer) may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links it has with them. If the economic operator relies on other entities, it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. **Furthermore, the data for this third entity for the relevant selection criterion should be included in a separate document.** Proof of the capacity will also have to be provided when requested by the contracting authority.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

The tenderer shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

The selection criteria for each tenderer are as follows:

- 1) **Economic and financial capacity** (based on item 3 of the request to participate form, or on item 3 of supply tender form). In case of candidate being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.
 - **Criterion N°1.** *The average annual turnover of the candidate or tenderer for the years (2023, 2024 and 2025) must exceed EUR 90,000; and*
 - **Criterion N°2.** *Current ratio (current assets/current liabilities) in the last year for which accounts have been closed (2025) must be at least 1. In case of a consortium this criterion must be fulfilled by each member.*

2) Professional capacity of the tenderer (based on items 4 of the tender form).

The reference period which will be taken into account will be the last three years preceding the submission deadline.

- **Criterion N°1.** *In the current year and the two previous years (2024, 2025, 2026), the candidate or tenderer has, on average, at least: 5 staff members directly employed or otherwise legally engaged, on a permanent or non-permanent basis, in areas of expertise relevant to this contract;*
- **Criterion N°2.** *The candidate or tenderer is not in a situation of conflicting professional interests which could affect the performance of the contract. The presence of conflicting professional interests is examined on the basis of the declarations made in the declarations of honour and, where applicable, the declarations and other documents submitted.*

2) Technical capacity of tenderer (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be the last (2023, 2024, 2025) preceding the submission deadline.

Criterion

*The applicant or buyer has provided services under at least 2 contracts carried out at any time in the last 3 years before the submission deadline (between 01/01/2023 and the submission date). For each contract, the amount of services provided must not be less than **EUR 70 000**.*

The services provided fall under the following areas:

- **Engineering and technical studies** (civil engineering, structures, electricity, plumbing, air conditioning and fire safety);
- **Architecture and layout of spaces** (design, redevelopment, functional optimization of premises);
- **Development of technical specifications and technical files** for the award of works contracts;
- **Assistance with procurement** (support for the preparation of tenders and technical evaluation of tenders);
- **Monitoring and control of the works** (technical supervision, quality control, compliance with plans and specifications);
- **Audit and technical diagnosis of existing buildings and infrastructure ;**
- **Technical project management and coordination of stakeholders ;**
- **Technical and financial optimization of the proposed solutions.**

This means that the service contract the tenderer refers to could have been started at any time during the indicated period but it does not necessarily have to be completed during that period, nor implemented during the entire period. Tenderers are allowed to refer either to service contracts completed within the reference period (although started earlier) or to service contracts not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (- statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a tenderer has implemented the service contract in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used.

17. Award criteria

Best price-quality ratio.

✓ Award Criteria

Criterion: Best value for money

Type: Quality

Description: Please refer to the procurement documents

Weight: 80 %

Type: Price

Description: Please refer to the procurement documents

Weight:20%

18. The Consultants will submit their Proposals electronically:

YES

✓ Time limit for submission of tenders or requests to participate

- ***Technical and financial proposals*** in PDF format ***must be sent by email only***. Proposals must be sent no later than **April 20, 2026**, at 10:00 am Benin local time to the secure email address procurement@ecowapp.org

Financial Proposal: The Consultant shall send the financial proposal at the same time as the technical proposal, but in separate, clearly identified files and at the date and time indicated above, i.e. on **April 20, 2026**, at 10:00 am Benin local time.

Application emails must clearly state ***"Proposals - Recruitment of a firm to draw up technical specifications and supervise the work within the WAPP"***.

✓ Minimum time frame during which the tenderer must maintain the tender

Duration in months: 3 months (from the date stated for receipt of tender)

TENDERING

19. Deadline for submission of tenders

The deadline for submission of tenders is specified in point 8 of the instruction to tenderers.

20. Tender format and details to be provided

Tenders must be submitted using the standard tender form for simplified procedures, the format and instructions of which must be strictly observed. The tender form is available from the following internet address:

[https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesB\(Ch.3\):Servicecontracts](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesB(Ch.3):Servicecontracts), under the zip file called Simplified Tender dossier.

The tender must be accompanied by a declaration on honour on exclusion and selection criteria using the template available from the following Internet address:

[https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA\(Ch.2\):General](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General)

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

20. How tenders may be submitted

Tenders must be submitted in English exclusively to the contracting authority, using the means specified in point 8 of the instructions to tenderers.

Tenders submitted by any other means will not be considered.

By submitting a tender, tenderers accept to receive notification of the outcome of the procedure by electronic means.

21. Alteration or withdrawal of tenders

After submitting a tender, but before the deadline for receipt of tenders, a tenderer may definitively withdraw its tender or withdraw it and replace it with a new one.

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

22. Operational language

All written communications for this tender procedure and contract must be in English.

23. Additional information

Financial data to be provided by the candidate in the standard application form must be expressed in **EUR or XOF**. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to **EUR** shall be made in accordance with the following BCEAO exchange rate **1 EUR = 655.957 XOF**.