



WEST AFRICAN POWER POOL
SYSTEME D'ECHANGES D'ENERGIE ELECTRIQUE OUEST AFRICAIN
General Secretariat / Secrétariat Général

Request for Proposal (RFP)

Name of Assignment: Implementation of Document Management System (DMS) for the WAPP Secretariat

RFP Reference No.: C_WAPP_02

Financing No.: WAPP Budget

Country: Multinational

Date: December 4, 2022

1. The General Secretariat of the West African Power Pool (“WAPP/WAPP”), a specialized energy institution of the Economic Community of West African States (“ECOWAS”) has intends to use part of its budget to make payments for consultancy services for the Implementation of Document Management System (DMS) for the WAPP Secretariat.
2. The WAPP General Secretariat invites firms of eligible Consultants (“Consultants”) to provide the following consulting services (hereinafter called “Services”): ***Implementation of Document Management System (DMS) for the WAPP Secretariat.*** More details on the Services are provided in the Terms of Reference (Section 7) of the RFP.
3. The Terms of Reference (Section 7) provide further details regarding the Services.
4. Consultants may associate with other firms (Joint-Venture) to increase their chances of qualification but must clearly indicate whether the association is a consortium and/or a subcontractor. In the case of a consortium, all the partners of the association are jointly and severally responsible for the entire execution of the contract if they are selected.
5. A firm will be selected under Consultants Quality and Cost-based Selection procedures and in a Full Technical Proposal (FTP) format as described in this RFP, in accordance with the Chapters VII and VIII of the WAPP Procurement Code (adopted on 21 October 2020). The WAPP Procurement Code is posted on the WAPP website (<https://www.ecowapp.org/en/documents/wapp-procurement-code>).

The RFP includes the following documents:

Section 1 – Request for Proposals Letter

Section 2 - Instructions to Consultants and Data Sheet

Section 3 - Technical Proposal (FTP) - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 – Eligible Countries

Section 6 – Fraud and Corruption

Section 7 - Terms of Reference

Section 8 - Standard Forms of Contract: Lump-Sum

6. Interested firms may obtain information and the Request For Proposals (RFP) by sending a written request to the following e-mail address: msdiedhiou@ecowapp.org with copy to: andorere@ecowapp.org and otfajemirokun@ecowapp.org.
7. Any questions regarding this RFP should be directed in writing to otfajemirokun@ecowapp.org with copy to : msdiedhiou@ecowapp.org ; andorere@ecowapp.org (with reference of the publication) at least 21 days before the deadline for submission of proposals. Any clarifications or minor changes to the RFP will be published on the portal at the following address: <https://www.ecowapp.org> and sent to firms that have requested the RFP.
8. Please inform us by **December 19, 2022**, by Email to msdiedhiou@ecowapp.org with copies to: otfajemirokun@ecowapp.org and andorere@ecowapp.org.
 - (a) that you have received this Request for Proposals; and
 - (b) whether you intend to submit a proposal alone or intend to enhance your experience by requesting permission to associate with other firm(s).
9. Details on the proposal's submission date, time and address are provided in ITC 17.7 and ITC 17.9.
10. Any proposal sent to the contracting authority after this deadline will not be considered.

Siengui A. KI

WAPP Secretary General