



WEST AFRICAN HEALTH ORGANIZATION  
ORGANISATION OUEST AFRICAINE DE LA SANTE  
ORGANIZAÇÃO OESTE AFRICANA DA SAÚDE

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## CALL FOR EXPRESSION OF INTEREST

**Reference No FM/TEND/AMI/2023/006/bk**

### UPDATE OF WAHO's DATABASE OF SERVICE PROVIDERS/SUPPLIERS/CONTRACTORS/CONSULTANTS

#### INTRODUCTION

The West African Health Organization (WAHO) is launching this Expression of Interest (EOI) to update its database of service providers/suppliers/contractors/consultants (firms and individuals).

This notice is open to all eligible Providers/Suppliers/Contractors/Consultants (Firms and Individuals) irrespective of origin. They must, however, possess acceptable technical and financial capacities to supply goods, works, and non-consulting and intellectual services.

In the case of specific notices/requests for tenders/requests for proposals/requests for CVs relating to the sectors of activity described below, WAHO may invite all or part of the number of approved candidates in a given field to submit their tenders.

Inclusion on the list does not constitute a legal commitment binding on WAHO to invite any of the registered candidates, and by extension to award a contract.

#### Major Activity Areas

*The areas of activity are:*

#### Goods, Services and Supplies

1. Transit services.
2. Maintenance services.
3. Security and guarding services.
4. Gardening service.
5. Rubbish collection service.
6. Cleaning services (office maintenance and others).
7. Interior design service, disinfection and phytosanitary treatment.
8. Express mail service.
9. Glazing service.
10. Real estate agency service.
11. Road transport service agencies.
12. Road transport service agencies.
13. Freight transport services.
14. Catering and Food Services.
15. Hotels, accommodation, meeting and conference facilities.
16. Vehicle maintenance and/or repair garages.
17. Insurance and insurance brokerage services.
18. Generator maintenance and repair service.
19. Service and maintenance of air conditioners, refrigerators.



20. Maintenance service, installation of electrical equipment including purchase of small equipment.
21. Telephone equipment maintenance service.
22. Subscription to specialized journals (Service).
23. Internet Service Provider.
24. Event services (rental of tarpaulins, podium chairs, lecterns; hostesses, Master of Ceremonies, etc.)
25. Master swimmer.
26. Photography service.
27. Medical check-up service.
28. Video surveillance service
29. Printing and screen-printing service (printing of brochures, newsletters, posters, reproduction and photocopying, printing on T-shirts, banners, business cards, and flyers; etc.).
30. Supply of artwork or decorative objects.
31. Rental of VIP vehicles.
32. Supply of spare parts for vehicles (filters, tyres, batteries, etc.): Brand to be specified.
33. Consumables for vehicles (fuel, lubricant; etc.) ;
34. Office supplies.
35. Supply/sale of cleaning/maintenance products.
36. Fourniture d'équipement et matériel de froids (split climatiseurs, réfrigérateurs, etc.),
37. Supply of generators.
38. Sale of office furniture (chairs, desks, etc.) ;
39. Computer hardware and materials.
40. Computer consumables (ink and others).
41. Supply of medical and biomedical equipment and materials.
42. Supply of medical consumables and pharmaceuticals.
43. Provision of clothing (sewing, making of uniforms and other items of clothing).
44. Acquisition of rolling stock.
45. Other services and goods.

## Intellectual Services

1. Other goods and services
2. Translation/interpretation service in French, English and Portuguese.
3. Document archiving support services.
4. Architecture, engineering, design and construction consulting services.
5. Communication and press services (written, audio and visual).
6. Procurement support service.
7. Financial management support service.
8. Monitoring and evaluation support service.
9. Social and Environmental Safeguarding Support Service.
10. Medical advisory service.
11. Laboratory Consultancy Service
12. Sexual and Reproductive Health and Rights consulting service
13. Consultancy services (firm or individual) Office automation (support and maintenance).
14. IT consultant (firm or individual) (application development).
15. IT consultant (firm or individual) (network and security).
16. Financial auditing consultant.
17. Workshop facilitation.



18. Development of a procedure's manual.
19. Development of strategic plans/projects/programmes.
20. Project/Programme/Strategic Plan Evaluation.
21. Notary services.
22. Bailiff service
23. Other services

## **Works**

1. Rehabilitation/renovation work (waterproofing, repainting, etc.). of buildings.
2. Building construction and other civil engineering works.
3. Plumbing service including purchase of small equipment.
4. Carpentry and joinery, including maintenance.
5. Aluminium Joinery.
6. Metal joinery.
7. Other works.

## **Application Package for accreditation**

### **For service providers/suppliers/consultants constituted as firms or companies:**

- A letter of application (Telephone, and email addresses).
- An extract from the Trade Register (Only doc/docx, PDF or image files with a maximum of 1Mb are accepted).
- A presentation note of the structure (Only doc/docx, PDF or image files with a maximum of 1Mb are accepted).
- A copy of the tax identification number document (Only doc/docx, PDF or image files with a maximum of 1MB are accepted).
- Copies of proof of previous experience, certificates of completion, contracts or acceptance certificates (you can attach up to 5 doc/docx or PDF files of maximum 1MB each).
- Number of staff in the company (Only Excel, PDF or image files with a maximum of 1MB are accepted)
- Facilities and equipment available to perform the contracts (Only Ex-cel, PDF or image files with a maximum of 1MB are accepted)
- Proof of financial standing or financial capacity (Only Excel, PDF or image files with a maximum of 1MB are accepted).

### **For individual consultants or service providers:**

- A letter of application for accreditation including your full address (telephone, fax and e-mail addresses).
- Detailed Curriculum Vitae (only doc/docx files, PDF or image with a maximum of 1MB will be accepted).
- A copy of the Tax Identification Number (TIN) document (only doc/docx files, PDF or image with a maximum of 1MB will be accepted).
- Copy of documents proving prior experience, certificate of completion, contracts or Minutes of Reception (you may attach up to 5 doc/docx or PDF files, each being a maximum of 1MB).

## **Request for further information and submission of application for accreditation**



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Interested providers/suppliers/contractors/consultants or individuals can obtain further information from Monday to Friday from 08:00 AM to 04:00 PM GMT by contacting: [procurement@diffusion.wahooas.org](mailto:procurement@diffusion.wahooas.org)

They may also download the call for EOI from WAHO's website: [lamoukou@wahooas.org](mailto:lamoukou@wahooas.org)

Candidates shall submit their application for accreditation to: <http://www.wahooas.org/accreditation>. This platform will serve as a database for the registration of candidates by filling in the various forms contained therein and for attaching the various documents requested.

The deadline for applications is 15<sup>th</sup> May 2023 at 12 PM GMT.

WAHO shall reserve the right to analyse the dossiers received before drawing up the list of accredited suppliers/providers/contractors/consultants.

**Dr. Melchior Athanase J. C. AÏSSI**  
**Director General**



Appendix 1: Application for Accreditation form

*Please print, complete and sign this form and attach it to the dossier*

Company

Full name:

Abbreviated name (if applicable):

Legal form:

Official address:

Company registration number:

Tax number:

Postal code:                      City:

Business phone number:

Country:

Legal representative (person authorized to sign the contract)

Surname

Forename:

Title/Position:

Contact person:

Surname

Forename:

Title/Position:

Individual

Surname

Forename:

Nationality:

Official address:

Business phone number:

Mobile phone number:

E-mail : .....

Postal code:                      City:

Country: .....

I, the undersigned        (*surname and forename of the legal representative or natural person*) hereby certify on my honour that I have personally completed this form, that the information provided by me and the rest of the documents constituting my application file are accurate and complete. I fully understand that any false statement could render my candidature null and void and make me liable to prosecution.

Date: .....

Signature: .....



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Annex 2: Financial Capacity Form (for legal persons)

YEARS	2021	2020	2019	2018	2017
TURNOVER					

NB: Newly established companies should report on their situation, which should be consistent with the structure's documents.

On my honour:

Authorised signatory

Full name

Position

Date



Appendix 3: Experience (moral/physical person)

Number of years of experience .....				.....
List of the main services and supplies provided over the last five years.	Amount:	Co-contracting party	Funding Source	Implementation Period



Appendix 4: Description of the goods (in the case of a legal person)

Description of the technical equipment, tools and materials used.	Condition of the equipment			
	New	Average	Amotization	Year of acquisition