COMMON MARKET FOR EASTERN AND

**SOUTHERN AFRICA**



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**للشرق والجنوب الأفريقي**

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**Zambia**

**REQUEST FOR EXPRESSIONS OF INTEREST**

**(CONSULTING SERVICES – FIRMS SELECTION)**

**ASSIGNMENT TITLE: Implementation of e-Procurement Solution for the COMESA Secretariat**

**PROCUREMENT REF. NO. CS/ADM/01/22/07/SM**

The Common Market for Eastern and Southern Africa (COMESA) is one of the 8 Regional Economic Communities (RECs) recognized by the Africa Union. It consists of twenty-one -member States that have agreed to co-operate and promote regional integration through trade and investment development resources for the mutual benefit of their people. The mission of COMESA is to achieve, over the long term, sustainable economic and social progress in member states through enhanced cooperation and integration in all fields of development especially in trade, customs and monetary affairs, transport, communications and information, technology, industry and energy, gender, agriculture, environment, and natural resources.

COMESA and the European Union (EU) have signed a Contribution Agreement amounting to €7million financed under the 11 European Development Fund (EDF), for the COMESA Institutional Capacity Building Programme (ICBP), a five (5) year programme that aims to enhance effectiveness and efficiency of COMESA Secretariat in implementation of regional cooperation projects and engagement with its stakeholders. The overall objective of the programme is to deepen regional integration in the COMESA region. The activities under the programme will focus on the areas identified as most critical as a result of the institutional capacity assessment study carried out to inform the preparation of this action.

One of the result areas of support under the ICBP is improved internal control processes including Procurement processes strengthened/ improved in line with international standards with the recommendations expected from the anticipated 9 pillar assessment.

With funding under the 11 EDF ICBP, the Common Market for Eastern and Southern Africa (COMESA) intends to contract an eligible firm to implement an eProcurement System.

**Specific Objective of the Assignment**

The prime objective for eProcurement is to e-enable the management of the supply chain processes such as sourcing, tendering, auctioning, bidding, purchase requisitioning, ordering, stock management, monitoring delivery and supplier performance, and more importantly, encompassing of secure payment settlement, all these are to be achieved by shared or integrated software systems.

The eProcurement application system will comprise of necessary modules as well as serve as a platform for COMESA and the vendors to transact safely with speed and ease at all stages of procurement/supply chain processes as mentioned above. COMESA and suppliers using email and internet technology through the eProcurement system will remove traditional paper processes, providing the organization with the ability to **trade** electronically which is simpler and more cost effective.

The detailed terms of Reference (TOR) for the assignment can be found at the following website: [www.comesa.int/category/open-tenders/](http://www.comesa.int/category/open-tenders/) or can be obtained at the address given below.

The Common Market for Eastern and Southern Africa now invites eligible firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

1. **Qualifications and experience of the firm (detailed firm/company profile);**
2. **Relevant experience related to the assignment (list of similar assignments that your firm has undertaken);**
3. **Human resources’ capacity (list and qualifications of key staff and the organizational/company structure); and**
4. **Technical organization and management of the firm, including Support during use of the software.** Please also indicate the firm’s payment modalities while using the e-procurement system

Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severely liable for the entire contract, if selected.

A Consultant will be selected in accordance with the **Quality and Cost Based Selection** (QCBS) method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours *8.00-12.30 hours* and *14.00–17.00 hours, Lusaka Time*.

Expressions of interest must be delivered in a written form following **the above shortlisting criteria** to the address below (by e-mail) by **August 22nd 2022** at 17.00 Hours Local Time, Lusaka, Zambia.

Common Market for Eastern and Southern Africa

Attn: Head of Procurement Unit

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