TERMS OF REFERENCE FOR THE SELECTION OF A CERTIFIED SERVICE PROVIDER FOR THE PERIODIC INSPECTION OF THE TECHNICAL INSTALLATIONS OF THE EBID HEADQUARTERS BUILDING IN LOME

April 2023
1. Background
The ECOWAS Bank for Investment and Development (EBID) intends to select a certified company to carry out the periodic inspection of the technical installations of its headquarters in Lomé, to assess the level of reliability and ensure that the installations meet the requirements.

The service provider shall be required to conduct technical checks in accordance with the relevant regulatory standards in force in Togo.

2. Task of the service provider
The purpose of periodic inspections is to ensure that equipment and installations are properly maintained. These inspections are in line with the Bank’s maintenance policy. The Technical Control Office will be responsible for carrying out inspections and checks, whether visual, by measurement or by any other procedure, of all equipment on the Bank’s premises in accordance with applicable standards, engineering principles and good practice; the findings will be captured in detailed reports at the end of each exercise.

Though the list of services is not exhaustive, the services shall cover all the technical fields relating to the maintenance of the buildings and/or its equipment, as long as they form part of the Bank’s assets, as described below:

- Inspection of high current electrical installations;
- Infrared thermography analysis of all electrical panels;
- Inspection of power generators;
- Inspection of sanitation and plumbing installations;
- Inspection of fire-fighting equipment (RIA, PI and portable extinguishers);
- Control of air conditioning installations;
- Inspection of passenger lifts;
- Control of fire detection and control systems;
- Control of automatic gas extinguishing systems (IG55);
- Control of sprinkler systems;
- Inspection of video surveillance systems;
- Inspection of access control systems.
3. Submission of Applications
Firms submitting tenders must provide evidence of proven competence and experience in periodic inspection of technical installations. As such, they shall provide all the necessary documents that attest to their qualifications and professional experience, particularly testimonials or certificates of successful completion.

4. Applicable Texts and Standards
This periodic inspection mission will be carried out in accordance with the following reference texts:

- Safety regulations for the construction of high-rise buildings (HRB) and their protection against fire and panic risks;
- Decree of 30 December 2011 on safety regulations for the construction of high-rise buildings (HRB) and their protection against the risks of fire and panic;
- Decree of 21/04/1983, with special provisions applicable to type W;
- Decree of 26 December 2011 on regulatory inspections of electrical installations;
- NFC15-100 Standard on Low voltage electrical installations;
- NFC 13-100 Standard on high voltage electrical installations;
- UTE C 15 401 Practical Guide on installation of generator sets;
- NF C 13-200 Standard on high voltage electrical installations;
- NF E 35-411 : Refrigerating machines - Noise emitted by refrigerating equipment with 'open' externally driven compressors - Test code for measuring sound power;
- Applicable French and Togolese regulations, labour code (the most restrictive will be used, the one that best ensures the safety of people and goods), Health and safety component;
- The safety regulations governing the construction of high-rise buildings and their protection against the risks of fire and panic in Togo;
- The safety regulations governing the construction of high-rise buildings and their protection against the risks of fire and panic in (France);
- Technical instruction on alarm systems;
- The NF S 61-931 standards on fire safety systems, NF S 61-932 on fire safety system installation regulations, NF SZ 61-932 on fire safety system maintenance regulations, NF S 61-934 on the fire safety control unit;
- The applicable APSAD regulations (R1, R3, R4, R6, R7 and R9);
- Decree n°67-321 of 21 July 1967 - protection of workers in establishments using electrical currents or the French labour code (Articles R. 125-1-1, R. 125-1-2 and R. 125 - 1 - 3). The more restrictive of the two texts will be used for each point examined;
- Decree n°2000-810 of 24 August 2000 on the marketing of lifts;
- Decree no. 95-826 of 30 June 1995 stipulating the specific safety requirements applicable to work on lifts;
- The law n° 2003-590 of 2 July 2003 urban development and housing, concerning the improvement of safety on existing lifts, article 79;
- The Decree of 29 August 2008 amending the Decrees of 18 November 2004 and 1 August 2006 on safety work to be carried out on lifts;
5. Eligibility
Eligible applicants shall be required to meet at least the following criteria:
- Be a company certified in the field of periodic inspection of technical installations and show proof of five years’ experience;
- Have a trade and personal property credit register number;
- Have the requisite logistical capacity and human resources for the mission.

6. List of documents to be submitted
- Copy of the Trade and Personal Property Credit Register;
- Copy of the Certificate of Non-bankruptcy dated less than six (6) months from the date of submission of applications.

NB: Failure to provide any of the above documents will not immediately exclude the applicant from the process. However, the selected service providers shall be required to make available the missing documents before signing the contract. Otherwise, EBID will consider the next applicants in ascending order.

7. Technical Proposal
The technical proposal must include at least the following documents:
- The proposed methodological approach or description of the work organisation;
- The qualifications and experience of the applicant with the list of clients and duration of contracts;
- The profile of the staff to be deployed on the assignment;
- Any other useful information or documentation.

8. Financial Proposal
The financial proposal shall be made exclusive of VAT.

9. Scope of works
To enable applicants to assess the scope of the work, a site visit will be organised at EBID’s premises on 25 April 2023 at 10.00 a.m.

10. Deadline for submission of bids
Bids may be submitted in sealed envelopes no later than 10:00 a.m. on May 9, 2023, at Room 505 D of the Bank’s building, against a receipt. Bids submitted after this date will not be accepted.
11. Duration of contract
At the end of the evaluation process, EBID will sign a one-year contract with the successful service provider, renewable twice. The renewal will be made based on the assessment of the services provided to EBID’s satisfaction.