

## REQUEST FOR EXPRESSION OF INTEREST

08 April 2020

### HQ20NF231-EOI – Provision of Multiservice at WFP HQ

#### A. Background

1. The World Food Programme (WFP) is the world's largest humanitarian agency fighting hunger worldwide, delivering food assistance in emergencies and working with communities to improve nutrition and build resilience. Each year, WFP assists some 80 million people in around 80 countries.
2. The WFP Facilities Management Branch seeks to contract a company for a period of 3 years with possibility of extension for 2 additional years, for the provision of multiservice at WFP's Headquarters in *Via Cesare Giulio Viola, 68, 00148 Rome, Italy*.
3. Multiservice consist of the following services: cleaning, portering, gardening, disinfestation, pest control, waste management (collection, removal and disposal) and laundry. Some services will be on a routine basis, while others will be required on an ad-hoc basis. The WFP's internal area is approximately 37,000 sqm and the external area is 41,000 sqm. WFP staff count is approximately 2,000.
4. WFP invites eligible suppliers to express their interest in providing multiservice at WFP's Headquarters.

#### B. The purpose of this EOI

5. The purpose of this request for EOI is to identify suppliers with verified technical and financial capacity to provide the subject services. Eligible suppliers will be invited to participate in the bidding process for the proposed tender.
6. Eligibility to participate in the proposed tender will be determined on the basis of technical and financial capacity to deliver the relevant services, and experience in providing the relevant services to organizations of the same size.
7. After the deadline for submission of responses has passed, WFP will evaluate responses received and will notify eligible participants of the outcome of the evaluation.

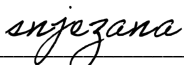
#### C. How to prepare and submit your Expression of Interest

8. In order to participate in the pre-qualification exercise, companies are required to provide the following:
  - EOI Response Form (Annex 1);
  - Supplier Information Form (Annex 2);
  - Supplier Financial Status Form (Annex 3);
  - Past Experience Form (Annex 4);
  - Signatory.
9. All supporting documentation listed above shall be prepared in accordance with the instructions provided and sent to WFP Procurement by email to [hq.tenders@wfp.org](mailto:hq.tenders@wfp.org). The deadline for response to this request for EOI:

**Friday, 24 April 2020, at 16:00 hrs CET**

10. WFP will not consider incomplete or unsigned submissions. All responses and supporting documentation received will be treated as strictly confidential and will not be made available to the public.
11. This request for EOI does not constitute a solicitation. WFP reserves the right to change or cancel this procurement process or any of its requirements at any time during the process; any such action will be communicated to all participants.
12. Should you have any questions please do not hesitate to contact us at [hq.tenders@wfp.org](mailto:hq.tenders@wfp.org).

Sincerely,



Ms. Snjezana Leovac  
Head, Goods and Services Procurement  
World Food Programme

## REQUEST FOR EXPRESSION OF INTEREST

### ANNEX 1 – EOI Response Form

A. Company / Competencies/ Capacities			
List of WFP requirements (confirmation)		Yes	Comments
1	Capacity to provide cleaning services on a routine basis, regular daily time schedule and outside staff working hours, to a compound of the size stated in point 3 of this EOI. Provision also during weekends and on an ad-hoc basis.	<input type="checkbox"/>	
2	Capacity to provide on-call portage services for internal shifting and transport of material to nearby warehouse.	<input type="checkbox"/>	
3	Capacity to provide disinfestation and pest control services for all internal and external areas of WFP HQ, with any necessary equipment / products.	<input type="checkbox"/>	
4	Capacity to provide gardening services, including the supply of all necessary utensils, machines, material, equipment, consumables and safety and security precautions. These services include pruning, watering, fertilization, disinfection, weeding, planting, etc.	<input type="checkbox"/>	
5	Capacity to provide differentiated waste management services, including collection and disposal of waste, and compilation of relevant documentation.	<input type="checkbox"/>	
6	Capacity to provide a weekly laundry service for security and medical personnel for clothing, sheets, towels, gowns, etc.	<input type="checkbox"/>	
List of Mandatory Requirements of the Company (Yes/No)		Yes	Comments
7	Ability to provide the majority of the above-stated services in-house. The services can only be outsourced <b>less than 30%</b> . Please confirm.	<input type="checkbox"/>	
8	Valid social security contributions payment certificate "Documento Unico di Regolarità Contributiva" (DURC).	<input type="checkbox"/>	
9	Valid EN ISO 9001 certificate of quality management standards, specific to the relevant services.	<input type="checkbox"/>	
10	Valid EN ISO 14001 certificate of environmental management, specific to the relevant services.	<input type="checkbox"/>	
11	Valid registration certificate in the "Albo Nazionale Gestori Ambientali" (National Register of the Environmental Managers) in compliance with the D. Lgs. 152/2006, related to the waste management, transportation and disposal by the bidder or its foreseen sub-contractor.	<input type="checkbox"/>	
12	The bidder is not in bankruptcy or is in a status of liquidation, and has no judicial lien or seizure in place, nor is it restricted from participating in public tenders under national legislation.	<input type="checkbox"/>	
13	The bidder confirms that will not participate in this EOI and tender as a member of any kind of consortium of competitors, nor adopt avallment ("avvalimento") formulas.		

## REQUEST FOR EXPRESSION OF INTEREST

14	The bidder is available (in case of contract award) to provide evidence of a liability insurance policy to cover injuries to persons and property for a minimum premium per accident of EUR 5,000,000.00 (five million/00)		
----	--	--	--

### ANNEX 2 - Supplier Information Form

B. Company / Organization's Background Information			
1	Legal Name of Company/Organization:		
2	Full address:		
3	E-mail address:	Website address:	
4	Telephone:	Fax:	
5	Contact person, title:	Tel./E-mail of contact person:	
6	Registration with UNGM	Yes <input type="checkbox"/> No <input type="checkbox"/>	UNGM No.
7	Type of Business	Corporate/Limited	Partnership Other (specify)
8	Goods / Services:		
9	Company/Organization Business Registration Number (Chamber of Commerce):	Date of the Company Registration as a legal entity:	
10	The Company/ Business Registration Certificate is attached to prove the information stated above <input type="checkbox"/>		
11	Additional company/organization background information: [If applicable, insert not more than 100 words]		

### ANNEX 3 - Supplier Financial Status

C. Company / Organization's Financial Status	
Item	Value EUR
Gross Turnover 2019	
Gross Turnover 2018	
<i>Maximum contract value in relation to which your Company can be engaged:</i>	
EUR 0 – 500,000	<input type="checkbox"/>
EUR 500,000 – 1,000,000	<input type="checkbox"/>
EUR 1,000,000 – 2,000,000	<input type="checkbox"/>
above EUR 2,000,000	<input type="checkbox"/>
Maximum "Bank Guarantee" amount available to the Company/Organization	
Last two years audited accounts or alternative assessed within WFP's discretion are attached to prove the information stated above	<input type="checkbox"/>

## REQUEST FOR EXPRESSION OF INTEREST

### ANNEX 4 - Supplier Relevant Experience

List at least 3 contracts in the last two years relevant to the provision of multiservice to companies of similar size (in terms of volume and staff count).

D. Supplier relevant experience				
Commenced (Month / Year)	Completed (Month / Year)	Type of Contract	Total Value (EUR)	Client

E. Signatory	
Name of Company/Organization:	
Name:	Title:
Signature:	Date:

Company/Organization Stamp