**08 April 2020**

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

1. **Background**
2. 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.
3. 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***.**
4. 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.
5. WFP invites eligible suppliers to express their interest in providing multiservice at WFP’s Headquarters**.**
6. **The purpose of this EOI**
7. 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.
8. 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.
9. 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.
10. **How to prepare and submit your Expression of Interest**
11. 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.

1. 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**

1. 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.
2. 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.
3. Should you have any questions please do not hesitate to contact us at [hq.tenders@wfp.org](mailto:hq.tenders@wfp.org).

Sincerely,

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Ms. Snjezana Leovac

Head, Goods and Services Procurement

World Food Programme

**ANNEX 1 – EOI Response Form**

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| 1. **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. | ☐ |  |
| 2 | Capacity to provide on-call porterage services for internal shifting and transport of material to nearby warehouse. | ☐ |  |
| 3 | Capacity to provide disinfestation and pest control services for all internal and external areas of WFP HQ, with any necessary equipment / products. | ☐ |  |
| 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. | ☐ |  |
| 5 | Capacity to provide differentiated waste management services, including collection and disposal of waste, and compilation of relevant documentation. | ☐ |  |
| 6 | Capacity to provide a weekly laundry service for security and medical personnel for clothing, sheets, towels, gowns, etc. | ☐ |  |
| **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 **less** than 30%. Please confirm. | ☐ |  |
| 8 | Valid social security contributions payment certificate “Documento Unico di Regolarità Contributiva” (DURC). | ☐ |  |
| 9 | Valid EN ISO 9001 certificate of quality management standards, specific to the relevant services. | ☐ |  |
| 10 | Valid EN ISO 14001 certificate of environmental management, specific to the relevant services. | ☐ |  |
| 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. | ☐ |  |
| 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. | ☐ |  |
| 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 availment (“avvalimento”) formulas. |  |  |
| 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) |  |  |

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| 1. **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  No | | 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 | | | | |
| 11 | Additional company/organization background information: [If applicable, insert not more than 100 words] | | | | |

**ANNEX 2 - Supplier Information Form**

**ANNEX 3 - Supplier Financial Status**

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| --- | --- |
| 1. **Company / Organization’s Financial Status** | |
| **Item** | **Value EUR** |
| Gross Turnover 2019 |  |
| Gross Turnover 2018 |  |
| *Maximum contract value in relation to which your Company can be engaged:* |  |
| EUR 0 – 500,000 |  |
| EUR 500,000 – 1,000,000 |  |
| EUR 1,000,000 – 2,000,000 |  |
| above EUR 2,000,000 |  |
| 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 |  |

**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).

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| --- | --- | --- | --- | --- |
| 1. **Supplier relevant experience** | | | | |
| **Commenced** | **Completed** | **Type of Contract** | **Total Value (EUR))** | **Client** |
| **(Month / Year)** | **(Month / Year)** |  |
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| 1. **Signatory** | |
| Name of Company/Organization: | |
| Name: | Title: |
| Signature: | Date: |

Company/Organization Stamp