



**Request for Expression of Interest for registering and updating vendors
(Food Commodities) for World Food Programme (WFP)
Khartoum Country Office**

Date of EOI: **04th December 2020**

Closing Date of EOI: **24th December 2020**

EOI Number: **EOI_013/Food/2020/WFP – Roster of suppliers**

The United Nations World Food Programme (WFP) at **Khartoum Country Office** is seeking Expressions of Interest (EOI) from legally registered, well established, fully qualified, reputable and financially capable local companies and/or joint ventures with solid experience in supply of **Refined Iodized Salt** to apply for registration as a supplier.

Note: Technical specifications for commodities can be obtained from the vendor focal person or through official WFP website: <https://foodqualityandsafety.wfp.org/it/specifications/>

Upon review and official approval of your application, UNWFP shall categorize the firms based on their Legal, Technical and Financial capacities for the future inclusion in tenders.

Required Documents:

Interested applicants must provide but not limited to the following documents:

1. A cover letter, introducing the prospective supplier/service provider and a brief business profile,
2. Vendor registration form & Import Parity form dully filled in and signed/stamped. **Please contact Vendor Management unit at e-mail: khartoum.procurement@wfp.org to obtain copy of the forms.**
3. Certificate of incorporation, Memorandum of Association, and Articles of Association,
4. Trading License for the current year,
5. Valid Tax Regisration Certificate and Income Tax Clearance for the previous year,
6. VAT registration certificate, or certificate of exemption from relevant Government Authority
7. Other technical licenses you may have for your specific business,
8. Evidence and references of main significant projects (or contracts) your company handled in the last 3-5 years,
9. A complete set of audited accounts for the last two previous years,
10. Letter of recommendation from the bank,
11. Recommendation letters from at least two reputable public or United Nations Institutions/Organizations/Agencies,
12. Other relevant supporting documents.

Application Mechanism:

- ✓ Companies that are already registered with WFP should also submit applications since WFP would want to receive updated information.
- ✓ Applications along with supporting documents must be submitted electronically to: Khartoum.procurement@wfp.org not later than **24th December 2020**.
- ✓ Any documents submitted after the closing day may not be considered under this specific EOI.





Communication for this EOI

- ✓ Any requests for clarifications should be sent to the email address of the Vendor Focal Person not later than **3 days before** the closing date above.
- ✓ NOTE: This is an Expression of Interest to enable WFP SUD CO Procurement to collect information from the market for new supplier's registration.
- ✓ This is NOT an invitation to bid or in any way should not be considered as a tender process,
- ✓ In all cases when the companies are not sure on the type and profile of the information they should share with us, they can always communicate with our office and we will extend any possible explanation in this regard.

Regards



Denis Sidyane
Head of Procurement unit
WFP - Sudan