

## REQUEST FOR INFORMATION

03 January 2020

### HQ21NF037 – Expression of Interest (EOI), Provision of Printing Services.

#### 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. WFP's School Based Programmes Unit (SBP) is the division established at headquarters level in Rome to coordinate WFP's global engagement in school feeding and school health and nutrition activities.
3. **SBP is currently seeking qualified suppliers to support its internal publication with relevant printing services.**
4. To that effect, in order to establish vendor capability to provide the required services, potential vendors are requested to provide the following information:

#### Services required

##### Printing

(i). Please confirm that your company can meet the following technical requirements:

- |  |  |
|--|--|
| - The company can provide Digital and Offset Printing  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| - Capable of delivering of high volumes within short time frames   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| - Capable of delivery of volume of up to 4,000 copies of booklets (20 pages) and paperback books (300 pages) within a short timeframe (5 to 10 days maximum) | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| - Capable of expeditious and urgent delivery (within a maximum of 2 days) to WFP, headquarters in Rome, Italy  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| - Expertise in working with 300gr paper book cover with matt lamination  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| - Provision of printing services on 115gr, 130gr, and 170gr paper  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| - Provision of printing services with dimensions 175mm x 250mm <u>and</u> (A4) 210mm x 297mm   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| - The company can provide matte coated printing  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| - Expertise in IR coating finish   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| - The company can provide both staple and thread binding   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| - Capable of providing proof prior to printing, including blue line proof, cromalins on colour work, and blank dummy on actual paper                         | Yes <input type="checkbox"/> No <input type="checkbox"/> |

#### Contractual

The supplier must be willing to accept the standard WFP contract conditions that are attached to this EOI (Attachment I).

- |   |  |
|---|--|
| - Does your company accept the UN general terms and conditions? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|---|--|

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### **B. The purpose of this EOI**

5. The purpose of this EOI is to identify suppliers with verified technical and financial capacity to provide the goods. 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 based on meeting the requirements to provide the services needed by WFP:
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 EOI**

8. In order to participate in the pre-qualification exercise, companies are required to provide the following:
  - Suppliers Response to information requested in this EOI Form, under paragraph 4. above;
  - Supplier Background Check Form (Annex 1);
  - Supplier Financial Status Form (Annex 2);
  - Past Experience Form (Annex 3);
  - List other documents to be submitted as subsequent Annexes, as applicable/ needed by the supplier
  - 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). **All submissions/ emails must have the following subject headline: HQ21NF037 – Expression of Interest (EOI), Provision of Printing Services.**
10. The deadline for response to this RFI:

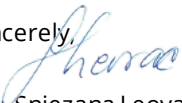
**Monday 01 February 2021, 12:00 hrs CET**

11. 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.
12. This 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.

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13. Should you have any questions please do not hesitate to contact us at [HQ.tenders@wfp.org](mailto:HQ.tenders@wfp.org). All submissions/ emails must have the following subject headline: HQ21NF037 – Expression of Interest (EOI), Provision of Printing Services.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Snjezana', is positioned above the printed name.

Ms. Snjezana Leovac  
Head, Procurement Goods and Services

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World Food Programme

## REQUEST FOR INFORMATION

### ANNEX 1. SUPPLIER INFORMATION FORM.

A. 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"/>	UNGGM No.	
7	Type of Business	Corporate/Limited	Partnership	Other (specify)
8	Goods / Services:			
9	Company/Organization Business Registration Number:	6	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]			

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### ANNEX 2. SUPPLIER FINANCIAL STATUS

B. Company / Organization's Financial Status	
Item	Value USD
Gross Turnover [Insert year]	
Gross Turnover [Insert year]	
Gross Turnover [Insert year]	
<i>Maximum contract value in relation to which your Company can be engaged:</i>	
USD 0 – 30,000	<input type="checkbox"/>
USD 30,000 – 100,000	<input type="checkbox"/>
USD 100,000 – 500,000	<input type="checkbox"/>
above USD 500,000	<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"/>

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### ANNEX 3. SUPPLIER RELEVANT EXPERIENCE

List contracts in the last two years relevant to the **provision of printing services**

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

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

Company/Organization Stamp

## REQUEST FOR INFORMATION

**Attachment I** – Standard WFP Purchase Order, Contract Conditions.