

## REQUEST FOR EXPRESSION OF INTEREST

1 February 2021

**REQUEST FOR EXPRESSION OF INTEREST (EOI) – HQ21NF019-EOI for the  
Provision of an LMS platform for the Humanitarian Booking Hub  
Closing on Monday, 8 February 2021 16:00 hrs (Rome Time, Italy)**

### **A. Background**

1. The United Nations World Food Programme hereinafter referred to as the "WFP", with its Headquarters located in Via C.G. Viola, 68/70, 00148 Rome, Italy is the leading humanitarian organization saving lives and changing lives, delivering food assistance in emergencies and working with communities to improve nutrition and build resilience by assisting almost 100 million people in around 83 countries each year. About 17,000 people work for the organization, most of them in remote areas, directly serving the hungry poor.
2. The WFP Humanitarian Booking Hub Team is seeking to purchase a Learning Management System (LMS) platform to make available video trainings and other materials for service focal points (Accommodation, mobility, medical services) of different UN Agencies.
3. The platform must allow for: the uploading of video trainings and quizzes (SCORM files); tracking performances and achievements of single users; the uploading and removal of users in bulk and categorization of the same by domain/agency, and the monthly activation/deactivation of the profiles; customizable certificate of completions; customizable URL; no need of software download and offline usage. The platform must not entail the download of any software. Preferable options include: a customizable badge for completion, an additional materials section, user friendly interface also for the upload of material, and a single sign-on feature option.
4. WFP invites eligible suppliers to express their interest in providing the requested services.


### **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 requested 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 ability and experience in providing the required LMS platform.
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:  
***The filled in EOI Response Form, which includes:***
  - Table 1. WFP Requirements
  - Table 2. Supplier Information;
  - Table 3. Supplier Financial Status;
  - Table 4. Supplier Relevant Experience;
  - Signatory by the authorized company representative and company stamp.
9. All supporting documentation listed above shall be prepared in accordance with the instructions provided and sent by e-mail to [hq.tenders@wfp.org](mailto:hq.tenders@wfp.org).
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).

Yours sincerely,



Snjezana Leovac  
Head, Goods and Services Procurement  
UN World Food Programme

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## EOI RESPONSE FORM

TABLE I. WFP REQUIREMENTS

A. Company / Organization's competencies/ capacities			
	List of WFP requirements/evaluation criteria	Yes	Comments
1	<p>Ability to provide an LMS platform that allows for the following mandatory points (<u>please address each point</u>):</p> <ul style="list-style-type: none"> <li>• Possibility to upload video trainings (SCORM files) and create quizzes (as SCORM files)</li> <li>• Possibility to track performances and achievements of single users and/or category</li> <li>• Possibility to upload users in bulk (and automatically categorize them by email domain/agency) and activate/deactivate monthly</li> <li>• Customizable certificate of completions</li> <li>• Customizable URL</li> <li>• No software download needed</li> <li>• Offline usage (the platform records users' achievements even if connection is lost)</li> </ul> <p>Should you have any reservations on providing the above, please clarify the shortcomings in the comments.</p>	<input type="checkbox"/>	[If the space is not sufficient, kindly use a separate document. Max 1 A4 page]
2	<p>Confirm that pricing is based on a per-user basis. If not, kindly provide a description of all pricing elements <u>without including any indication to the prices themselves</u>. Kindly note that any indication of prices will lead to the <u>exclusion</u> of your participation to the tender.</p>	<input type="checkbox"/>	
3	<p>Please confirm experience of providing LMS platforms in similar contexts to those of the Humanitarian Booking Hub. Kindly also describe any experience in providing LMS platforms in general to the UN or NGOs.</p>	<input type="checkbox"/>	

TABLE II. SUPPLIER INFORMATION

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:	6	Date of Registration:	
10	Additional company/organization background information: [If applicable, insert not more than 100 words]			

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**TABLE III. SUPPLIER FINANCIAL STATUS**

C. 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"/>
Last two years audited accounts or alternative assessed within WFP's discretion are attached to prove the information stated above	<input type="checkbox"/>

**TABLE IV. SUPPLIER RELEVANT EXPERIENCE**

List at least 3 contracts in the last two years relevant to the provision of an LMS platform.

D. Company / Organization's Financial Status				
Commenced (Month / Year)	Completed (Month / Year)	Type of Contract	Total Value (USD)	Client

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

Company/Organization Stamp