

REQUEST FOR EXPRESSION OF INTEREST

24/02/2021

EXPRESSION OF INTEREST (EOI) NO. PAN21.0001.EOI.HRD FOR THE UPDATE OF THE UNHRD PANAMA ROSTER OF SUPPLIERS 2021

Closing on March 22th., 2021 at 16:00 hrs. Panama Time

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 United Nations Humanitarian Response Depot of World Food Programme hereinafter referred to as the "WFP-UNHRD" with its office located in Centro Logistico Regional de Asistencia Humanitaria (CLRAH), Avenida de Las Americas, Panama Pacifico, Howard, Arraijan, Panama City, Panama, in is part of a network of depots around the world (in Italy, UAE, Malaysia, Spain, Accra) that procures, stores, manages and transports emergency items on behalf of the humanitarian community (more than 70 partners).
3. The WFP-UNHRD Panama Office is soliciting expression of interest from qualified companies with previous expertise in the supply of the following item categories:
 1. Solar Led Lights
 2. A/C Maintenance
 3. Pest Control Services
 4. Security Services
 5. Extinguisher Maintenance and safety equipment
 6. Warehouse equipment/consumables
 7. Office equipment/services
 8. Forklift Rental and Maintenance
 9. Fleece Blankets
 10. Electrical Kit
 11. Fuel bladders
 12. Generators Maintenance
 13. Hygiene Kits (laundry detergent, bath soap in bar, sanitary napkins, 100% soft cotton flannel for feminine hygiene).
 14. Jerry Cans
 15. Kitchen sets (cooking pot, bowls, cups, knives, tablespoon, ladle, bucket)
 16. Mobile prefabs
 17. Mosquito nets
 18. MREs (Meals ready-to-eat).
 19. MSU (mobile storage units – prefabricated warehouses)
 20. Construction Services
 21. Prefabs furniture
 22. Shelter Tool Kits & Repair Kits
 23. Branding/ Visibility items and services
 24. Squatting plates, latrines
 25. Tarpaulin & Plastic Sheeting
 26. Tents
 27. Water purifications systems
 28. Water tanks

to be inserted, upon verification of requested criteria, in the supplier's roster.

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4. WFP invites eligible suppliers to express their interest in providing the requested goods and 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 supply the requested range of above-mentioned item/service categories including the capacity of worldwide shipping and insurance (where applicable). Eligible suppliers will be invited to participate in any future bidding process for the proposed tender.
6. Eligibility to participate in the proposed tender will be determined on the basis of:
- previous, proven track record in the delivery of the requested range of item categories;
 - previous, proven track of shipping (including insurance) service.
7. After the deadline for submission of responses has passed, WFP may proceed with the next steps to engage eligible participants in the vendor's roster.

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;
 - Supplier Background Check Form (Annex 1);
 - Supplier Financial Status Form (Annex 2);
 - Past Experience Form (Annex 3);
 - Signatory.
9. All supporting documentation listed above shall be prepared in accordance with the instructions provided and sent to WFP-UNHRD Procurement by email to katia.diaz@wfp.org. The deadline for response to this request for EOI:

March 22th., 2021 at 16:00 hrs. Panama Time

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 katia.diaz@wfp.org

Sincerely,

A handwritten signature in blue ink, appearing to read 'Francisco Quesada', is written over a horizontal line.

Francisco Quesada
UNHRD Panama Hub Manager
The United Nations World Food Programme

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A. Company / Organization's competencies/ capacities – Company should include items supplied and possible comments			
	List of WFP requirements/evaluation criteria	Yes	Comments
1	Solar Led Lights	<input type="checkbox"/>	
2	A/C Maintenance	<input type="checkbox"/>	
3	Pest Control Services	<input type="checkbox"/>	
4	Security Services	<input type="checkbox"/>	
5	Extinguisher Maintenance and safety equipment	<input type="checkbox"/>	
6	Warehouse equipment/consumables	<input type="checkbox"/>	
7	Office equipment/services	<input type="checkbox"/>	
8	Forklift Rental and Maintenance	<input type="checkbox"/>	
9	Fleece Blankets	<input type="checkbox"/>	
10	Electrical Kit	<input type="checkbox"/>	
11	Fuel bladders	<input type="checkbox"/>	
12	Generators Maintenance	<input type="checkbox"/>	
13	Hygiene Kits (laundry detergent, bath soap in bar, sanitary napkins, 100% soft cotton flannel for feminine hygiene).	<input type="checkbox"/>	
14	Jerry Cans	<input type="checkbox"/>	
15	Kitchen sets (cooking pot, bowls, cups, knives, tablespoon, ladle, bucket)	<input type="checkbox"/>	
16	Mobile prefabs	<input type="checkbox"/>	
17	Mosquito nets	<input type="checkbox"/>	
18	MREs (Meals ready-to-eat)	<input type="checkbox"/>	
19	MSU (mobile storage units – prefabricated warehouses)	<input type="checkbox"/>	
20	Construction Services	<input type="checkbox"/>	
21	Prefabs furniture	<input type="checkbox"/>	
22	Shelter Tool Kits & Repair Kits	<input type="checkbox"/>	
23	Branding/ Visibility items and services	<input type="checkbox"/>	
24	Squatting plates, latrines	<input type="checkbox"/>	
25	Tarpaulin & Plastic Sheeting	<input type="checkbox"/>	
26	Tents	<input type="checkbox"/>	
27	Water purifications systems	<input type="checkbox"/>	
28	Water tanks	<input type="checkbox"/>	

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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"/>	UNGM 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]		

ANNEX 2. SUPPLIER FINANCIAL STATUS

B. Company / Organization's Financial Status	
Item	Value USD
Gross Turnover 2017	
Gross Turnover 2018	
Gross Turnover 2019	
<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 at least 4 contracts in the last two years relevant to the supply of above declared item categories.

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

Provide CVs of senior staff (no more than three) [if applicable].

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

Company/Organization Stamp