

REQUEST FOR EXPRESSION OF INTEREST

22 July 2021

REQUEST FOR EXPRESSION OF INTEREST (EOI) REF NUMBER EOI SOM 016-2021

Closing on 10th August 2021 at 23:59 hrs (East Africa Time)

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 Somalia Country Office seeks to prequalify suppliers in the different categories of the provision of goods and services as per this EOI.
3. WFP invites eligible suppliers to express their interest in providing the requested Goods and Services.

B. The purpose of this EOI

4. The purpose of this request for EOI is to identify suppliers with verified technical and financial capacity to provide various goods and services as listed below. Eligible suppliers will be invited to participate in the bidding process for the proposed tenders.

NO	Category Code	CATEGORY DESCRIPTION
1	001	Provision of Clearing and Forwarding Services in Nairobi
2	002	Provision of Cleaning Services in Nairobi
3	003	Provision of Translation services in Nairobi
4	004	Supply, installation of electrical household appliances in Nairobi
5	005	Supply of assorted Electrical tools and electrical items and tools in Nairobi
6	006	Supply of forklifts and tractors in Nairobi
7	007	Supply and provision of fire extinguishing equipment and services in Nairobi
8	008	Supply of generators and spare parts in Nairobi
9	009	Supply of gym equipment in Nairobi
10	010	Provision of ground handling services at JKIA in Nairobi
11	011	Supply of laptops and related accessories.
12	012	Provision of Internet services in Nairobi
13	013	Provision of insurance services in Nairobi
14	014	Supply of bottled drinking water in Nairobi
15	015	Supply of medical and pharmaceuticals products in Nairobi
16	016	Provision of editing design and printing services of reports and publications in Nairobi
17	017	Supply and Provision of security goods and services in Nairobi
18	018	Supply of assorted mobile phones and accessories
19	019	Supply of stationary and office supplies in Nairobi

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20	020	Supply of taxi service companies in Nairobi
21	021	Supply of vehicle tyres in Nairobi
22	022	Provision of design and printing of promotional items services
23	023	Supply and delivery of assorted apple products and related accessories
24	024	Supply and delivery of office furniture
25	025	Provision of videography and photography services
26	026	Supply and delivery of printers, scanners , photocopiers, toners and related accessories
27	027	Supply and delivery of various food items to WFP offices in Puntland
28	028	Provision of workshop facilitation and team building services
29	029	Provision of courier services

5. Eligibility to participate in the proposed tender will be determined on the basis of submission of the minimum required documents stated in this EOI.
6. 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

7. 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 Minimum mandatory requirements
 - Table 2. Supplier registration form
 - Table 3. Supplier Financial Status.
 - Table 4. Supplier Relevant Experience.
 - Legal capacity – Business registration licenses (e.g. certificate of incorporation, KRA tax compliance certificate, PIN certificate, CR12 form- for Kenyan suppliers) and any other licenses required for the operation of the business. The company must have been established within minimum of 3 years.
 - Company bank account details- see attached template form for supplier request for banking details.
 - Signatory by the authorized company representative and company stamp.
 - Email Subject Line must indicate EOI Reference Number and Category Code(s) for ease of identification i.e. **EOI Ref No: SOM 016-2021 Category Code: 001**. Failure to put correct subject reference may lead to the delay of response or possible omission of the submission.
8. All supporting documentation listed above shall be prepared in accordance with the instructions provided and sent via somalia.procurement@wfp.org in softcopy format. The subject of the email should be the reference number of the EOI interested in as provided in the table.
9. **Physical copies of the documents requested will NOT be accepted. Documents should be sent via the email provided.**
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.



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12. Should you have any questions please do not hesitate to contact us at somalia.procurement@wfp.org.

EOI RESPONSE FORM

TABLE I. WFP MINIMUM MANDATORY REQUIREMENTS

A. Company / Organization's competencies/ capacities			
	List of WFP requirements/evaluation criteria	Yes	Comments
1	Duly completed WFP supplier registration form signed and stamped. All the questions on the form MUST be answered. N/A can be indicated on the questions that do not apply to your company. Do not leave any questions blank.	<input type="checkbox"/>	
2	Legal capacity – Business registration licenses (e.g. certificate of incorporation, KRA tax compliance certificate, PIN certificate, CR12 form- for Kenyan suppliers) and any other licenses required for the operation of the business. The company must have been established within minimum of 3 years.	<input type="checkbox"/>	
3	Financial capability – copies of 2 years audited accounts signed by both directors and accredited Audit firm. Accounts should not be before 2014.	<input type="checkbox"/>	
4	Past performance – copies of Purchase orders or contracts or reference letter from at least 3 of your recent clients, in regards to the EOI category applied for.	<input type="checkbox"/>	
etc	Company bank account details- see attached template form.	<input type="checkbox"/>	

TABLE 2. SUPPLIER REGISTRATION FORM AS ATTACHED

TABLE 3. 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	



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Financial capability – Do attach copies of 2 years audited accounts signed by both directors and accredited Audit firm. Accounts should not be before 2014.	<input type="checkbox"/>
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TABLE 4. SUPPLIER RELEVANT EXPERIENCE

Past performance – copies of Purchase orders or contracts or reference letter from at least 3 of your recent clients, in regard to the EOI category applied for. Proof of past performance **MUST** be similar to the EOI category interested in.

Company/Organization Stamp

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