

**REQUEST FOR EXPRESSION OF INTEREST (EOI)**

The United Nations (UN) agencies in Tanzania are reviewing their supplier databases being used for invitation of bids/request for proposal for procurement of various regular and emergency supplies and services required for implementation of their programmes in the country. On behalf of all UN agencies in Tanzania, UNICEF would like to invite all interested and eligible suppliers and service providers, including manufacturers, dealers, wholesalers, retailers, research institutions, management and other consulting firms to submit their Expression of Interest if they wish to do business with UN agencies based on Tanzania. The interested vendors/suppliers/consulting firms should meet the following requirements:

* Complete and sign a Supplier Profile Form. The link to download the form is given below.
* Submit certificate of incorporation as business concern duly registered to conduct business in Tanzania
* Demonstrate that the company has a minimum of two years’ experience in the concerned business area and holds valid VAT registration certificate
* Provide audited financial company accounts for last two years (2019 and 2020). This is mandatory for the companies who do business with UN for the value exceeding US$ 100,000.
* Prepared to accept United Nation’s General Terms and Conditions
* Provide at least two references from their reputable clients with their PO/Contract references.

In order to verify the correctness of the information provided, UN will assign a third-party company to visit and assess the supplier/service provider. The qualified supplier/service providers will be included in the pre-qualified list of suppliers. The successful suppliers in the pre-qualified list will be invited bids and proposals as and when required.

**Products and services range**

The suppliers, manufacturers, wholesalers and consulting firms of the following supply and services category (but not limited to) are requested to submit their EOIs:

* **Suppliers and manufacturers of:**

Office stationery, equipment and furniture, ICT supplies/equipment, hospital furniture, medical and laboratory supplies/equipment; education and sports supplies/equipment, emergency shelter and household supplies; transport equipment and spare parts, generators; hand and submersible pumps and spare parts; GI and PVC pipes and fittings; water storage tanks; toilet slabs; plastic utensils (buckets, jerry cans, etc.), soap, water treatment chemicals, etc.

* **Administrative, Logistics and other services:**

Office cleaning, maintenance of equipment, security services, conference and hotel accommodation services, clearing & forwarding, warehousing, transportation, media services; event management services, activation services; translation services, graphic design & artwork, offset, digital and screen printing, etc.

* **Construction works and services:**

Construction work companies, construction consulting firms (design/drawing, supervision and monitoring of construction works)

* **Research and Management Consulting Firms:**

Professional consulting services on research, survey, evaluation, assessment, media services, KAP study, capacity development in Health, Nutrition, Education, Water and Sanitation, Child Protection, Social Protection, Social and behavioral change, Communication for Development, HR and management consulting services, etc.

* **Financial services:**

Banking services, invoice/advance financing, etc.

1. Interested suppliers/service providers and consulting firms who meet the above requirements should download, complete and submit the UN supplier profile form, UN General Terms and Conditions and a list of products and services to [Tanzania-Bids2020@unicef.org](mailto:Tanzania-Bids2020@unicef.org)

Existing UN suppliers and suppliers who have participated in invitation to bids to various UN agencies in the past but have not received awards or orders from UN are also requested to renew their interest by submitting the updated documents as above including the updated Supplier Profile Form.

It should be noted that UN is not obliged to invite any particular potential vendor that has expressed interest to participate in any subsequent bidding process. Calls for proposals and any subsequent purchase order will be issued in accordance with the procurement procedures of UN.

Please note that all UN bidding documents including the Supplier Profile Form are free of charge and suppliers/service providers are NOT required to pay for any pre-qualification and bidding processes.

**Deadline for submission of EOI**

The Expression of Interest along with duly completed supplier profile form together with all relevant supporting documents including a detailed company profile should be submitted:

1. by email **(with attachments not exceeding 25MB) with subject heading *EXPERESSION OF INTEREST*** to the following email address: [Tanzania-Bids2020@unicef.org](mailto:Tanzania-Bids2020@unicef.org)