



## REQUEST FOR EXPRESSION OF INTEREST

15 July 2022

### **REQUEST FOR EXPRESSION OF INTEREST (EOI) - UA22NF053 for Ukraine Goods & services suppliers (multiple categories)**

**Closing on 25.07.2022 at 18:00 hrs (EEST 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 Ukraine Country office (UACO) seeks to purchase following categories of goods and services:
  - Storage & Transportation goods and services
  - Passenger transportation Lviv-Rzeszow-Lviv (minivan for 8-20 persons)
  - Printing services
  - Events & Hotels
  - IT & Communication goods and services
  - Safety & Security services and equipment
  - General suppliers
  - Travel agency services
  - Office furniture
  - Translation services
  - Cleaning services
  - Stationery and office supplies
  - Vehicle maintenance and repair services
  - Tyres for armoured, soft-shell vehicles and trucks
  - Legal services
  - Express mail services
  - Call centre services
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 the goods or perform the services. Eligible suppliers will be invited to participate in the bidding process for the proposed tender.
5. Eligibility to participate in the proposed tender will be determined on the basis of following evaluation criteria:

Administrative	Full compliance to EOI UA22NF053 requirements (Table I) Timely submission of all forms required by this EOI (as per par. 7)
Financial	Financial stability assessment (Table III, Attachment 1) Acceptance of WFP payment terms (30 days due net)
Quality	Presented quality/management systems certificates (if applicable)

## REQUEST FOR EXPRESSION OF INTEREST

Licensing	As per category specific requirements (if applicable)
Market	Relevant category experience (Table IV) Company presentation, price list or other details of goods and services provided (Attachment 2)

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 (page 3-5 of this document), which includes:**
- Table I. WFP Requirements
  - Table II. Supplier Information;
  - Table III. Supplier Financial Status;
  - Table IV. Supplier Relevant Experience;
  - Attachments 1-3, as listed in page 5;
  - Signatory by the authorized company representative and company stamp.
8. All supporting documentation listed above shall be prepared in accordance with the instructions provided and sent by email to [gsprocurement.ukraine@wfp.org](mailto:gsprocurement.ukraine@wfp.org) with subject "EOI UA22NF053".
9. 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.
10. 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.
11. Should you have any questions please do not hesitate to contact us at [gsprocurement.ukraine@wfp.org](mailto:gsprocurement.ukraine@wfp.org)

Yours sincerely,

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Matthew Hollingworth  
Emergency Coordinator  
Ukraine Country Office  
The United Nations World Food Programme



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**EOI RESPONSE FORM**

**TABLE I. WFP REQUIREMENTS**

<b>A. Company / Organization's competencies/ capacities</b>			
	<b>List of WFP requirements/evaluation criteria</b>	<b>Yes</b>	<b>Comments</b>
1	Confirm that the company has 3 years of related work experience	<input type="checkbox"/>	
2	Confirm acceptance of WFP standard payment terms (30 days due net)	<input type="checkbox"/>	
3	Confirm availability of delivery to Ukraine/inside Ukraine (for goods)	<input type="checkbox"/>	

**TABLE II. SUPPLIER INFORMATION**

<b>A. Company / Organization's Background Information</b>			
1	Legal Name of Company/Organization:		
2	Full address:		
3	E-mail address:		
4	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	<input type="checkbox"/> Corporate/ Limited <input type="checkbox"/> Partnership <input type="checkbox"/> Other (specify):	
8	Goods / Services:		
9	Company/Organization Business Registration Number:	Date of Registration:	
10	Additional company/organization background information: [If applicable, insert not more than 100 words]		



**REQUEST FOR EXPRESSION OF INTEREST**

**TABLE III. SUPPLIER FINANCIAL STATUS**

<b>B. Company / Organization's Financial Status</b>	
<b>Item</b>	<b>Value USD</b>
Gross Turnover 2019	
Gross Turnover 2020	
Gross Turnover 2021	
<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"/>

**TABLE IV. SUPPLIER RELEVANT EXPERIENCE**

List at least 4 contracts in the last two years relevant to the supply of [Insert description of goods and/or services concerned].

<b>C. Company / Organization's Relevant Experience</b>				
<b>Commenced (Month / Year)</b>	<b>Completed (Month / Year)</b>	<b>Type of Contract</b>	<b>Total Value (USD)</b>	<b>Client</b>



## REQUEST FOR EXPRESSION OF INTEREST

List of required attachments :

1. Last two years audited accounts or alternative (balance sheet or other alternative)
2. Company presentation, price-list or other details of goods and services provided
3. Quality certificate, licenses – as applicable

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<b>D. Signatory</b>	
Name of Company/Organization:	
Name of the authorized representative:	Signature:
Title:	Date:

**TABLE V. SIGNATORY & ORGANIZATION STAMP**