

REQUEST FOR EXPRESSION OF INTEREST

22 March 2023

REQUEST FOR EXPRESSION OF INTEREST (EOI) – HQ23NF166 for Cleaning and waste disposal services in Las Palmas

Closing on 3 April 2023 at 09:00am hrs (RomeTime)

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 Las Palmas seeks to purchase cleaning and waste disposal services for their offices and warehouses.
3. The services requirements are the regular cleaning and waste disposal for our offices and warehouses, detailed as per below:
 - ITYPA III - characteristics of the warehouse:
 - a. 1450 indoor sq. m. in the warehouse plus 960 sq. m. distributed in two portable storage units.
 - b. Office area: 200 sq. m.
 - c. It is used to store food, with a monthly average storage of 1000 Mt (bagged grain, flour, oil and food packaged in bags or in boxes, palletized and sitting on the floor or on shelves).
 - ITYPA I - characteristics of the warehouse:
 - d. 6000 indoor sq. m.
 - e. It is used to store food, with a monthly average storage of 8000 Mt (bagged grain, flour, oil, and food packaged in bags or in boxes, palletized and sitting on the floor or on shelves).
 - ITYPA II - characteristics of the warehouse:
 - f. 1200 indoor sq. m.
 - g. It is used to store food, with a monthly average storage of 1200 Mt (bagged grain, flour, oil and food packaged in bags or in boxes, palletized and sitting on the floor or on shelves).
4. WFP invites eligible suppliers to express their interest in providing the requested services for cleaning and waste disposal.

g. 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 cleaning and waste disposal services in our premises. 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 a two-stage procedure in evaluating the proposals, with evaluation of the technical proposal prior any financial proposal. Any bidder shall reach a minimum score of 35% on the technical proposal for each part (company profile, cleaning plan procedures, waste management plan procedures, machinery, materials, products and supplies of the provision of the service, logistics and staff.)
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.

h. How to prepare and submit your Expression of Interest

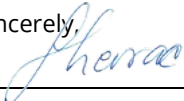
8. In order to participate in the pre-qualification exercise, companies are required to provide the following:

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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 email to 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.

Yours sincerely,



Snjezana LEOVAC
Head, Goods&Services Procurement
The United Nations 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	Company Profile	<input type="checkbox"/>	
2	Cleaning plan procedures	<input type="checkbox"/>	
3	Waste management plan procedures	<input type="checkbox"/>	
4	Machinery, materials, products and supplies for the realization of the service	<input type="checkbox"/>	
5	Logistics and Staff		

TABLE II. SUPPLIER INFORMATION

B. Company / Organization's Background Information			
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]		

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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"/>
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].

D. Company / Organization's 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].

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TABLE V. SIGNATORY & ORGANIZATION STAMP

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