

REQUEST FOR EXPRESSION OF INTEREST

14 June 2023

REQUEST FOR EXPRESSION OF INTEREST (EOI) – EOI/WFP/GAM/2023/01 FOR GOOD, SERVICES AND WORKS

Closing on 30th June 2023 at 12:00pm (GMT)

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 Gambia Country Office seeks to update the shortlists of suppliers and purchase Goods, Services, and works for all the programme units at the WFP Gambia Office.
3. WFP Gambia Office will be updating its vendor list for all the categories listed on Table I.
4. WFP invites all interested and eligible suppliers to express their interest to provide the requested category/categories mentioned below, by filling in the questionnaire here attached.

B. The purpose of this Call for Expression of Interest

5. The purpose of this request for EOI is to identify suppliers with verified technical and financial capacity to supply the Goods, Services as well as Transport/Logistics services. Only qualified suppliers will be shortlisted and will be allowed to participate to the tender processes for each category of Goods and/or Service for which they have been selected.
6. Eligibility to participate in the proposed tender will be determined on the basis of the following:
 - They must have legal personality and legal capacity to enter a contract.
 - They must have a valid business registration number (to be attached)
 - They shall have sufficient financial capacity, annual turnover of at least USD 10,000 (where required, the last two years audited accounts or alternative assessed at WFP’s discretion) to successfully undertake a contract awarded by WFP.
 - The goods or services offered must be of interest to WFP and the supplier must have the necessary professional and technical competence. (The detailed list of Goods/Services as well as the list technical equipment and material must be attached)
 - The supplier must not be on the consolidated UN Security Council Sanctions list and has not performed fraudulent, unethical or illicit acts, as per the WFP Anti-Fraud and Anti-Corruption Policy; and
 - the supplier shall have a minimum of three years’ experience as an established business or, alternatively, must be specifically approved by the Procurement Authority in writing for the procurement action in question. (All evidence and the relevant reference must be attached to the expression of Interest)
7. After the deadline for submission of responses has passed, WFP will evaluate replies and further steps will be undertaken, including onsite visits. WFP will notify eligible participants of the outcome of the evaluation.

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 by the authorized company representative and company stamp.
 - Introductory letter indicating details of goods and services offered by the company (optional)

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9. All supporting documentation listed above shall be prepared in accordance with the instructions provided and submitted to the below address in a sealed envelope clearly marked with "Expression of Interest: Supply of Goods/Services"

World Food Programme
UN House, 5 Kofi Annan Street, Bakau
Cemetery

or

Supply Chain Office Complex
Old Jeshwang, opposite the Christian

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 EOI 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 via CO.Gambia.tenders@wfp.org

Yours sincerely,



Yasuhiro TSUMURA
Representative and Country Director
The Gambia Country Office
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	Yes	Comments
1	Accommodation (Hotels)	<input type="checkbox"/>	
2	Conference & Meetings	<input type="checkbox"/>	
3	Warehouse Equipment's & Supplies	<input type="checkbox"/>	
4	Courier & Mailing services	<input type="checkbox"/>	
5	Institutional Consulting Services	<input type="checkbox"/>	
6	Electrical, Plumbing and Building materials	<input type="checkbox"/>	
7	General Goods and Services	<input type="checkbox"/>	
8	Vehicle Rental Service	<input type="checkbox"/>	
9	Supply of Newspapers	<input type="checkbox"/>	
10	Office Equipment and Supplies	<input type="checkbox"/>	
11	Office Cleaning Services Companies	<input type="checkbox"/>	
12	Tailoring, Clothing and Textile	<input type="checkbox"/>	
13	Engineering & Construction Works	<input type="checkbox"/>	
14	Kitchen & Cooking Utensils	<input type="checkbox"/>	
15	Graphic Design and Printing Services	<input type="checkbox"/>	
16	Photography and Video Products and Services	<input type="checkbox"/>	
17	Local Travel Agencies	<input type="checkbox"/>	
18	Health and Safety Equipment & Services	<input type="checkbox"/>	
19	Food Commodities Producers/Suppliers	<input type="checkbox"/>	
20	Fuel supply	<input type="checkbox"/>	
21	Office Furniture	<input type="checkbox"/>	
22	Supermarket & Grocery Stores	<input type="checkbox"/>	
23	Insurance Companies	<input type="checkbox"/>	
24	IT and Telecommunications Equipment	<input type="checkbox"/>	
25	IT and Telecommunications Services	<input type="checkbox"/>	
26	Internet Service Providers	<input type="checkbox"/>	
27	Media Publication/Advertisement	<input type="checkbox"/>	
28	Vehicle Spares and Repairs	<input type="checkbox"/>	
29	Mineral Water Supply	<input type="checkbox"/>	
30	Event Planning & Decorations	<input type="checkbox"/>	
31	Agricultural Products and Equipment	<input type="checkbox"/>	
32	Vehicles and Motorbikes Supply	<input type="checkbox"/>	
33	Air Conditioners Supply, Repair & Maintenance	<input type="checkbox"/>	
34	Q & Q Inspection Services	<input type="checkbox"/>	
35	Catering Services	<input type="checkbox"/>	
36	Mobile E-Credit Services	<input type="checkbox"/>	

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37	Drugs and Pharmaceuticals	<input type="checkbox"/>	
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B. 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"/>	UNGGM No.	
7	Type of Business	Corporate/Limited	Partnership	Other (specify)
8	Goods / Services:			
9	Company/Organization Business Registration Number:	6	Date of Registration:	
10	Additional company/organization background information: [If applicable, insert not more than 100 words]			

ANNEX 1 - SUPPLIER INFORMATION FORM

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ANNEX 2 - 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"/>

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ANNEX 3 - 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 Financial Status				
Commenced (Month / Year)	Completed (Month / Year)	Type of Contract	Total Value (USD)	Client

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

TABLE V. SIGNATORY & ORGANIZATION STAMP

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

Company/Organization Stamp