

REQUEST FOR EXPRESSION OF INTEREST

8 February 2024

REQUEST FOR EXPRESSION OF INTEREST (EOI) - WFP/LBR/001/01/2024 for Vendor database update

Closing on 02/27/2024 at 11:00 pm hrs 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. WFP Liberia Country Office invites eligible suppliers to express their interest in providing the requested goods and/or services:
 - Electro-mechanical construction firm
 - Air Condition Maintenance & Repair Services
 - Generator Maintenance & Repair and Electrical Services
 - Water Infrastructure Management Services
 - Warehouse Handling Equipment (Forklift, Jack) Maintenance & Repair Services
 - Pest Control Chemicals, Materials & Services (Food, medical and office facilities)
 - Vehicle Workshop (Maintenance & Repairs of Light Vehicle and Trucks)
 - Petroleum Products (Gasoline, Diesel Fuel)
 - Fire Safety Equipment & Installation Services
 - Agricultural Tools, Equipment, Agro-Equipment and Inputs (Provision & Training)
 - Building Materials/Tools
 - Construction Works (Civil Works)
 - Office Furniture/Equipment
 - Office Stationery and Supplies
 - Printing Materials/Services/Graphics and Art Works/Engraving
 - Communication Tower Construction and Maintenance Services
 - Catering Services (Workshop, Meetings & Training)
 - Cleaning Materials & Janitorial Services
 - International Courier Services
 - Local construction of Energy Efficient Stoves
 - Transport Trucking Services
 - Casual Workers /Stevedoring Services
 - Local Food Commodity supplier (Rice, Red Palm Oil, Gari)
 - Customs Clearing & Forwarding Services
 - Empty propylene bags & Empty Cartons (with specified markings)
 - Vehicle rental services
 - ICT Items
 - Drinking Water (Jar and Bottles)
 - Electrical Items and Spare Parts
 - Generators and Spare Parts
 - Electronic Items
 - Recycling Services
 - Quality Inspection Services
 - Wood Works
 - Plastic Products
 - Safety and Security Items (eg. for workers)
 - Vehicle Spare Parts & Tyres
 - Waste Disposal Services (Medical Items /organic & nonorganic)

pk

REQUEST FOR EXPRESSION OF INTEREST

- Household Items (eg. Supermarkets)
- Security Guard Services
- Biometric Access Device Maintenance
- Property Insurance Services

B. The purpose of this EOI

3. The purpose of this request for EOI is to identify suppliers with the 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.
4. Eligibility to participate in the proposed tender will be determined on the basis of experience, proven technical and financial capacity for the areas of preference, and preferred level of engagement.
5. After the deadline for submission of responses has passed, WFP will evaluate the responses received and will notify eligible participants of the outcome of the evaluation.
6. The "Expression of Interest" MUST EXCLUDE THE FINANCE BID which shall be requested at a later stage only from business entities whose "expression of interest" will meet UNWFP requirement". Any EOIs submitted with the "Financial Bid" at this stage shall be considered **"INVALID"**.

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 Requirements
 - Table 2. Supplier Information;
 - Table 3. Supplier Financial Status.
 - Table 4. Supplier Relevant Experience.
 - [List any additional required documents, as applicable];
 - Signatory by the authorized company representative and company stamp.
8. The forms listed above should be obtained from WFP main office by expressing interest via email address: liberiaco.procurement@wfp.org.
9. The forms should be filled, signed, stamped and sent together with copies of all supporting documents sealed in an envelop, addressed, marked as hereunder, before the 16 February 2024 to the address below.
10. All supporting documentation listed above shall be obtained from WFP through this email address: liberiaco.procurement@wfp.org, signed, stamped, and sealed in envelop, addressed, marked as hereunder, and submitted to the address below.

Attention: The Procurement Unit
World Food Programme
One UN House
Pan African Plaza (PAP)
1st Street and Tubman Blvd, Sinkor
Monrovia, Liberia
Expression of interest No WFP/LBR/001/02/2024
"For Provision of....."
(Confidential, Not to be opened by Registry)

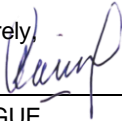
Note: Vendors located out of Liberia should can their documentations to the above e-mail.

11. 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.

REQUEST FOR EXPRESSION OF INTEREST

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

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Aliou', is written over a horizontal line.

08/02/2024

For/Aliou DIONGUE

Representative and Country Director
The United Nations World Food Programme Liberia

ok

REQUEST FOR EXPRESSION OF INTEREST

EOI RESPONSE FORM

TABLE I. WFP REQUIREMENTS

| A. Company / Organization's competencies/ capacities | | | |
|---|---|--------------------------|-----------------|
| | List of WFP requirements/evaluation criteria | Yes | Comments |
| 1 | Cover letter, including a brief on the category of goods and services you can provide | <input type="checkbox"/> | |
| 2 | Certificate of business registration (legal registration) and tax clearance | <input type="checkbox"/> | |
| 3 | Profile of the firm/company | <input type="checkbox"/> | |
| 4 | Indicate the scale of the company's contracts for the last three years | <input type="checkbox"/> | |
| 5 | Business ownership (names of the Directors/Proprietors) | <input type="checkbox"/> | |
| 6 | Letter of recommendation from your banker regarding your financial credibility | <input type="checkbox"/> | |
| 7 | List of main clients including, physical locations, contact persons and telephone/email contacts | <input type="checkbox"/> | |
| 8 | Curriculum vital for Senior Management and Technical Staff; as well as the list of employees of the firm, proof qualifications technical, with their qualification and experience | <input type="checkbox"/> | |
| 9 | Letter of reference from two previous or current clients | <input type="checkbox"/> | |
| 10 | Distribution and location network of the company | <input type="checkbox"/> | |

Note:

- Vendors should provide documents evidencing the above-listed requirements.
- Vendors should have a minimum of 3 years of experience as an established business evidenced by supporting documents.
- Vendors should be able to use WFP web-based tendering system to participate in bidding. WFP does its bidding only through an online tendering system.

4

REQUEST FOR EXPRESSION OF INTEREST

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] | | |

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 | |
| The last two years' audited accounts or alternatives assessed within WFP's discretion are attached to prove the information stated above | <input type="checkbox"/> |

REQUEST FOR EXPRESSION OF INTEREST

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].

TABLE V. SIGNATORY & ORGANIZATION STAMP

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

jk