



REQUEST FOR EXPRESSION OF INTEREST

19th JULY 2024]

Closing date: 9th AUGUST 2024

Introduction:

Within the framework of its annual activities, the Common Procurement Working Group, an entity of the United Nations gathering procurement professionals is organizing a Business Seminar in Nairobi. The workshop is scheduled to be held in October 2024 (actual date to be communicated in due course).

Serving as a unique hub for UN agencies and vendors, the seminar aims not only to foster meaningful connections but also to equip attendees with the exclusive knowledge necessary to engage effectively with the United Nations. By nurturing stronger relationships between potential suppliers and partners, this event is expected to play a crucial role in the procurement process. Furthermore, the seminar will serve as a valuable resource, providing insights into UN procurement protocols, the scale and types of procurement, and strategies for navigating opportunities and obstacles within the UN system.

Objective:

This EOI aims at gathering interest and relevant information from potential participants, establish connections, and ensure that the seminar aligns well with the interests and goals of both the United Nations and the participating businesses or organizations. More specifically, the purpose of this expression of interest is:

1. Identifying vendors who possess the capabilities and expertise relevant to the themes and goals of the Business Seminar.
2. Broadening the pool of qualified vendors interested in engaging with the United Nations and participating in future business opportunities.
3. Identify new vendors who may not have previously engaged with the UN but possess relevant qualifications and capabilities.

Scope of Work:

1. **Vendor Identification:** Interested vendors are invited to submit their profiles outlining their core competencies, experience, and capacity to deliver goods and services in line with UN standards.
2. **Vendor Empowerment:** Selected vendors will be provided with relevant information about customer demand and internal operations to help them make informed decisions. This will also include the involvement of vendors in discussions and decisions related to product design, pricing, and logistics to improve alignment and efficiency.
3. **Collaborative Opportunities:** Vendors will be considered for future business engagements with the UN based on their alignment with procurement needs and their demonstrated commitment to UN principles.

A handwritten signature in blue ink is located in the bottom right corner of the page.

**Eligibility Criteria:**

- Vendors should demonstrate a clear commitment to sustainable practices and corporate social responsibility.
- Proven experience (at least 3 years), demonstrated technical and financial capacity in sectors relevant to UN procurement needs as below:
 1. ICT/IT
 2. Food and Nutrition supplies including inspection companies
 3. Pharmaceutical and medical supplies
 4. Construction
 5. Agriculture
 6. Water and sanitation

Submission Guidelines:

1. To participate in the Expression of Interest, companies must access the Questionnaire via UNGM (United Nations Global marketplace)
2. This questionnaire must be rigorously completed, and all supporting documents must be tied up if applicable.
3. Please include in your submission:
 - Company profile highlighting core competencies and past performance.
 - Brief statement outlining the vendor's alignment with UN values.
 - Contact details and a designated focal point for further correspondence.
4. Incomplete or unsigned submissions will not be considered. All answers and supporting documents received will be treated as strictly confidential and will not be made available to the public.
5. This EOI does not constitute a solicitation. We reserve the right to modify or cancel the process or any of the requirements thereof. All these actions will be communicated to the participants.

Evaluation Process: Submissions will be evaluated based on alignment with the eligibility criteria, capacity to deliver, and potential for collaboration in UN initiatives. Shortlisted vendors might be invited to participate in the seminar.

Up to 2 slots will be allocated for in-person attendance should your company be selected to participate in the UN Business Seminar.

A handwritten signature in blue ink, located in the bottom right corner of the page.

**Timeline:**

- EOI Submission Deadline: 9th AUGUST 2024
- Evaluation and Shortlisting: 30TH AUGUST 2024
- Notification to Shortlisted Vendors: 13th SEPTEMBER 2024

We look forward to receiving your expression of interest and partnering with vendors who share our commitment to advancing the UN's mission and values.

Sincerely,

Name: Daniella NKAMICANIYE,

Position: Senior Regional Procurement Officer

Regional Bureau for Eastern Africa

United Nations World Food Programme

Sign and Date:  18.07.2024