



**World Food  
Programme**

**Programme  
Alimentaire  
Mondial**

**Programa  
Mundial de  
Alimentos**

**برنامج الأغذية  
العالمي**

**REQUEST FOR EXPRESSION OF INTEREST (EOI):  
PROVISION OF CAR HIRE SERVICES IN SOMALIA**

Date of this EOI:

**28<sup>th</sup> March, 2017**

Closing Date for Receipt of EOI:

**7<sup>th</sup> April, 2017**

Reference No:

**EOI/SOM-10/2017**

Address EOI to the Attention of:

**Procurement Officer, WFP**

Email:

**Somalia.Procurement@wfp.org**

**I. DESCRIPTION OF REQUIREMENTS**

UN WFP Somalia, has it's Liaison Offices in Nairobi and is currently operational in Somaliland, Puntland, Central, Benadir and South regions of Somalia with it's Country Office in Mogadishu and Area Offices established in Hargeisa, Bossaso, Galkayo, Mogadishu and Dollow.

It is anticipated that the Procurement Services of the United Nations World Food Programme, Somalia (UNWFP) will be issuing a tender for provision of Car Hire services in Mogadishu, Dollow, Bossaso, Garowe, Galkayo, Hargeisa & Berbera.

UNWFP Somalia hereby seeks to pre-qualify car owners/companies with the ability to provide 4 Wheel Drive vehicles and 14 seater minibuses for hire by WFP. The company should have experience and capacity to provide these services. The vehicles must be duly registered with the relevant authorities.

Reputable Companies are encouraged to fill in the attached supplier registration form which can also be requested by e-mail from [Somalia.Procurement@wfp.org](mailto:Somalia.Procurement@wfp.org) or obtained from WFP Area Offices in Bossaso, Galkayo, Mogadishu, Dollow and Hargeisa or at the Liaison Office, on UN Crescent, Off UN Avenue, Gigiri Nairobi. Eligible Service Providers, who meet all of the pre-qualification criteria in this EOI, may be invited to the Request for Proposal (RFP). The invitation will be open to any company who are able to carry provide the services described above.

**No Commitment:** This EOI does not contain a contractual offer of any kind. Any Proposal submitted will be regarded solely as a Proposal and not as an acceptance by the Proposer to any offer made by WFP. No contractual relationship will exist except pursuant to an AGREEMENT signed by WFP and the selected Proposer(s) after the Tender Solicitation process. This EOI does not commit WFP to consider any Proposal or award a contract

Terms of Reference and more details of requirements will be sent to the qualified prospective bidders who will have expressed their interest in the submission of bids.

**II. SPECIFIC INFORMATION**

**Prerequisites for eligibility are as follows:**

All companies are required to complete the **Supplier registration form & bidder capacity questionnaire** and submit it along with the following documents;

18

1. Documentation showing that your company has been in existence for the last 3 years or more,
2. Financial capability – three years audited accounts
3. Legal capacity – certificate of incorporation/registration
4. Past performance – copies of 3 recent Purchase orders of contracts from your clients for supply of goods similar to that described in this expression of interest
5. Company profile illustrating: structure and history of company; presence and experience in Somalia.

**For Registered Vendors:**

- a. Vendors already registered must ensure that the information and documentation (e.g., financial statements, address, contact name, etc.) provided in connection with their registration are up to date.
- b. Your company (both parent and/or subsidiaries, if applicable) is not currently removed, invalidated or suspended by the UN Headquarters, field missions or other UN organizations (including the World Bank) and is not under investigation by a government or UN Member State.
- c. Your company (both parent and/or subsidiaries, if applicable) is not on, or associated with a company or individual on the 1267 List and 1844 List.
- d. You have no outstanding bankruptcy, judgment or pending legal action that could impair operating as a *going concern*.
- e. Your subsidiaries, agents, intermediaries and principals agree to cooperate with the United Nations Office of Internal Oversight Service during any investigative processes undertaken by them, either before during or after execution of a contract, including providing all required documents, company records, access to employees, officers and staff, as well as financial information.
- f. A copy of the Potential Bidder's Company Profile and organizational structure denoting prior experience in this field.

**For companies not yet registered with WFP**

You are still invited to participate in this EOI considering all the conditions above except please note that in order to be eligible for UN registration, your company must provide the following before the award of the contract in case your bid is competitive:

- a. A comprehensive list of services that can be provided by your company.
- b. A list of names and addresses of agents and subcontractors that may be used in the performance of any resulting contract.
- c. A list of all senior management staff that will be responsible for executing any resulting contract, including their professional experience, level of training and skills, and current managerial responsibilities and financial authorities.
- d. A complete set of Financial Statements for the Past 3 years: Audited Accounts i.e. Balance Sheet, Income Statement, etc
- e. Duly completed WFP Supplier Registration Form attached to be sent to the above email addresses.

**IMPORTANT NOTICE:** Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.