

REQUEST FOR EXPRESSION OF INTEREST

18 October 2019

HQ19NF549-EOI – Provision of Visa Courier Services

A. Background

1. The World Food Programme (WFP) is the world's largest humanitarian agency fighting hunger worldwide, delivering food assistance in emergencies and working with communities to improve nutrition and build resilience. Each year, WFP assists some 80 million people in around 80 countries.
2. The WFP Administration office seeks to procure Visa Courier Services.
3. Said services will consist of pick-up and delivery services of Visa envelopes from the Italian Ministry of Foreign Affairs to WFP for the latter's staff.
4. WFP invites eligible suppliers to express their interest in providing the required services.

B. 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 Visa Courier services. 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 experience in the relevant services.
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.

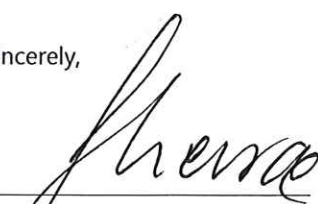
C. How to prepare and submit your Expression of Interest

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);
 - Signatory.
9. All supporting documentation listed above shall be prepared in accordance with the instructions provided and sent to WFP Procurement by email to HQ.tenders@wfp.org. The deadline for response to this request for EOI:

Friday, 25 October 2019, 16:00 hrs (Rome Time, Italy)

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.

Sincerely,



Snjezana Leovac
OIC Chief, Procurement
World Food Programme

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EOI No. HQ19NF549-EOI

ANNEX 1. SUPPLIER INFORMATION FORM.

| A. Company / Organization's competencies/ capacities | | | |
|---|--|--------------------------|-----------------|
| | List of WFP requirements/evaluation criteria | Yes | Comments |
| 1 | Ability to provide pick-up and delivery services of Visa envelopes from the Italian Ministry of Foreign Affairs to WFP HQ premises (Parco de Medici) upon request. | <input type="checkbox"/> | |
| 2 | Ability to transport large sum of sensitive documents in a secure manner. | <input type="checkbox"/> | |
| 3 | Experience in Visa and/or auxiliary document services. | <input type="checkbox"/> | |

| 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"/> | UNGM No. |
| 7 | Type of Business | Corporate/Limited | Partnership <input type="checkbox"/> Other (specify) <input type="checkbox"/> |
| 8 | Goods / Services: | | |
| 9 | Company/Organization Business Registration Number: | 6 | Date of the Company Registration as a legal entity: |
| 10 | The Company/ Business Registration Certificate is attached to prove the information stated above <input type="checkbox"/> | | |
| 11 | Additional company/organization background information: [If applicable, insert not more than 100 words] | | |