

REQUEST FOR EXPRESSION OF INTEREST

19 January 2022

REQUEST FOR EXPRESSION OF INTEREST (EOI) – IQ22NF005 for Doing Business with UN-WFP Iraq

Closing on 26/01/2022 at 14:00 hrs (Baghdad/Iraq Time)

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 Iraq country office is seeking for a pre-qualified vendors with expertise in goods and services such as but not limited to:
 - **Stationery**
 - **Office Furniture and Office Accessories**
 - **Electrical Items and Equipment's**
 - **Vocational and lab equipment**
 - **Safety and Security Items, i.e. Personal Protection Equipment, First aid kits, Extinguishers,**
 - **IT items such as laptops, Projectors, etc**
 - **Power equipment, as solar panels, generators, etc**
 - **Transportation, Custom Clearance and Logistics Services**
 - **Internet Services**
 - **Vehicle maintenance and accessories**
 - **Office Consumables and Hygiene Items**
 - **Third Party Monitoring Services (M&E)**
 - **Financial Services such as MMT, E-Voucher and Hawala Services**
 - **Virtual reality services**
 - **Construction and renovation services**
 - **Personal protective items for Covid-19 such as Masks, Gloves, etc.**
 - **Multimedia services such as producing, intimations, designing, videography and photography, TV/Radio broadcasting.**
 - **Consultancy Services, targeting, blueprint and roadmap**
 - **Consultancy Services, IT solutions and software development**
 - **Consultancy Services, sustainable energy solutions**
 - **Consultancy Services and Trainings**
 - **Food packs**
3. WFP invites eligible suppliers to express their interest in providing the requested kinds of goods and services.

B. The purpose of this EOI

4. The purpose of this request for EOI is to identify suppliers with verified technical and financial capacity to provide the goods or perform the services required. Eligible suppliers will be shortlisted in WFP Iraq Vendor Database for an invite to participate in the future bidding processes.
5. Eligibility to participate in the proposed tender will be determined on the basis of:
 - The vendor should be legally registered.
 - The vendor has a minimum of three years' experience as an established business

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- The vendor should have previous experiences, References and recommendation.
- Service Provider should have the financial capacity to perform the services
- Acceptance of WFP Payment Method
- Acceptance of UN General Terms and Conditions for Services.

6. 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

7. In order to participate in the pre-qualification exercise, companies are required to provide the following:

A. 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.
- Signatory by the authorized company representative and company stamp.

B. The filled EOI Cover Note, which includes all supporting documents mentioned

8. All supporting documentation listed above shall be prepared in accordance with the instructions provided and sent by email to **Iraq.procurement@WFP.ORG** Please insert the subject line as following **IQ22NF005 - Insert Company Name**
9. 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.
10. 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.
11. Should you have any questions please do not hesitate to contact us at **Iraq.procurement@WFP.ORG** with writing Ref# **IQ22NF005** in the subject line.

Yours sincerely,



Ally-Raza QURESHI
Country Director and Representative
Iraq/Country Office
The United Nations World Food Programme

- Please note that WFP Server is automatically rejecting any email size more than 8 MB , if your document size is bigger , please be guided as per below
 - You can send your response in multiple email however please highlight in the body of the email as Email 01 of XX , Email 02 of xx and so on.
 - You can send them as a link however, please highlight in the body of the email the list of attachments i.e. the list of attachments are : 1- registration certificate 2- balance sheet 3- xx 4- xx and so on

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EOI RESPONSE FORM

TABLE I. WFP REQUIREMENTS

A. Company / Organization's competencies/ capacities			
	List of WFP requirements/evaluation criteria	Insert Yes or No	Comments
1	Is your company registered in Iraq?		Please provide the company documents
2	Do you have a minimum three years' experience as an established business?		Please provide the company documents
3	Do you have previous experience in the required services as described in the point 2.1 in this EOI.		Please provide a complete document
4	Do you have previous references or recommendation in the required services as described in the point 2.1 in this EOI.		Please provide a complete document
5	Do you accept WFP payment method of transfer through bank to vendor account*? advance payment is not acceptable. * The name of vendor bank account should match the vendor's legal name		
6	Do you Accept UN General Terms and Conditions the attached		
7	Can you provide your supplies/services to WFP Office inside International Zone (Green Zone) in Baghdad? Do you have the necessary approvals?		

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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 ☐ No ☐	UNGM No.
7	Type of Business	☐ Corporate/ Limited ☐ Partnership ☐ 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]		

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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	☐
USD 30,000 – 100,000	☐
USD 100,000 – 500,000	☐
above USD 500,000	☐
Maximum "Bank Guarantee" amount available to the Company/Organization	
Last three years audited accounts or alternative assessed within WFP's discretion are attached to prove the information stated above	☐

TABLE IV. SUPPLIER RELEVANT EXPERIENCE

List at least 4 contracts in the last two years relevant to your business type

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: