

REQUEST FOR EXPRESSION OF INTEREST

16 August 2022

REQUEST FOR EXPRESSION OF INTEREST (EOI) IQ22NF040 for Multilingual Translation and Simultaneous Interpretation services

Closing date on 24.08.2022 at 16:00 hrs PM (Baghdad Time Zone)

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 seeks to purchase Multilingual Translation and simultaneous Interpretation services for covering its activities.
3. The purpose behind the subjected service is to assess the market for reliable companies with very good experience in **Multilingual Translation and Simultaneous Interpretation services e.g (English to Arabic & vice-versa, English to Kurdish & vice-versa, and Arabic to Kurdish & vice-versa)** to establish a long-term agreement (LTA) for covering WFP activities, events, workshops, and document translation with a total amount not exceeding \$ 80,000 per annual.
4. WFP invites eligible suppliers to express their interest in providing the requested 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 perform the service required. 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:
 - 6.1. The company must be legally registered in the country.
 - 6.2. The translators must have a sworn translation certificate (certificates will be requested).
 - 6.3. The interpreters must be translation department graduates (CVs will be requested).
 - 6.4. The vendor must have at least 5 years of experience in Multilingual Translation and Simultaneous Interpretation services with proofs.
 - 6.5. The vendor must provide at least 3 references from the parties that already contracted with.
 - 6.6. Service Providers should have the financial capacity to perform the required services at least 2 annual turnover reports must be provided.
 - 6.7. Acceptance of WFP Payment Method - Acceptance of UN General Terms and Conditions for Services.

Please be advised of the below:

- 1. If your company have not all the requirements above it will not be excluded during the tendering process.**
- 2. If your company provides only documental translation or interpreting services, it will not be excluded.**

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

1. 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.



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- List any additional required documents, as applicable.
 - Signatory by the authorized company representative and company stamp.
2. **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 IQ22NF040 - Insert Company Name.**
 3. 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.
 4. 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.
 5. Should you have any questions please do not hesitate to contact us at Iraq.procurement@WFP.ORG with writing Ref# IQ22NF040 in the subject line.
 6. 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
 7. 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.
 8. 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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Ally Raza Qureshi', is written over a horizontal line.

Ally Raza Qureshi
WFP Iraq Country Director and Representative
The United Nations World Food Programme



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EOI RESPONSE FORM

TABLE I. WFP REQUIREMENTS

A. Company / Organization’s competencies/ capacities			
	List of WFP requirements/evaluation criteria	Yes Or No	Comments
1	The company must be legally registered in the country.		If Yes, Please provide Supporting Document
2	The translators must have a sworn translation certificate (certificates will be requested).		If Yes, Please provide Supporting Document
3	The interpreters must be translation department graduates (CVs will be requested).		If Yes, Please provide Supporting Document
4	The vendor must have at least 5 years of experience in Multilingual Translation and Simultaneous Interpretation services with proofs.		If Yes, Please provide Supporting Document
5	The vendor must provide at least 3 references from the parties that already contracted with.		If Yes, Please provide Supporting Document
6	Service Providers should have the financial capacity to perform the required services at least 2 annual turnover reports must be provided.		If Yes, Please provide Supporting Document
7	Acceptance of WFP Payment Method - Acceptance of UN General Terms and Conditions for Services.		If Yes, please sign/stamp attached UNGM



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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 <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]		



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TABLE III. SUPPLIER FINANCIAL STATUS

C. Company / Organization’s Financial Status	
Item	Value USD
Gross Turnover 2019	
Gross Turnover 2020	
Gross Turnover 2021`	
<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	
Last two years audited accounts or alternative assessed within WFP’s discretion are attached to prove the information stated above	
	<input type="checkbox"/>

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: