



REQUEST FOR EXPRESSION OF INTEREST (EOI)

Ref. No. SS2021.00345.EOI

01st, Dec 2021

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 Country Office in the Republic of South Sudan seeks to register eligible companies interested in provision of the following goods and services for WFP in South Sudan.

B. The purpose of this EOI

3. The purpose of this request for EOI is to identify suppliers with verified technical and financial capacity to provide any of the goods and services to be added to WFP's roster of suppliers. Eligible suppliers shall be invited to participate in competitive bidding process whenever there is requirement.

C. Categories

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| SS2021.00345.EOI.1 | provision of videography and video editing services |
| SS2021.00345.EOI.2. | Provision of photography and framing services |
| SS2021.00345.EOI.3 | Supply of furniture |
| SS2021.00345.EOI.4 | Provision of air conditioning units |
| SS2021.00345.EOI.5 | Supply of safety and security materials (inspection and maintenance/servicing of fire extinguishers) |

Eligibility

4. Eligibility to participate in the registration will be determined by proof of legal capacity of the supplier in South Sudan or country of domicile, financial capacity proven by most recent two years' Audited Financial Statement, positive references from recent clients & minimum three (03) years' experience, and the company or its shareholders must not be under any sanctions, including United Nations Security Council.
5. After the deadline for submission, WFP shall evaluate proposals received and notify eligible participants of the outcome of the evaluation.

D. How to prepare and submit your Expression of Interest

6. In order to participate in the pre-qualification exercise, companies are required to read the WFP Terms of Reference (T.O.R) and complete the WFP corporate supplier registration forms which can be requested by sending an email to JUBA.VENDREG@WFP.ORG with "**REQUEST FOR EOI DOCUMENTS REF NO. SS2021.00345.EOI**" appearing in the subject line of the email.
7. Submission shall be in sealed envelope addressed to WFP Procurement, WFP Country Office located at Jebel Area, Rock City Road, Juba with RefNo. SS2021.00345. Submissions must include: -
 - a. A cover letter expressing your company's interest
 - b. Duly completed, signed & stamped WFP corporate forms (**Must be requested from juba procurement through juba.vendreg@wfp.org**). **Request for WFP forms close on 20th December 2021 at 10am Juba time.** Vendors who obtained these forms without requesting for them through the above email will automatically be disqualified
 - c. Copy of valid certificate of incorporation



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- d. Copy of Articles & Memorandum of Association
 - e. Copy of valid Operation Licence
 - f. Copy of valid Chamber of Commerce membership certificate
 - g. Copy of Tax Identification Certificate
 - h. Copy of valid Tax Clearance Certificate of South Sudan National Revenue Authority
 - i. Three (03) references, most recent clients (UN, NGOs, Government, private sector)
 - j. Copy of 2 years' (most recent) Audited Financial Statements
8. Your company representative must wear face mask and visit during official working hours (8:30 a.m. to 5:00 p.m. on Monday to Thursday & 8:30a.m. to 2:30 p.m. on Fridays). For accountability purpose, all applicants **MUST** register & sign in the Register for submission of the EOI at the WFP Security at the Main Entrance.
9. The deadline for response to this request for EOI is **02nd, Jan 2022, 2:30 p.m. Juba Time (GMT +2:00)**
10. WFP will not consider incomplete or unsigned/unstamped 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. All applications documents must be submitted either through email :Juba.vendreg@wfp.org or physically be handed over at the reception, WFP Jebel Kujur office from 9am to 4:30pm
13. Should you have any questions please do not hesitate to contact us at juba.vendreg@wfp.org

Sincerely,

A handwritten signature in black ink, appearing to read 'Matthew Hollingworth', is written over a horizontal line.

Matthew HOLLINGWORTH
Representative and Country Director
United Nations World Food Programme (WFP) South Sudan