



REQUEST FOR EXPRESSION OF INTEREST – SS2024.00023

EOI REF: SS2024.00023

30th January 2024

EOI FOR PROVISION OF AUCTION SERVICES FOR THE DISPOSAL OF ASSETS THROUGH AUCTION FOR THE WORLD FOOD PROGRAMME, SOUTH SUDAN

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 unit seeks to establish a qualified and competent auction company (“AUCTIONEER”) to provide disposal services for WFP property through sale in the various part of the country.
3. The auctioneer will be required to sell a wide range of World Food Programme owned assets and equipment to the highest responsible bidder by conducting auctions in Juba and selected field offices.
4. WFP invites eligible suppliers to express their interest in providing the auction services for the disposal of WFP assets in the various locations in South Sudan.

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 auction services for the disposal of assets through auction. Eligible service providers 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 the requirements in the below table:

| SN | Requirements | Status |
|----|--|-----------|
| 1 | WFP General Terms and Conditions | Mandatory |
| 2 | WFP Supplier registration form | Mandatory |
| 3 | Valid certificate of Incorporation | Mandatory |
| 4 | Valid Tax Clearance (validity must be more than 2 months from the time of application) | Mandatory |
| 5 | Tax identification certificate | Mandatory |
| 6 | Valid operation license | Mandatory |
| 7 | Valid Membership certificate – Chamber of commerce | Mandatory |
| 8 | Memorandum and article of association (First and last page) | Mandatory |
| 9 | Audited Financial statement for the last two years | Mandatory |
| 10 | Valid import and export license | Mandatory |
| 11 | Company Profile | Mandatory |
| 12 | Two reference letters from the previous client indicating similar auction service | Mandatory |

7. WFP corporate forms can be requested via email (juba.vendreg@wfp.org) and the deadline for the request for corporate forms is **13th February 2024 at 12:00 Juba Time**.
8. 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

9. In order to participate in the pre-qualification exercise, and in addition to the exclusive criteria in article six, companies are required to provide the following:

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- EOI Response Form;
 - Supplier Background Check Form (Annex 1);
 - Supplier Financial Status Form (Annex 2);
 - Past Experience Form (Annex 3);
 - Signatory.
10. All supporting documentation listed above shall be prepared in accordance with the instructions provided and submitted in **hard copies at WFP Jebel Kujur compound in the EOI box during working hours (08:30am to 4:30pm)**. The deadline for response to this request for EOI:
- 19th February 2024, 12:00 hrs Juba Time**
11. 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.
12. 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.
13. Should you have any questions please do not hesitate to contact us at (juba.vendreg@wfp.org)

Sincerely,



Makena Walker

Acting Representative and country director
World Food Programme, South Sudan.



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| A. Company / Organization’s competencies/ capacities | | | |
|---|---|--------------------------|-----------------|
| | List of WFP requirements/evaluation criteria | Yes | Comments |
| 1 | [Insert requirement] | <input type="checkbox"/> | |
| 2 | [Insert requirement] | <input type="checkbox"/> | |
| 3 | [Insert requirement] | <input type="checkbox"/> | |
| etc | [Insert requirement] | <input type="checkbox"/> | |

ANNEX 1. SUPPLIER INFORMATION FORM.

| 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 Other (specify) |
| 8 | Goods / Services: | | |
| 9 | Company/Organization Business Registration Number: | 6 | Date of Registration: |
| 10 | Additional company/organization background information: [If applicable, insert not more than 100 words] | | |

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ANNEX 2. 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 | <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"/> |

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ANNEX 3. SUPPLIER RELEVANT EXPERIENCE

List at least 4 contracts in the last two years relevant to the provision of AUCTION SERVICES

| D. Company / Organization's Financial Status | | | | |
|---|-------------------------------------|-------------------------|------------------------------|---------------|
| Commenced (Month / Year) | Completed (Month / Year) | Type of Contract | Total Value (USD) | Client |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Provide CVs of senior staff (no more than three) [if applicable].

| E. Signatory | |
|-------------------------------|--------|
| Name of Company/Organization: | |
| Name: | Title: |
| Signature: | Date: |

Company/Organization Stamp

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