



## INVITATION FOR EXPRESSION OF INTEREST

### DESCRIPTION:

**Provision of Manpower Services to support WFP South Sudan Logistics and Fleet operations**

### CLOSING DATE FOR SUBMISSION OF EOIs:

Wednesday 15th February 2023 16:00 Hours.

### REFERENCE: EOI-SSCO-LOG-2023-01

The United Nations World Food Programme in South Sudan (WFP South Sudan) invites qualified companies to submit their Expression of Interest (EOI) for the Provision of Manpower Services to support WFP South Sudan Logistics and Fleet operations. WFP South Sudan intends to conclude a contract for one-year renewable, commencing from July 2023. An estimated total cost of services provided within the year would be more than 10 million USD. However, WFP does not guarantee that the mentioned volume will be channeled through a service provider(s), during the term of contract.

## 1. PROVISION OF MANPOWER SERVICES

### 1.1. Objective

This invitation for expression of interest aims to identify qualified local and international Companies to provide Manpower (national & international) Services to support WFP South Sudan Logistics and Fleet operations. The shortlisted companies will be invited to participate in a bidding process to provide the above-mentioned services. Based on the results of the competitive bidding process, WFP will conclude a contract with one or more Companies for the provision of named services.

### 1.2. Brief summary of services to be provided.

- Provide Manpower Services through the recruitment of qualified personnel (national and international) for WFP South Sudan Logistics and Fleet operations. The manpower shall be assigned to WFP South Sudan logistics hubs in Wau, Rumbek, Bor, Wunrok, Malakal, Maban, Bentiu, Aweil, Juba and other locations as deemed necessary by Logistics operations. The current staffing level is about 380 outsourced staff that includes drivers, support staff (data clerks, traffic monitors, storekeepers etc.), workshop staff (Mechanics, assistant mechanics etc.), engineers (civil/hydrology), air drop zone coordinators, convoy leaders and project managers.
- Administering relevant contracts and entitlements.

### 1.3. Participants and Eligibility criteria.

This Invitation for Expression of Interest is announced for local, regional and international qualified companies, legally registered in South Sudan. The Companies must have their (representative) offices in South Sudan and able to render the services in country as per the rules and regulations of the country.

### The main evaluation (shortlisting) criteria are as follows:

Description	Benchmark
Relevant experience	Minimum 2 years in provision of Manpower Services supported by reference letters from previous clients
Valid registration documents	The Companies should be duly registered in South Sudan and should possess all relevant documents enabling them to provide the services
Company structure and organization	Provide company profile with organigram CVs of key staff members (Management, Finance, HR, Contract focal point)
Financial Status	Provide financial statement of the company and Certified audit reports.
References	At least 3 reference letters to be submitted

### 1.4. Process

WFP seeks to shortlist companies/organizations with demonstrable technical and financial capabilities, which will be invited to participate in bidding process.

After the deadline, WFP will evaluate all submitted EOIs, and only successful participants will be notified by email of the outcome of the evaluation.

## 2. SUBMISSION OF EOI

All documents should be presented in English and presented in an orderly manner as per the guidelines below.

### 2.1. Documents to be submitted.

The expression of interest must include the following documentation:

- Brief Company profile (5-10 pages);
- Copies of registration documents;
- Company organogram and the list of personnel with description of their qualification and work experience;
- Letters of reference from at least three (3) clients;
- Latest Financial statement of the company and recent Audit report;
- List of any quality assurance certificates held by the company;
- Filled registration Form (Interested company should request for the form by sending an email to southsudan.logisticscontracting@wfp.org with subject "Request for Registration Form", no later than **Wednesday 8th February 2023**).

The above documentation will be used as pre-qualification criteria to invite potential service providers to participate in the subsequent bidding process.

### 2.2. Closing date of submission and Contact Details

The EOI and all supplementary documentation must be submitted in a sealed envelope and deposited at the designated box at WFP South Sudan Office in Juba at the following address: WFP Compound, Jebel Kujur, Juba, OR sent via email at the following email address: **southsudan.logisticscontracting@wfp.org** no later than **Wednesday 15th February 2023, 16:00 hours (local time)**.

The cover of the envelope should contain: EOI Reference Number and Company Name  
E-mail applications should clearly state the EOI Reference Number in the Subject Line of the e-mail. All EOI should be duly signed and stamped.

All requests for clarifications should be sent to the following email address **southsudan.logisticscontracting@wfp.org**

### Further information

This EOI does not entail any commitment on the part of WFP, either financial or otherwise.