

REQUEST FOR EXPRESSION OF INTEREST

YEM25EOI02

August 17, 2025

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 Goods and Services Procurement Unit seeks to update the existing vendor list, identify new suppliers of goods and services in Yemen, and therefore invites interested suppliers to express their interest to be included in the procurement roster.

The Purpose of this EOI

1. The United Nations World Food Programme (WFP) Office in Yemen is updating its roster of ICT Service Providers and hereby requests Expressions of Interest (EOI) from service providers operating in Yemen.
2. Interested service providers who meet the minimum requirements for registration listed below must submit their EOI to the email address yemen.expressionofinterest@wfp.org to receive the Supplier Registration Form.
3. After the deadline for submission of responses, WFP will evaluate the received submissions and will notify eligible participants of their acceptance into the roster.

EOI for Service Providers Operating in Yemen

Goods and Services:

- ICT equipment and related products.

How to Prepare and Submit your Expression of Interest

To participate in the pre-qualification exercise, companies are required to provide the following:

- EOI Response Form.
- Annex 1 – Supplier Background Check Form.
- Annex 2 – Supplier Financial Status Form.
- Annex 3 – Past Experience Form.
- Signatory.

The following documents are enclosed with this request for EOI:

- WFP Registration Form (attached with the EOI).
- WFP Questionnaire Form (attached with the EOI).
- Declaration of Honour Form (attached with the EOI).
- Anti-Fraud and Anti-Corruption Clause (attached with the EOI).
- WFP Registration Form (attached with the EOI).
- WFP Questionnaire Form (attached with the EOI).
- Declaration of Honour Form (attached with the EOI).



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- Anti-Fraud and Anti-Corruption Clause (attached with the EOI).
- Valid Commercial Certificate translated into English.
- Valid Tax card translated into English.
- Valid Work permit translated into English.
- Portfolio and Previous Work. To be attached.
- Bank Certificate (that the supplier has a valid Bank account number and is financially dependable).

MINIMUM REQUIREMENTS FOR REGISTRATION:

Suppliers must meet all the following criteria:

1. Delivery Capability

- a) Ability to deliver to all WFP Area Offices (AOs) and Field Offices (FOs) across Yemen (North and South).
- b) Proven emergency delivery capabilities.
- c) Clearly defined delivery lead times with a demonstrated record of on-time deliveries.
- d) Access to warehousing, transportation resources, or an established in-country delivery network.

2. Product Capability

- a) Ability to supply a wide range of IT and Telecom equipment, including but not limited to:
- b) Laptops, desktops, monitors, printers, scanners, and networking devices (routers, switches, access points).
- c) Original toners and consumables from recognized international brands (e.g., HP, Canon, Xerox).
- d) Accessories and related peripherals.
- e) Products must be brand new, genuine, and compliant with international quality standards.
- f) Minimum of two (2) years proven experience in supplying IT and Telecom equipment to international organizations, NGOs, or government institutions, supported by evaluation/recommendation letters.
- g) Capability to provide product warranties, adhere to return/replacement policies, and offer installation, testing, and after-sales technical support.
- h) Access to qualified and certified IT engineers or technical staff (CVs of at least one key technical staff member must be submitted).

3. Legal & Financial Requirements:

- a) Holds a valid commercial registration and is registered with the Chamber of Commerce.
- b) Has the financial capacity to meet procurement and delivery requirements.

A. How to Prepare and Submit your Expression of Interest

Interested suppliers should prepare the following documents:

- a) Company Profile, including contact details and areas of specialization.
- b) Copy of valid Commercial Registration and Chamber of Commerce certificate.
- c) List of similar contracts performed in the last two years (with reference letters where available).



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- d) List of main clients (especially international organizations, NGOs, and government entities).
- e) Technical and financial capability statements, including delivery lead times.
- f) CV(s) of key technical personnel.
- g) Copies of product certifications or quality standards (if applicable).

All documents must be submitted by email only to:

 yemen.expressionofinterest@wfp.org

Deadline for submission: **17 September 2025, 16:00 hrs (Yemen Time)**

Important Notes:

- a) 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.
- b) All submissions will be treated as strictly confidential.
- c) This Request for EOI does not constitute a solicitation or a commitment to purchase.
- d) 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.
- e) Only shortlisted suppliers will be contacted for the next stage of the procurement process

Should you have any questions please do not hesitate to contact us at yemen.expressionofinterest@wfp.org.

Sincerely,

Representative and Country Director

Siemon HOLLEMA

17.08.2025

World Food Programme



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EOI Response Form No. YEM25EOI02

| A. Company / Organization's competencies/ capacities | | | |
|--|--|--------------------------|----------|
| | List of WFP requirements/evaluation criteria | Yes | Comments |
| 1 | Company Profile | <input type="checkbox"/> | |
| 2 | Annual Financial Report (last three years prepared by a certified auditor) | <input type="checkbox"/> | |
| 3 | Company Registration Certificate | <input type="checkbox"/> | |
| 4 | Foundation Establishment Decree | <input type="checkbox"/> | |
| 5 | Valid trading registration | <input type="checkbox"/> | |
| 6 | Valid Tax Card | <input type="checkbox"/> | |
| 7 | WFP Registration Form (attached with the EOI) | <input type="checkbox"/> | |
| 8 | WFP Questionnaire Form (attached with the EOI) | <input type="checkbox"/> | |
| 9 | Declaration of Honour Form (attached with the EOI) | <input type="checkbox"/> | |
| 10 | Anti-Fraud and Anti-Corruption Clause Form (attached with the EOI) | <input type="checkbox"/> | |



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ANNEX 1. SUPPLIER INFORMATION FORM

| A. 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"/> | UNG M 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

| B. 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 three 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 supply of [ICT]

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

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

Provide CVs of senior staff (no more than three).

Company/Organization Stamp

