

REQUEST FOR EXPRESSION OF INTEREST

YEM25EOI04

18,11, 2025

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

B. The Purpose of this EOI

3. The United Nations World Food Programme (WFP) Office in Yemen is updating and upgrading its Roster of the Service Providers and hereby requests Expression of Interests from Service Providers operating in Yemen.
4. Interested Service Providers who meet below minimum requirements for registration must submit the Expression of Interest to e-mail: yemen.expressionofinterest@wfp.org to receive the Supplier's Registration Form.
5. After the deadline for submission of responses, WFP will evaluate responses received and will notify eligible participants of their acceptance in the roster.

C. EOI for Service Providers Operating in Yemen

Goods and Services:

- ✓ Air Conditioning
- ✓ Appliances Equipment
- ✓ Car Rental
- ✓ Catering Services
- ✓ Cleaning Material
- ✓ Courier Services
- ✓ Electrical Material
- ✓ Empty Bags
- ✓ Engineering Consultancy Services
- ✓ Fuel Suppliers
- ✓ Fuel Tanks, Pumps Accessories
- ✓ Furniture & Carpet
- ✓ General Trading
- ✓ Generators & Spare Parts
- ✓ Medical Equipment
- ✓ Staff uniform and shoes
- ✓ Mobile Smart Devices
- ✓ Oil & Lubricants
- ✓ Photocopier & Camera/Accessories
- ✓ Prefabs

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- ✓ Safety Equipment
- ✓ Security Services
- ✓ Solar System
- ✓ Sports Equipment
- ✓ Stationary
- ✓ Sunshades
- ✓ Tools
- ✓ Vehicle Batteries
- ✓ Vehicle maintenance, spare parts and Tires,

D. How to Prepare and Submit your Expression of Interest

6. In order 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).
- 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).
- Annual Audited Financial Report (last two years prepared by a certified auditor)

MINIMUM REQUIREMENTS FOR REGISTRATION:

Suppliers must meet the following conditions to be eligible:

Delivery Access

- Must be able to deliver to all WFP Area Offices (AOs) and Field Offices (FOs) across Yemen.
- Emergency delivery capabilities.
- Defined **delivery lead times** and track record of on-time delivery.
- Access to warehouse, transportation, or delivery network in-country, (If there any restrictions please specify),

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Product Capability

- Must be able to supply a variety of IT/Telecom items with:
 1. Good quality
 2. Reasonable prices
- 1- All supporting documentation listed above shall be prepared in accordance with the instructions provided and sent by email to yemen.expressionofinterest@wfp.org. The deadline for response to this request for EOI:

17 December 2025 at 16:00 hrs Yemen Time

- 2- 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.
- 3- 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.
- 4- Should you have any questions please do not hesitate to contact us at yemen.expressionofinterest@wfp.org.

Sincerely,

Abdallah ALWARDAT,
Senior Level WFP Envoy for Yemen

World Food Programme

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EOI Response Form No. YEM25EOI04

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

REQUEST FOR EXPRESSION OF INTEREST**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 ☐ No ☐	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

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	☐
USD 30,000 – 100,000	☐
USD 100,000 – 500,000	☐
above USD 500,000	☐
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	☐

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ANNEX 3. SUPPLIER RELEVANT EXPERIENCE

List at least 4 contracts in the last two years relevant to the supply of

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