

## REQUEST FOR EXPRESSION OF INTEREST

**YEM24EOI01**

**September 19, 2024**

### **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. WFP Yemen Country Office established 2 fuel supply pipelines to support Partners in implementation of their programmatic activities. First pipeline is established for WHO- and UNICEF- assisted projects supporting selected health facilities and water sanitation facilities in the country with delivery of duty-free and imported fuel. Second pipeline is established to support other humanitarian actors in the country (mainly NGOs and INGOs), through local purchase of fuel for the office, vehicles and other programmatic requirements.
3. Since inception of this project, WFP managed to import, transport, and distribute 20 humanitarian vessels in country under the first pipeline. This pipeline is available to cover fuel requirements for over 290 WHO-assisted health facilities and 34 UNICEF-assisted water sanitation facilities in the country. Under the second pipeline (small quantity fuel), WFP supported over 37 various humanitarian actors with purchase and delivery of over 4M litres of diesel and petrol.
4. Hence, the WFP Yemen Country Office seeks to purchase, import, store and distribute large quantities of diesel and petrol fuel for its needs and the needs of the humanitarian community. In particular, WFP requires companies to provide a proposal for:
  - (a) Sourcing of large quantities (2-12 million litres) of diesel and petrol fuel to be delivered in Mukalla, Hodeidah or others Yemeni ports and to further WFP destinations in Yemen.
  - (b) Delivery of fuel into storage facility in port (either provided by WFP or sourced by the supplier)
  - (c) Provision of full custom clearance on the fuel.
  - (d) Provision of regular reporting and testing on quantities, quality, alterations, at various stages of supply chain (i.e. loading, unloading, discharging, storage, etc.)
  - (e) Provision of options for in-country internal deliveries (under Incoterms: FIS DDP, or DAP) with fuel trucks to a list of storage facilities.
  - (f) Full monitoring and supervision of the supply chain and amounts delivered/in-storage.
  - (g) Capacities and ability to import duty-paid fuel to meet programmatic requirements of INGO and NGOs, will be considered an added advantage.
5. WFP invites eligible suppliers to express their interest in providing the requested fuel and fuel-related services.

### **B. The Purpose of this EOI**

6. The purpose of this request for EOI is to identify suppliers with verified technical and financial capacity to provide requested fuel and fuel-related services. Eligible suppliers will be invited to participate in the bidding process for the proposed tender.
7. Eligibility to participate in the proposed tender will be determined on the basis of
  - a) Previous experiences shipping and managing fuel in large quantities.
  - b) Familiarity with challenging contexts in Yemen.
  - c) Company financial strength and capacity to financially sustain fuel operations.
  - d) Acceptance of WFP terms and conditions
- e) 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.

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8. Interested Service Providers who meet below minimum requirements for registration must submit the Expression of Interest to e-mail: [yemen.expressionofinterest@wfp.org](mailto:yemen.expressionofinterest@wfp.org) to receive the Supplier's Registration Form.
9. After the deadline for submission of responses, WFP will evaluate responses received and will notify eligible participants of their acceptance in the roster.

### C. How to Prepare and Submit your Expression of Interest

10. 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.
  - Valid tax card.
  - Audit financial report for two years.
  - Bank letter certify banking details.
11. All supporting documentation listed above shall be prepared in accordance with the instructions provided and sent by email to [yemen.expressionofinterest@wfp.org](mailto:yemen.expressionofinterest@wfp.org). The deadline for response to this request for EOI:  
**3 October, at 16:00 hrs Yemen Time**
  12. 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.
  13. 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.
  14. Should you have any questions please do not hesitate to contact us at [yemen.expressionofinterest@wfp.org](mailto:yemen.expressionofinterest@wfp.org).

Sincerely,  
Pierre Honnorat  
Representative and Country Director

19.9.2024



World Food Programme

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**EOI Response Form No. YEM24EOI01**

<b>A. Company / Organization's competencies/ capacities</b>			
	<b>List of WFP requirements/evaluation criteria</b>	<b>Yes</b>	<b>Comments</b>
1	Company Profile	<input type="checkbox"/>	
2	Annual Financial Report (last two 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**

<b>A. Company / Organization's Background Information</b>			
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

<b>B. Company / Organization's Financial Status</b>	
<b>Item</b>	<b>Value USD</b>
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 four contracts in the last two years relevant to the supply of [Insert description of goods and/or services concerned]

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

<b>D. Signatory</b>	
Name of Company/Organization:	
Name:	Title:
Signature:	Date:

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

Company/Organization Stamp