

## REQUEST FOR EXPRESSION OF INTEREST

6 May 2026

### **REQUEST FOR EXPRESSION OF INTEREST (EOI) WFP/LBR/EOI /001/2026 for Vendor Roster Updating**

**Closing on 6 June 2026 (8 :00am)**

#### **A. Background**

1. The United Nations World Food Programme hereinafter referred to as the "WFP", with its Headquarters located in Via C.G. Viola, 68/70, 00148 Rome, Italy is the leading humanitarian organization saving lives and changing lives, delivering food assistance in emergencies and working with communities to improve nutrition and build resilience by assisting almost 100 million people in around 83 countries each year. About 17,000 people work for the organization, most of them in remote areas, directly serving the hungry poor.
2. WFP Liberia Country Office invites eligible vendors to express their interest in providing the requested goods and/or services:
  - a. Agricultural and Building Materials Tools and Inputs
  - b. Hotel Accommodation
  - c. Construction Works (Civil Works)
  - d. Maintenance & Repair Services (Air Condition, Forklift, Generator, warehouse handling equipment)
  - e. Fire Safety Equipment maintenance & Installation Services
  - f. Office Furniture/Equipment/ Stationary & Supplies
  - g. Travel Agents Services
  - h. Photocopy Machines/Scanner Maintenance & Repair Services
  - i. Printing Materials/Services/Graphics and Art Works/Engraving
  - j. Publishing Services (Newspaper Advertisement)
  - k. Catering Services (Workshop, Meetings & Training)
  - l. Security Guard Services for Offices in Monrovia and the counties
  - m. Janitorial Services for Monrovia and Field Offices
  - n. International Courier Services
  - o. Local construction of Energy Efficient Stoves
  - p. Pest Control Services
  - q. Casual Workers /Stevedoring Services
  - r. Insurance service
  - s. Local Food Commodity supplier (Rice, Red Palm Oil, Gari, Beans)
  - t. Retailers (shops selling food commodities; rice, oil, seasoning, spices, fish, meat)
  - u. Customs Clearing & Forwarding Services
  - v. Empty propylene bags & Empty Cartons (with specified markings)
  - w. Vehicle Maintenance & Repair Services
  - x. Vehicle rental services (Trucking & Light Vehicle)
  - y. Electronic Items /Equipment (Computers, Scanners, Printers,
  - z. Recycling & Waste Disposal Services (Medical Items /Organic & Nonorganic)
  - aa. Quality & Quantity (Q&Q) Inspection Service (Food, Medical Products & NFI)
  - bb. Waste Disposal Services (Medical Items /organic & nonorganic)
3. WFP invites eligible suppliers to express their interest in providing the requested goods and or services].



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### B. The purpose of this EOI

4. The purpose of this request for EOI is to identify suppliers with verified technical and financial capacity to provide the goods or perform the services. Eligible suppliers will be invited to participate in the bidding process for the proposed tender.
5. Eligibility to participate in the proposed tender will be determined on the basis of experience, proven technical and financial capacity for the areas of preference, and preferred level of engagement.
6. 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

7. In order to participate in the pre-qualification exercise, companies are required to provide the following:  
**The filled in EOI Response Form, which includes:**
  - Table 1. WFP Requirements
  - Table 2. Supplier Information;
  - Table 3. Supplier Financial Status;
  - Table 4. Supplier Relevant Experience;
  - [List any additional required documents, as applicable];
  - Signatory by the authorized company representative and company stamp.
8. All supporting documentation listed above shall be prepared in accordance with the instructions provided and sent by email to [liberiaco.procurement@wfp.org](mailto:liberiaco.procurement@wfp.org)
9. 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.
10. 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.
11. Should you have any questions please do not hesitate to contact us at [liberiaco.procurement@wfp.org](mailto:liberiaco.procurement@wfp.org)

Yours sincerely,



06/05/2026

**Agbessie AMEWOA**  
Representative & Country Director  
World Food Programme Liberia





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### EOI RESPONSE FORM

**TABLE I. WFP REQUIREMENTS**

A. Company / Organization’s competencies/ capacities			
	List of WFP requirements/evaluation criteria	Yes	Comments
1	Business Registration	<input type="checkbox"/>	
2	Tax Clearance	<input type="checkbox"/>	
3	Financial Capacity (the last two years audited account)	<input type="checkbox"/>	
4	Shall have a minimum of three years; experience as an established business	<input type="checkbox"/>	

**TABLE II. SUPPLIER INFORMATION**

B. Company / Organization’s Background Information			
1	Legal Name of Company/Organization:		
2	Full address:		
3	E-mail address:		
4	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	<input type="checkbox"/> Corporate/ Limited <input type="checkbox"/> Partnership <input type="checkbox"/> Other (specify):	
8	Goods / Services:		
9	Company/Organization Business Registration Number:	Date of Registration:	
10	Additional company/organization background information: [If applicable, insert not more than 100 words]		

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**TABLE III. SUPPLIER FINANCIAL STATUS**

<b>C. 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	

**TABLE IV. SUPPLIER RELEVANT EXPERIENCE**

List at least 4 contracts in the last two years relevant to the supply of [Insert description of goods and/or services concerned].

<b>D. Company / Organization's Relevant Experience</b>				
<b>Commenced (Month / Year)</b>	<b>Completed (Month / Year)</b>	<b>Type of Contract</b>	<b>Total Value (USD)</b>	<b>Client</b>

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

**TABLE V. SIGNATORY & ORGANIZATION STAMP**

<b>E. Signatory</b>	
Name of Company/Organization:	
Name of the authorized representative:	Signature:
Title:	Date: