

REQUEST FOR EXPRESSION OF INTEREST

Provision of services to UNICEF Tanzania

REF: EOI/UNICEF/TCO/2019/001

The United Nations Children's Fund in Tanzania, is looking for potential suppliers to provide **any or all** of the following services.

S/N	CATEGORY	DESCRIPTION
LOT S1	Transportation	Transportation services to various destinations within Tanzania with capacity 01 kilogram to 10 Metric Tonnage.
LOT S2	Transportation	Transportation services to various destinations within Tanzania with capacity 01 to 30 Metric Tonnage.
LOT S3	Inspection services	To inspect goods from suppliers and ensure they meet the quality standards set by UNICEF
LOT S4	Facilitators	Workshop and Teambuilding Facilitation
LOT S5	Outdoor and Indoor Signage	Production of signage boards for Office buildings
LOT S6	Catering Services	Provision of catering services to staff and events
LOT S7	Auction services	Provision of Auction services for Office Equipment and Assets

Instruction to bidders:

Suppliers/companies interested to do business with UNICEF must meet the following requirements: -

- Complete and sign UNICEF supplier profile form
- Submit certificate of incorporation issued by Registrar of Companies and holds a valid VAT registration.
- Proof that it has the relevant and qualified expertise and capacity to provide the required services
- Provide names of major clients that the company has previously dealt with
- Provide latest audited financial company statements for two consecutive years
- Demonstrate that the company has a minimum of two years of experience in the concerned business area and is specialized in that business. It will be added advantage to companies that have worked with UN or International Organizations in the respective business line.
- Attachment of copy of previous contract/purchase order or reference letters reflecting dealing with UN/International Organization based inside Tanzania, will be an added advantage.
- For individual bidders, they should submit CV and/or profiles with past assignments/jobs.
- Prepared to accept UNICEF's General Terms and Conditions.
- Demonstrate that the company upholds ethical practices such as prohibition on Child labor and landmines and adherence to the National Labor Laws and Regulations.
- Register in UNGM at Basic and Level 1 of registration: <https://www.ungm.org/Account/Registration>.

Upon receipt and review of the documents, UNICEF officials shall only visit the premises of the suppliers who have submitted complete documentation and who meet the UNICEF criteria before considering them as potential supplier. Consequently, it is important that the company meets the above requirements and provide full and accurate information.

Interested suppliers/service providers are requested to obtain the UNICEF Supplier Profile Form **from UNGM website** <https://www.ungm.org>. Reference number **EOI/UNICEF/TCO/2019/001** and return along with the required documents.

SEALED offers clearly marked REF:EOI/UNICEF/TCO/2019/001 should be submitted in the **BID BOX** available at UNICEF RECEPTION located at Plot 133, Karume Road, Oysterbay before Tuesday 23 April 2019 at 10:00hrs

This EOI does not constitute a solicitation. We do not require bids or proposals at this stage; we merely seek your expression of interest in participating in the tender. Also, response to this request for Expression of Interest (EOI) does not automatically qualify a company to become a potential supplier.