

REQUEST FOR EXPRESSION OF INTEREST

HQ19NF214-EOI - Graphic Design Services

16/04/2019

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 Communications, Advocacy and Marketing Division seeks to procure Graphic Design Services for the provision of a range of services such as: branded projects, non-branded projects, infographics, video graphics, animation, web design & development and illustration.
3. The above content shall be provided using professional design software for print, web or animated products (f.e. Adobe CC InDesign, Photoshop, Illustrator, Acrobat, PRO DC, Sketch and or XD, and After Effects)
4. Therefore, WFP invites eligible suppliers to express their interest.

B. The purpose of this EOI

5. The purpose of this request for EOI is to identify suppliers with verified technical capacity to perform the services. Eligible suppliers will be invited to participate in the bidding process for the proposed tender.
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:
 - Confirmation of interest to be considered for the delivery of the Services described above;
 - Company description (max 1 page);
 - Summary of experience in the required business especially for international Organizations (max 2 pages);
 - No financial proposal is required at this stage.
8. All supporting documentation listed above shall be prepared in accordance with the instructions provided and sent by email to hq.tenders@wfp.org. The deadline for response to this request for EOI:

24 April 2019, 16:00 hrs CET

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 hq.tenders@wfp.org.

Sincerely,



Mr. Francesco Giusso
Chief, Goods and Services Procurement Branch
UN World Food Programme