REQUEST FOR EXPRESSION OF INTEREST

29 September 2026

PREQUALIFICATION OF SUPPLIERS AND UPDATE OF THE FOOD, GOODS & SERVICES VENDOR ROSTER

EOI number: RWA26NF005

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.

2. The United Nations World Food Programme (WFP), Rwanda Country Office, invites qualified and experienced companies to submit an Expression of Interest (EOI) for prequalification and possible inclusion in its Food, Goods and Services Vendor Roster.
This exercise is intended to broaden WFP Rwanda's supplier base, attract new and capable market participants, align the roster with the current WFP procurement taxonomy, and update the information and continued interest of suppliers already included in the roster.

3. **IMPORTANT FOR CURRENT ROSTER SUPPLIERS**
Existing suppliers that have not responded to WFP Rwanda solicitation invitations during the period from 1 January 2026 to the date of this EOI are required to re-apply if they wish to remain under consideration for future procurement opportunities. Existing suppliers whose company information, ownership, contacts, legal documents, banking details, capacity, or service offering has changed are also required to respond and submit updated information. A current roster entry does not constitute automatic confirmation or renewal.

B. Categories Covered by the EOI

Suppliers may apply under the WFP procurement taxonomy shown in Annex 1. Applicants must select the category or categories that accurately reflect their demonstrated legal mandate, technical capacity, experience, staffing, equipment, and financial capability.

A supplier may apply for a maximum of TWO (2) Level 3 categories across the entire EOI

C. Mandatory Cover Letter Instructions

The signed cover letter must clearly state:

- the applicant's full legal name and registration number;
- whether the applicant is a new supplier or is already included in the WFP Rwanda vendor roster;
- the exact taxonomy selection for each application: Level 1 category, Level 2 category, and Level 3 category;
- a maximum of two Level 3 categories for which the supplier seeks prequalification;
- a brief explanation of the supplier's relevant capability and experience for each selected category; and
- the name, title, telephone number, and email address of the authorized focal point.

Applications that do not clearly identify the selected category or that apply for more than two categories may be considered non-compliant.

D. Eligibility and Minimum Qualification Criteria

1. Legally registered and authorized to operate in the relevant field.
2. Valid tax registration and tax compliance status.
3. Demonstrated relevant experience in each category applied for.

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4. Adequate technical capacity, qualified personnel, equipment, systems, and operational capability.
5. Adequate financial capacity to perform potential contracts.
6. Ability to comply with applicable WFP contractual, ethical, safeguarding, anti-fraud, anti-corruption, sanctions, health, safety, environmental, and quality requirements.
7. No conflict of interest that would compromise participation in a WFP procurement process.

E. Submission Requirements

8. Signed cover letter meeting Section 3 requirements.
9. Completed supplier information form, including legal name, physical address, contacts, ownership, and authorized representative.
10. Valid certificate of registration/incorporation and relevant operating licences.
11. Valid tax registration and tax clearance/compliance certificate.
12. Company profile describing core business, years of operation, staffing, facilities, equipment, geographic coverage, and organizational structure.
13. Evidence of relevant experience for each category applied for, such as contracts, purchase orders, completion certificates, or client reference letters.
14. Audited financial statements for the most recent three financial years, or acceptable alternative evidence where audited statements are not legally required, subject to WFP review.
15. Current bank details and bank reference letter, where requested during due diligence.
16. UNGM registration number, if available. Suppliers not yet registered may be requested to register at a later stage.
17. For existing roster suppliers, a declaration confirming whether company information remains unchanged or identifying all updates since the last submission.

1. All supporting documentation listed above shall be prepared in accordance with the instructions provided in the EOI and submitted via email to **rwa.procurement@wfp.org** referencing the subject **"Response to EOI ref. No RWA26NF005".**

The deadline for response to this request for EOI:

(Monday, 30 November 2026, 1700hrs, Kigali Time)

1. 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.
2. This request for EOI does not constitute a solicitation.
3. 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 **rwa.procurement@wfp.org**.

Evaluation Process: 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. Eligible suppliers will be invited to participate in the bidding process for the proposed tender.

Sincerely,

Hien ADJEMIAN
Head of Supply Chain
World Food Programme, Rwanda

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Annex 1A.
Food taxonomy

Select no more than two Level 3 categories across Annexes 1A and 1B combined.

Level 1 category	Level 2 category	Level 3 application category
CEREALS & GRAINS	Maize; Maize Meal; Rice; Sorghum; Wheat	Applicable commodity and specification, including maize, flour/meal, rice types and broken percentages, sorghum/millet, wheat and wheat flour
MIXED & BLENDED FOOD	Biscuits; Corn Soya Blend; Fortified foods; LNS; RUSF; RUTF; Super Cereals	Applicable Level 3 fortified or ready-to-use food product
OILS & FATS	Olive Oil; Vegetable Oil	Olive Oil; Vegetable Oil and applicable oil type
PULSES & VEGETABLES	Beans; Canned Pulses; Chickpeas; Lentils; Peas; Split Pulses; Vegetables	Applicable Level 3 pulse or vegetable product
PREPACK FOOD PARCELS	Rations	Rations; Ready to Eat meal kits

Food-category evidence

Food applicants must provide category-relevant evidence demonstrating lawful production or supply, product quality, food safety controls, traceability, storage and delivery capacity. WFP may request product samples, laboratory results, facility information or additional certifications during evaluation or a subsequent solicitation.

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Annex 1B.

WFP Goods & Services Taxonomy for this EOI

Applicants must reproduce the exact Level 1, Level 2 and Level 3 wording in the cover letter. Select no more than two Level 3 categories.

Level 1 category	Level 2 category	Level 3 category / application category
Engineering and Construction Services	Consultancy services	· Engineering consulting
	Horizontal infrastructure (roads, bridges)	· Airstrips/Runways · Bridges (spans >6m) · Culverts (span <6m) · Hydraulic Infrastructure · Ports/Dock Infrastructure · Road Infrastructure
	Prefabricated structures	· Prefabricated accommodation · Prefabricated offices · Prefabricated warehouses
	Vertical infrastructure (buildings)	· Distribution Centers · Food Processing Infrastructure · Guesthouse(s)/Compound · Market(s)/Retail Infrastructure · Office Building(s)/Compound · Renewable Energy Installation services · School Infrastructure · Shelter/Bunker Infrastructure · Warehouse(s)/Compound
Facility Management	Air conditioning equipment	· Air conditioning equipment
	Canteen and kitchen equipment	· Electrical goods · Kitchen furniture · Other and kitchen equipment
	Facility management services	· Catering services · Cleaning Services & Supplies · Extraordinary Premises Maintenance · Gardening and landscaping · Improvement, renovation works, extraordinary maintenance · Maintenance Services & Supplies · Meetings, workshops & events · Moving Services · Postage / Courier · Printing services (external) · Printing services (internal) · Recycling & waste management
	Office equipment	· Communication screens and television · Office furniture · Other equipment · Photocopying machines · Photography, video and recording equipment · Projectors

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Level 1 category	Level 2 category	Level 3 category / application category
	Office Supplies	· Books and Publications · Other office supplies · Stationery, paper · Toners
	Power equipment	· Generators · Other power equipment · Solar power systems · Stabilisers & UPS · Transformers
	Rent & Utilities	· Electricity (raw material) · Gas (raw material) · Office rent - Common UN premises Rent · Parking rent · Rent - warehouse · Water (raw material)
	Travel Expenses	· Other Travel Expenses · Staff transportation costs · Travel accommodation
	Water equipment	· Jerry can · Other water equipment · Water drilling equipment · Water pump · Water purification unit · Water tank
Food related expenses	Agricultural equipment	· Agricultural equipment spare parts · Agricultural manual tools · Agricultural mechanised equipment · Irrigation equipment · Other agricultural equipment
	Food Quality & Inspection	· Food inspection service · Food quality verification · Superintendent inspection
	Food transformation equipment and services	· Food Premix · Food transformation equipment · Food transformation services · Other food ingredients
	Pest management	· Fumigation service · Other pest management services · Pest management materials
	Seeds & Fertilizers	· Agricultural seeds · Fertilizers
Fuel, Oil & Lubricants	Fuel for Facilities	· Diesel fuel for generators
	Fuel for Vehicles	· Diesel fuel for vehicles · Petrol fuel for vehicles · Pre-paid fuel cards credit

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Level 1 category	Level 2 category	Level 3 category / application category
	Oil & Lubricants	· Lubricants · Oil
	Other fuel Services & Equipment	· Bulk fuel shipments services · Fuel storage · Fuel tanks, farm and bladders
HR Services, Training & Wellness	Health and Medical	· Health and medical equipment and drugs · Health and medical services · Health insurance · Other health & medical
	Recruitment services	· Job boards & advertisement · Other recruitment services · Recruitment agency fees
	Training services (excl. Security)	· Facilitation services · Language platforms and courses · Learning and development · Other trainings · Professional certification courses
IT, communications technology and services	Hardware & Maintenance	· Desktop / Laptops computers · Drones, UAS and related component · Monitors and dock stations · Other hardware maintenance & supply · Peripherals and other accessories · Printers, plotters and scanners · Servers · Terminal equipment & solutions
	Infrastructure services	· Cloud Resources · Data Center
	IT Services	· IT Consulting (advisory) · IT Implementation services · IT Maintenance & Application support
	Software licences	· Desktop-based software · End-user Software-as-a-Service (SaaS) · Enterprise Software-as-a-Service (SaaS) · Software on premises
	Telecommunication - Network & Connectivity	· Aerial, Masts and Antennas · Internet Access · Network equipment · VPN · WAN incl hardware
	Telecommunication - Voice & Data	· Audio visual devices · Landline telecommunication · Mobile phone Airtime · Mobile phone equipment · Radio equipment & UHF / VHF / HF · Satphone & satellite Airtime · Satphone & satellite equipment (incl. GPS)

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Level 1 category	Level 2 category	Level 3 category / application category
		· VSAT Airtime · VSAT Equipment
Marketing and Communication	Advertising fees	· Advertising/ Media Agency Fees · Other agency fees
	Brand events & promotion	· Event Management · Sponsorships fees
	Consultancy services (excluding IT)	· Marketing & Communication consulting
	Digital marketing	· Communication Campaigns & Public Relationship services · Customer Relationship Management services · Digital Agency fees
	Production & media	· Influencer marketing · Media Platforms and Media buying · Other production & media · Photography and video services
	Visibility items	· Clothing · Flags & Banners · Other visibility items
NFI Transportation, Handling, Warehousing	Clothing & Uniforms (excl. Security)	· Clothing & Uniforms (excl. Security)
	NFI related Services	· NFI Inspection Services · NFI Logistics Services
	NFI Storage / Warehousing	· Containers 20/40 ft · Forklifts · Packing Material (Including bagging) · Pallets, plastic · Pallets, wood · Scales and weigh bridges · Warehousing & storage equipment
	Tents & relief equipment	· Blankets · Other field equipment · School material equipment · Tarpaulins · Tents
Professional Services	Audit-related consulting services	· External Financial audit (non-CBT) · Non-Financial audit-related consulting services
	Consultancy services (excluding IT)	· Engineering consulting · Evaluation services · Finance consulting · HR Consulting · Logistics and Supply Chain consulting · Management & Strategic Consulting · Marketing & Communication consulting

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Level 1 category	Level 2 category	Level 3 category / application category
		· Other Consulting · Research · Third-party monitoring services
	Field Assessments and data collection Services	· Field Assessments and data collection Services
	Financial Services for non-CBT	· Actuarial services · Equipment & vehicle insurance · Insurance for public liability and premises · Other insurance
	Legal Services	· Legal services fees
	Subscriptions, conferences and memberships	· Forums & Conferences · Journals, Magazines & Databases · Other membership fees
	Translation / transcription services	· Document editing · Interpreters · Translation
Safety & Security	Field security equipment	· Ballistic protection equipment · Trauma & individual kits
	Office security equipment	· Office security items · Security uniforms · SRM security equipment
	Physical security equipment	· ACS - access control systems · Detection devices · Fire equipment · Scanning devices for items and persons · Security fencing
	Security trainings	· Security training courses · Security training materials
	Staff security services	· HR safety & security / RSM · Other security services · Physical security / safety guards
Vehicles, Spare parts & Maintenance (Air, Land & Sea)	Heavy vehicles leasing & acquisition costs	· Boats acquisition costs · Boats leasing costs · Other heavy vehicles acquisition costs · Other heavy vehicles leasing costs · Pick-up & Trucks acquisition costs · Pick-up & Trucks leasing costs
	Light vehicles leasing & acquisition costs	· Buses & vans acquisition costs · Buses & vans leasing costs · Cars acquisition costs · Cars leasing costs · Light mobile workshop acquisition costs · Light mobile workshop leasing costs

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Level 1 category	Level 2 category	Level 3 category / application category
		· Other light vehicles acquisition costs · Other light vehicles leasing costs
	Medium vehicles leasing & acquisition costs	· Mini trucks acquisition costs · Mini trucks leasing costs
	Other vehicles leasing & acquisition costs	· Moss armoured vehicles
	Spare parts & Maintenance costs	· Vehicle maintenance and repair · Vehicle spare parts