

EXPRESSION OF INTEREST -001/12/2021

INTRODUCTION.

UNICEF mobilizes goods and services to improve the lives of the most vulnerable children. Rwanda offers a vast and increasing number of traders of essential supplies for children.

Therefore, UNICEF is updating its supplier's database and hereby invites expression of interest (EOI) from prospective suppliers and service providers.

Each time a specific tender is to be launched; UNICEF will invite shortlisted vendors in the database for that a specific category to submit their bid.

Inclusion in UNICEF's vendor database does not mean that a company shall be invited in all tenders and does not constitute any contractual relationship between the company and UNICEF; it only means that if included in the database, a company will be given equal consideration in the process of supplier selection.

The main categories to express interest for are mentioned below:

- Medical Equipment
- Printing Services
- Design Services
- Media related Services
- Education Supplies
- WASH and Sanitation Services
- Research Services
- Impact Evaluations
- Child Protection Services
- Animation Services
- Broadcasting Services
- Social Mobilization Services
- ECD Services
- Construction Services
- Stationery Services
- Conferencing Services
- Audit Services
- Statistical Services /Data Analysis

3. CRITERIA FOR INCLUSION ON (One or More) OF CATEGORIES.

UNICEF will establish a database of suppliers and service providers who meet the criteria set out below;

To be deemed eligible for the pre-qualification process, companies are required to submit all the below-listed documents within the EOI not later than 12th January 2022. These documents shall be the criteria for inclusion and exclusion from the vendor list.

- a) A cover letter introducing the prospective suppliers/service provider and a brief business profile,
- b) Certificate of Registration / Incorporation, Memorandum of Association and Articles of Association, (RDB Certificate)
- c) VAT Registration Certificate,
- d) Letters of recommendation from at least three reputable public or United Nations institutions /organizations/agencies,NGOs.
- e) Company's audited financial statements for the last the past two years.

Expressions of interest must be clearly marked: "Expression of Interest 001/12/2021".

And should be sent to the following e-mail along with supporting documents: rwasupply@unicef.org at 5PM Rwandan Time on 12th January 2022. No expression of interest will be received/entertained after the closing date and time.

This exercise may include an interview with the applicant, inspection of applicants' office/premises, facilities, and any other items of interest to UNICEF.

Women entrepreneurs are highly encouraged to respond.