

REQUEST FOR EXPRESSION OF INTEREST

17 September 2025

REQUEST FOR EXPRESSION OF INTEREST (EOI) – EOI-UACO-2025-005 for Shuttle Bus Services for Lviv-Rzeszow-Krakow route **Closing Date: 30 September 2025**

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. The WFP Ukraine Country office is seeking qualified and experienced **Shuttle Bus Service provider to support the safe and efficient movement of WFP staff along the route Lviv – Rzeszow – Krakow – Rzeszow – Lviv.**

B. General requirements

Interested vendors must meet the following minimum criteria:

1. Vehicles:
 - Vehicles must comply with the Euro 6 standard and must be in excellent mechanical condition.
 - All vehicles must be clean, tidy, and fully roadworthy.
 - Heating and air conditioning systems must be operational.
 - Valid technical inspection certificates as required by Ukrainian law (at least bi-annually).
 - Vehicles must be equipped with:
 - Properly functioning seat belts for all seats
 - First aid kits and emergency tools in accordance with Ukrainian legislation
 - Tracking devices (VTS) (WFP will provide the equipment).
2. Safety and Compliance:
 - Compliance with all Ukrainian transport laws, including Ministry of Transportation directives.
 - Full insurance coverage for passengers and vehicles (updated annually).
 - All applicable licenses, certifications, and permits to operate both domestically and cross-border.
3. Drivers:
Registration/Licensing/Permits:
 - Drivers must:
 - Hold valid licenses for the class of vehicle operated
 - Be authorized to operate on cross border routes
 - Have basic English communication skills (preferable)
 - Be familiar with the route
 - Carry a mobile phone for communication during the trip
 - Drive defensively and comply with all traffic regulations
 - Undergo annual medical check ups, including vision tests
 - In case of military conscription, the company must provide official documentation confirming driver exemption.
4. Service Provider Experience
 - Minimum of 5 years’ experience in passenger transport services, preferably with international organisations, embassies, or corporate clients.
5. Post-Contract Requirements
 - Install Vehicle Tracking System (VTS) for cross-border shuttles (equipment provided by WFP)
 - Affix WFP visibility stickers on vehicles
 - Submit a detailed list of assigned vehicles and drivers

C. The purpose of this EOI

- The purpose of this request for EOI is to identify qualified vendors with technical and financial capacity to provide scheduled shuttle bus services along the specified routes.
- Shortlisted companies will be invited to participate in the subsequent formal tender process.

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D. Instructions for Submission to EOI

Interested companies must submit the following documentation to be considered:

- Table 1. Supplier Registration Form (signed by an authored company representative and stamped with the official company seal)
- Table 2 Declaration of Honour;
- Table 3. AFAC clause;
- Extract from the Unified State Register of Legal Entities, Individual Entrepreneurs, and Public Organizations
- Tax registration certificate
- Operating Licences/Certifications that proves the Company is authorised to provide a passengers transportation business
- Fleet list including vehicle make, model, production year, certified seat count, and license plate numbers
- Proof of Insurance to cover both vehicles and passengers
- List of Drivers: Numbers of drivers with valid driver permit for the specific vehicle assigned, documents for cross border transportation and basic English communication skills

All documentation listed above must be submitted in English or Ukrainian, in PDF format, and emailed to: ukraine.vendormanagement@wfp.org.

Upon closure of the submission period, WFP will evaluate all responses received and notify suppliers regarding the outcome of the evaluation process

E. Important Information

- Incomplete or unsigned submissions will not be considered.
- All submissions and supporting documentation will be treated as strictly confidential and will not be disclosed publicly.
- This request for EOI does not constitute a solicitation. WFP reserves the right to modify or cancel this procurement process at any stage. Any changes will be communicated to all participants accordingly.

F. Contact

- Should you have any questions please do not hesitate to contact us at ukraine.vendormanagement@wfp.org.

WFP Ukraine sincerely appreciates your interest in supporting our operations. We thank all service providers for their time and effort in responding to this Expression of Interest and look forward to the possibility of working together to ensure safe and efficient transportation for our staff.

Yours sincerely



p.o. Nanna Skrumsager
Deputy Country Director
WFP Ukraine