

REQUEST FOR EXPRESSION OF INTEREST

17 September 2025

REQUEST FOR EXPRESSION OF INTEREST (EOI) – EOI-UACO-2025-006 for Supply and delivery of stationery and office goods 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 **Stationery and Office Supplies to Supply and delivery of stationery and office goods**

B. General requirements

Interested vendors must meet the following minimum criteria:

- Possibility to provide delivery at place to the following cities: Kyiv, Odesa, Dnipro, Kropyvnytskyi, Kharkiv, Mykolaiv, Lviv
- Possibility to supply quality goods of the following categories:

LOT 1. STATIONERY (Paper A4, A3, Notebook, Stapler, Calculator, Batteries, Pen, Pencil, Eraser, Paper, folder, Binder, Marker, etc)

LOT 2. PRESENTATION AND GRAPHICS (Flip chart stand, Cork board, Magnetic board)

LOT 3. OFFICE EQUIPMENT (Shredder, Laminator, Safe, Desk lamp, Flashlight, Portable solar autonomous system)

LOT 4. HOUSEHOLD GOODS (Trash bin, Dishwash liquid, Paper towels, Cloths, Glass cleaner, Paper cup, Rapid COVID-19 tests, etc)

LOT 5. FURNITURE (Office desk, Table, Cabinet, Cloth Hanger, Wall shelf, Metal Storage Rack, Office chair, Coffee Machine , etc)

C. The purpose of this EOI

- The purpose of this request for EOI is to identify qualified vendors with technical and financial capacity to Supply and delivery of stationery and office goods.
- Shortlisted companies will be invited to participate in the subsequent formal tender process.

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

All documentation listed above must be submitted in English or Ukrainian, if 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 daily office operations.

Yours sincerely,



Nanna Skrumsager
Deputy Country Director
WFP Ukraine

p.o.