

**Invitation to submit expressions of interests to UNICEF for inclusion UNICEF  
Vendor/Supplier database update**

**PURPOSE:** UNICEF Liberia intends to update its local suppliers and service providers' database within Liberia. To the greatest extent possible, UNICEF shall endeavor to obtain competitive bids directly from suppliers.

Interested local suppliers of goods and services who meet the criterion below are requested to complete UNICEF supplier profile form and return for assessment and for possible registration into the UNICEF supplier and service providers' database

**Reference No.: REOI/2018/002**

The Expression of interest shall contain the following documents for our evaluation:

- Completed UNICEF Supplier/Identification Form
- Copy of Company/applicant's registration in country of origin
- Copy of company/applicant's registration in Liberia
- Company Profile which should include:
  - Company structure
  - Company line of business
  - Number and type of employees
  - Trade License- (English Version)
  - Certificate of incorporation (if applicable)
  - TAX Registration Certificate
  - Any other licenses or authorizations issued by the appropriate government authority to operate a business in Liberia
- At least three references of major customers/clients
- Suppliers must not have prior record of inappropriate conduct in ethical, social or environmental issues (corporate responsibility).

The entire REOI package can be picked up from UNICEF Office, Supply Unit, Mamba Point, Monrovia, between 12 p.m. to 3 p.m. beginning Thursday 26<sup>th</sup> January – Friday 5<sup>th</sup> February, 2018.

Please Note that failure to provide compliant documentations may result in invalidation of submission.

UNICEF  
Bright's Apartment  
Mamba Point, Monrovia  
Attention: Supply Officer

The sealed EOI will be placed in the BID BOX on the ground floor, Building 01. (Ask the security at UNICEF for bid box). The deadline for submission of the EOI is Friday, 5 February 2018 at 12:00 noon prompt.

For clarifications, please contact Mrs. Ruth N.W. Kwabo, [rkwabo@unicef.org](mailto:rkwabo@unicef.org) or Mr. Henson King [hking@unicef.org](mailto:hking@unicef.org); telephone number 0770267301 or 0770267308 respectively.