

**DATE: 04 JULY 2025**

**REQUEST FOR EXPRESSION OF INTEREST (REOI): 2025/EOI/002**

**FOR THE SUPPLY OF CORE RELIEF ITEMS WEST AND CENTRAL AFRICA REGIONS**

**CLOSING DATE AND TIME: 28 AUGUST 2025– 23:59 hrs CEST**

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The Office of the United Nations High Commissioner for Refugees (UNHCR), established on 14 December 1950 by the United Nations General Assembly<sup>1</sup>, intends to pre-qualify manufacturers of core relief items in West and Central Africa Regions.

## **1. PURPOSE OF THIS DOCUMENT**

This is an invitation for manufacturers or suppliers representing the manufacturers in the countries listed below to express interest for prequalification in supplying the below mentioned core relief items in West and Central Africa regions (Angola, Benin, Burkina Faso, Cabo Verde, Cameroon, Central African Republic, Chad, Cote d'Ivoire, Democratic Republic of Congo, Equatorial Guinea, Gabon, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, , Niger, Nigeria, Republic of Congo, Rwanda, Sao Tomé and Príncipe, Senegal, Sierra Leone, Togo, and The Gambia).

- ITEM 1. High-thermal Blanket, recycled
- ITEM 2. Medium-thermal Blanket, recycled
- ITEM 3. Bucket, heavy-duty plastic, 14L, recycled
- ITEM 4. Bucket, heavy-duty plastic, 14L with tap, recycled
- ITEM 5. Jerrycan (water container), semi-collapsible, 10L, recycled
- ITEM 6. Sleeping mat, recycled
- ITEM 7. Mattress (Polyurethane), sustainable
- ITEM 8. Kitchen set
- ITEM 9. Plastic tarpaulin, eco-design
- ITEM 10. Multipurpose Solar lantern, eco-design

UNHCR invites all interested suppliers to carefully follow the instructions described below.

## **2. REQUIREMENTS**

Please find attached in Annex A (Lot 1 to Lot 10) the Technical Specifications of the core relief items and more information about each product required.

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<sup>1</sup> For further information on UNHCR, please see <http://www.unhcr.org>

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### **3. YOUR SUBMISSION**

Your submission shall provide all the required documents and information as requested in the Annex (B.1) of this document. Prices are not required at this stage.

### **4. PRE-QUALIFICATION CRITERIA**

All submission will be thoroughly reviewed against the pre-qualification criteria outlined as pass/fail in the Annex (B, Pre-qualification criteria) of this document.

The cost of responding to this REOI is to be entirely born by the suppliers, whether they will be prequalified or not and whether they will be invited or not to participate in further bidding procedures.

#### **IMPORTANT:**

Only suppliers meeting UNHCR registration and pre-qualification criteria and whose products have been deemed compliant by UNHCR will be invited to participate in the formal bidding process.

Applications which do not meet the indicated minimum requirements may not be retained nor acknowledged.

### **5. EOI SUBMISSION**

Interested suppliers should send the required **qualification documents** in PDF format no later than **28 August 2025, 23:59 hrs CEST** to **[HQSMSBID@unhcr.org](mailto:HQSMSBID@unhcr.org)**.

UNHCR will evaluate expressions of interest based on the submitted documents and will only invite those Suppliers which UNHCR considers capable to meet UNHCR's requirements to make an offer.

Please note that this notice does not constitute a tender. UNHCR reserves the right to change or cancel this REOI at any time and to conduct reference checks on your company.

Queries on this REOI may be addressed to [baniisma@unhcr.org](mailto:baniisma@unhcr.org) with cc to [kokkinia@unhcr.org](mailto:kokkinia@unhcr.org) latest by 31 July 2025.

Please be aware that UNHCR's e-mail policy limits the size of attachments to a maximum of 10 pages and no more than **10 Mb** per e-mail.

Please indicate in the e-mail subject field:

- 2025/EOI/002
- Name of your company
- Number of e-mails that are sent (example: 1/2, 2/2).  
E.g., *2025\_EOI\_002 – ABC Limited (email 1/2)*

**6. ANNEXES**

Annex A: Technical Specifications Lot 1 to Lot 10

Annex B: EOI Pre-qualification Criteria

Annex B.1: EOI Submission Form

Annex C: UNHCR General Conditions of Contract for the Provision of Goods July 2018

Annex D: UN Supplier Code of Conduct (September 2024)

**IMPORTANT:**

UNHCR may, at its discretion, extend the deadline for the submission of REOI notifying all prospective parties simultaneously.

UNHCR also reserves the right to require compliance with additional conditions if and when issuing any subsequent procurement exercise. Please do NOT provide any financial information in your submission.

Thank you for your kind attention.



**Levon Hovsepyan**

Head, Sourcing and Global Markets Unit  
UNHCR