



## Regional Office for Africa (RAF) – Accra, Ghana

20 April 2026

### **REQUEST FOR EXPRESSION OF INTEREST (EOI)**

**Reference: EOI/RAF/2026/02**

#### **Prequalification of Transport Service Providers**

**CLOSING DATE: 27 April 2026 – 17:00 hrs Accra Time**

### **1. Introduction**

The Food and Agriculture Organization of the United Nations (FAO), through its Regional Office for Africa (RAF), invites qualified transport service providers to submit an Expression of Interest (EOI) for prequalification in support of the FAO Global Annual Working Conference to be held in Accra, Ghana in December 2026.

This request for Expression of Interest aims to establish a roster of technically qualified transport providers who may be invited to participate in subsequent solicitation processes (RFQ/ITB) for the provision of transportation services during the conference.

### **2. Background**

FAO RAF will host a high-level global conference involving more than 150 international participants, including senior officials, delegates, and partners.

The event requires high-standard, reliable, and secure transportation services for:

- Airport transfers (arrival and departure)
- VIP movements
- Local official movements, including a field visit

The services will primarily cover routes between Kotoka International Airport (ACC) and the identified hotels in Accra.

### **3. Objective of the Request for Expression of Interest**

The objective of this request for Expression of Interest is to:

- Identify and prequalify competent transport service providers

- Establish a service providers shortlist/roster
- Ensure availability of providers capable of delivering high-quality, large-scale transport logistics aligned with FAO standards

#### **4. Scope of Services**

Prequalified service providers must be capable of delivering:

##### *4.1 Airport Transfers*

- Transport of delegates between airport and hotel (both directions)
- Handling multiple arrival/departure waves over 2–3 days

##### *4.2 VIP Transport*

- Dedicated SUV services for high-level officials
- Meet-and-greet and flexible on-demand transport

##### *4.3 Local Movements / Field Visit*

- Transport for an official field trip within Accra
- Large-capacity buses for group movement

##### *4.4 Fleet Requirements (Indicative Minimum)*

- Coaster buses (approx. 25 seats)
- VIP buses (approx. 45 seats)
- SUVs (approx. 7 seats)

##### *4.5 Operational Support*

- Dispatcher / transport coordinator
- Backup vehicles and contingency arrangements
- Real-time coordination with FAO focal points

#### **5. Minimum Eligibility and Qualification Requirements**

Interested companies must demonstrate the following:

##### *5.1 Company Experience*

- Proven experience in transportation services for international events, UN agencies, governments, or similar organizations
- Experience handling VIP or high-level delegations

##### *5.2 Fleet Capacity*

Ownership or access to a fleet meeting FAO requirements:

- Roadworthy, insured, and licensed vehicles
- Adequate number of buses and SUVs

### 5.3 Operational Capability

- Ability to manage multiple simultaneous transport movements
- Availability of dedicated dispatch coordination
- Capacity to provide backup vehicles within short notice ( $\leq 30$  minutes)

### 5.4 Driver Qualifications

- Licensed, experienced drivers
- Proven experience in VIP transport
- Professional conduct and familiarity with Accra routes

### 5.5 Compliance

- Valid business registration in Ghana
- Compliance with national transport regulations
- Valid insurance coverage (passenger + third-party liability)

## 6. Documents to be Submitted

Interested service providers must submit:

### 6.1. Company Profile

- Legal name, registration details, contact information
- Organizational structure

### 6.2. Experience Record

- List of similar assignments (UN, NGOs, conferences, VIP events)
- References (minimum 2–3)

### 6.3. Fleet Information

- List of available vehicles (type, capacity, year, condition)
- Ownership or lease documentation

### 6.4. Compliance Documents

- Business registration certificate
- Tax clearance certificate (if applicable)
- Insurance and roadworthiness documentation

### 6.5. Driver Information

- Number of drivers
- License categories and experience summary

### 6.6. Operational Approach (Brief Note)

- Approach to dispatch, coordination, and contingency management

## 7. Evaluation of Expressions of Interest (EOI)

Expressions of Interest will be assessed based on:

- Responsiveness to the EOI requirements and demonstrated technical capacity
- Relevance and extent of experience
- Adequacy and condition of fleet (including vehicle cleanliness, air conditioning, and professional presentation)
- Operational capacity and contingency readiness including communication capability between drivers/dispatch and FAO focal points, and replacement vehicle response time
- Compliance with regulatory requirements
- Experience with VIP/high-level transport assignments

Only shortlisted (prequalified) vendors will be invited to the next procurement stage.

### **8. Important Notes**

- This Expression of Interest does not constitute a solicitation and will not result in a contract.
- FAO reserves the right to accept or reject any submission, or cancel or modify the process at any stage
- Submission of an EOI does not automatically guarantee prequalification
- Only prequalified service providers will be invited to submit financial proposals in a subsequent tender process.
- The roster established through this EOI may also be used for subsequent procurement processes for similar requirements, including, where appropriate, the establishment of a Long-Term Agreement

### **9. Submission Instructions**

Expressions of interest (EOI) must be submitted to: [RAF-procurement-services@fao.org](mailto:RAF-procurement-services@fao.org)

[WWW.UNGM.ORG](http://WWW.UNGM.ORG) (new vendors are required to register on UNGM before they can access the document)

With the subject line: *EOI – Transport Service providers prequalification - 2026*

### **10. Contact Information**

Procurement Unit - FAO Regional Office for Africa (RAF) - Accra, Ghana

Email: [RAF-procurement-services@fao.org](mailto:RAF-procurement-services@fao.org)

Yours sincerely,



Thierry Ebo

Procurement Officer