SAVING LIVES
CHANGING LIVES

Doing Business with the World Food Programme ("WFP")

International food procurement

WFP
World Food Programme

January 2021

This document is directed to companies interested in providing food commodities to WFP at the international level.

About WFP

WFP was established as a joint programme by the United Nations ("**UN**") and the Food and Agriculture Organization of the UN, with the purposes of using food aid to support economic and social development, meet relief food needs, and promote world food security.

WFP is the largest humanitarian organization fighting hunger worldwide. WFP operates in more than 80 countries around the world, feeding people caught in conflict and disasters, and laying the foundations for a better future.

To fulfil its mandate, WFP procures food, logistics services, and any other goods and services, through its supply chain division.

WFP food procurement

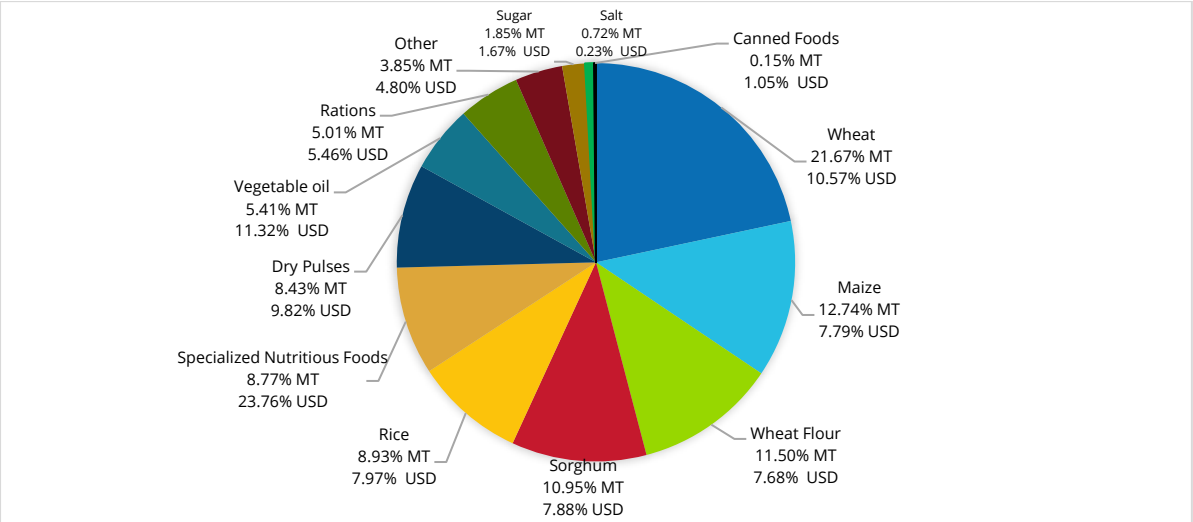
WFP strives to ensure that food commodities are purchased at competitive market prices, delivered in a timely manner, and are received by beneficiaries in a good, safe, and useful manner.

WFP procures food commodities at different levels, depending on the geographical area where the purchase takes place.

Criteria and procedures for registering as potential food supplier with WFP vary, depending if procurement activities are carried out at the international, regional, or local level.

In 2020, WFP purchased approx. 3.3 million metric tons ("**MT**") of food commodities, for a total value of approx. 1.7 billion USD.

WFP Food Procurement in 2020
(indicating purchased percentages and MT)



* "Other" includes foods such as barley, dried milk, etc.

What does WFP purchase?

WFP currently purchases food commodities listed on WFP's website (available at this hyperlink). Companies are requested to carefully read the technical details indicated in the specifications therein. If you wish to receive further technical clarifications, do not hesitate to contact WFP at newsuppliers@wfp.org.

For any other food commodities not currently purchased by WFP, interested companies can contact WFP's new foods committee at hq.newfoodscommittee@wfp.org. This committee facilitates WFP's internal decision about including new food formulations or products into WFP's operations.

WFP food procurement - International activities

International food procurement activities are centrally coordinated and mainly administered by WFP's Headquarters.

WFP delivers food in remote and often operationally unpredictable environments. To ensure its quick operational response, WFP maintains wide and diverse lists of approved vendors, grouped in rosters and organized by food commodities (each a "**WFP Roster**").

Companies can apply for more than one commodity roster, as long as they meet minimum requirements for that particular commodity, as indicated in section *"Minimum requirements for inclusion in WFP Rosters for International Food Procurement"* below.

WFP will review each company in relation to the specific WFP Roster for which the company applied to, ensuring that WFP's requirements for each commodity are met.

In order to be included in any WFP Roster, companies must successfully pass the following screening:

A) completion of the registration process on the United Nations Global Marketplace ("**UNGM**") portal[1], at Level 2 (see step 1.B below);

B) submission of the Initial Paper Assessment form ("**IPA**"), with all its supporting documents (see steps 1.C and 2 below);

C) positive evaluation by WFP Team of Experts (see step 3 below). WFP evaluates its potential vendors at its discretion, considering WFP's needs; the relevance, quality and safety of the proposed food commodities; and the business experience and the financial capacity of the company;

D) approval by the WFP Vendor Management Committee ("**VMC**") of the inclusion of the company in one or more WFP Rosters (see step 4 below). The decision to be included in WFP Rosters rests solely with WFP.

Only approved vendors will be included in WFP Roster and may be invited to participate to WFP's tenders by WFP, in accordance with WFP's needs, rules, policies, and prerogatives.

Minimum requirements for inclusion in WFP Rosters for International Food Procurement

Before starting the registration process, companies should carefully review the minimum criteria required throughout the registration and evaluation process.

To be considered for inclusion in WFP Rosters, companies must take necessary actions to ensure the fulfilment of the following minimum requirements:

- Supply food commodities of interest to WFP (see above "*What does WFP purchase?*");
- Have legal capacity to enter into a contract;

[1] The UNGM platform is a UN joint procurement platform, used by most of the UN entities. UNGM can be used by companies to stay abreast of business opportunities with many UN entities. The UNGM registration is subject to the UNGM terms and conditions.

- Have at least three (3) years of international experience in the production and / or trading of food commodities;
- Be licenced to operate as exporter;
- Proof financial capacity, with an annual turnover of at least five (5) USD million for the last three (3) consecutive fiscal years;
- Not be included in the United Nations Security Council Consolidated List (available at this hyperlink);
- Not be engaged in any fraudulent, corrupt, collusive, unethical, or illicit practice, and timely disclosure of any information in this respect (WFP's anti-fraud and anti-corruption policy is available at this hyperlink);
- Be registered on the UNGM platform, at Level 2 with WFP (see step 1.B below);
- Submit the complete IPA, with all its supporting documents (see step 1.C below);
- Submit any further document, as requested by WFP (see steps 1.D and 3 below); and
- Accept the United Nations Supplier Code of Conduct.

WFP encourages that suppliers are inclusive of persons with disabilities. A disability-inclusive supplier is a supplier which makes a dedicated, consistent, and measurable effort to implement disability-inclusive practices. Suppliers can show that they are disability-inclusive through a variety of means such as, for instance, having an organizational policy on disability inclusion, recruiting and hiring people with disabilities, offering reasonable accommodation to candidates and personnel with disabilities, providing accessible premises, or ensuring that their supply chains are disability-inclusive,.

How to register on WFP Rosters

Once a company confirms that it meets the minimum requirements (as per section above), the registration process begins. Registration in WFP Rosters is free of charge.

The following steps illustrate the process to be registered in one or more WFP Rosters:



Kindly note that being a parent, sister, subsidiary of a company already registered in WFP Rosters does not entail automatic registration with WFP. Each company shall undergo a specific vetting process in relation to the food commodity for which the application is made. In exceptional circumstances, companies of the same group can be included in the same WFP Roster. Companies shall always disclose to WFP any actual or potential, direct or indirect, conflict of interest.

STEP 1: PREPARATION OF THE APPLICATION

Applications consist of multiple parts:

A) EXPRESS INTEREST TO WFP

To apply for one or more WFP Rosters, companies send an e-mail to WFP at newsuppliers@wfp.org, presenting their company and clearly indicating which food commodities they wish to provide to WFP at the international level. This will facilitate the coordination and guidance of the registration process, when and if needed.

B) SUBMISSION OF ALL REQUIRED DOCUMENTS FOR REGISTRATION ON THE UNGM PORTAL, UP TO LEVEL 2

Companies are requested to register on the UNGM portal (available at this hyperlink), and submit all required documents for registration at levels 1 and 2 (a step-by-step guide on how to register on UNGM is available at this hyperlink).

Within this context, companies must:

- Register on UNGM with the same name indicated on the company's certificate of incorporation;
- Upload the certificate of incorporation or an equivalent (e.g. deed of establishment, by-laws, articles of association). This is intended as the legal document issued by a national authority or the national registrar of companies, certifying the duly incorporation of the company, including its name and corporate structure, verifying the legal status and capacity of the company;
- If the company changed name since its establishment, upload the certificate of changed name in the "optional documentation" section on UNGM. This document is additional to the original certificate of incorporation;
- Provide information about the company's corporate structure, in the "parent company" and "company information" sections on UNGM. This is intended as the detailed ownership and management structure of the company;
- Upload three (3) reference letters from reputable clients. Reference letters should indicate, at least, clients' contact name, contacts, address, proof of timely fulfilment of similar contracts. Kindly note that WFP may contact your references for further information; and
- Upload the audited or certified financial statements for the last three (3) fiscal years. Financial statements shall include the income statement, the balance sheet, and, if applicable, the note by the independent auditor.

C) PREPARATION OF THE INITIAL PAPER ASSESSMENT (IPA)

To assess the adequacy, quality and safety of the food commodities, WFP requests companies to prepare the IPA and provide certain technical documents (listed on the last page of the IPA). All these documents are additional to those provided on the UNGM portal and can be sent by email to WFP.

To obtain the latest version of the IPA, kindly contact WFP at newsuppliers@wfp.org.

When completing the IPA, companies shall ensure that:

- Information is accurate and consistent, and all fields are completed;
- Food commodities are clearly identified. Each column of the IPA refers to one food commodity. If a company wishes to provide more than three (3) food commodities, please complete a new IPA;
- Technical documents are saved in an organized manner, preferably with the following title "reference number – name of the supporting document as per the IPA – name of the commodity, if more than one" (for example, "3 pulses ISO 9001"; "3 wheat ISO 9001"; "8 pulses certificate of analysis"; "8 wheat certificate of analysis"); and
- The IPA is signed by the duly authorized representative of the company.

If a certain supporting document is not available, companies shall include a note in the IPA, explaining why such document is not available. If possible, companies shall provide an equivalent and up-to-date document to the missing one.

D) PREPARATION OF SPECIFIC DOCUMENTS

Due to the particularities of each application, WFP requests companies to provide additional documents, as follows:

- If documents are not available in English, companies are expected to submit translated versions. Each translation must have the stamp or signature of the company, who takes full responsibility vis-à-vis WFP for the fairness, accuracy, and content of the translation.
- Companies applying to more than three (3) WFP Rosters should also provide the breakdown of their annual turnover by commodity. In a nutshell, WFP wishes to receive information about the company's experience in the production and / or trading of each commodity proposed to WFP.
- Trading companies planning to sub-contract any manufacturer and provide processed food to WFP (such as vegetable oil, fortified flours, etc.) should submit a specific IPA for each manufacturer that they wish to use. The trading company is requested to share its own IPA, plus the specific IPA(s) of its manufacturer(s). The trading company will share the IPA with its manufacturer, and will make sure that all information required therein (including supporting documents) are provided and correct. Such IPA(s) should be sent by the trading company together with its application, as per step 2 below. WFP will consider as valid only communications occurring directly between WFP and the trading company, who is considered the sole applicant to WFP Rosters.

STEP 2: SUBMISSION OF COMPLETE APPLICATION

Once step 1 is completed, companies send an email to newsuppliers@wfp.org. The email should include the company's UNGM number and the IPA(s) with all technical documents.

Applications are complete if all actions under step 1 are finalized. Incomplete submissions will not be considered. Applications for food commodities not currently purchased by WFP at the international level will be automatically discarded.

STEP 3: REVIEW OF APPLICATION

Once step 2 is completed, WFP starts reviewing the company's application(s) to WFP Rosters. Companies are initially screened from a corporate and financial point of view. If such vetting is successful, companies are registered by WFP on the UNGM platform at Level 2. Companies are directly informed by WFP through the UNGM platform. Then, the application moves forward for technical, quality and safety reviews. Due to the large volume of applications received, WFP's screening process may require some time.

If needed, WFP may request additional information to companies. If WFP deems that a technical assessment and/or audit shall occur, the application is kept on hold and the company is informed by email, through newsuppliers@wfp.org.

STEP 4: DECISION ON APPLICATION

Once step 3 is completed, the WFP Vendor Management Committee (VMC) will decide to approve or reject the inclusion of the company to each WFP Roster. WFP communicates the outcomes of the VMC decisions to all companies by email, through newsuppliers@wfp.org. WFP notifies companies regardless of the result.

STEP 5: FINAL ACTIVITIES FOR APPROVED COMPANIES

Once step 4 is completed and the company is officially informed about its inclusion in one or more WFP Rosters, WFP will send all necessary details to the successful company requesting them to:

A) REGISTER ON THE E-TENDERING PLATFORM USED BY WFP

To ensure a competitive and transparent bidding processes, WFP carries out its tendering activities electronically, through the e-tendering platform.

Companies are requested to duly create a profile on WFP e-tendering platform (a step-by-step guide on how to register will be provided by WFP by email once included in WFP Rosters). This registration enables companies to receive information about, and be invited to, WFP's tenders.

Registration on a WFP Roster does not imply that WFP will invite the company to every tender. WFP may invite some or all companies included in a certain WFP Roster to express their interest for a specific tender opportunity.

Companies registered on one or more WFP Rosters may receive relevant tender invitations based on WFP's requirements. Adherence to the tender instructions and compliance with the tender invitation and technical specifications are required for a valid and responsive bid.

B) SUBMIT PAYMENT DETAILS

To avoid delays in payments if a contract is awarded, companies will be sent and requested to duly complete a payment details form for registration on WFP's payment systems (the form will be provided by WFP by email once included in WFP Rosters).

Companies shall indicate the bank account to be used in any potential contract with, and invoices to, WFP. At this stage of registration, WFP expects companies to provide details of bank accounts located in the country of establishment of the company. If changes to the bank accounts are required, promptly contact WFP for further guidance (if a contract is in place, please contact WFP's focal point as indicated in the applicable contract; if no contract is in place, please contact WFP at newsuppliers@wfp.org).

C) MAINTAIN ALL INFORMATION UPDATED

Companies are requested to keep their profiles on UNGM and WFP e-tendering platform updated. Updates are particularly important before requesting inclusion in any additional WFP Roster. For any specific assistance in this respect, please contact WFP at newsuppliers@wfp.org.

Terms and Conditions

WFP conducts its activities in adherences with WFP's regulations, rules, internal policies, and strategies (including on procurement).

Considering the emergency nature of most of WFP's procurement activities, WFP has developed standard contracts that will be proposed to companies at the tendering stage. If awarded, the standard contracts are not to be substantially changed. The standard contracts are included as an Annex to the solicitation document of specific procurements. WFP uses INCOTERMS® 2010.

Companies are expected to comply with all applicable contractual terms. Any breach of the applicable contractual terms entitles WFP to apply the remedies stipulated in the applicable contract.

WFP reserves the right to post details of tender awards on the corporate website, including details such as the company's name and contract value. Further information in this respect are available at this hyperlink.

INSPECTION, QUALITY, QUANTITY

All commodities purchased by WFP are inspected in terms of quality, quantity and compliance to food and packaging specifications. Inspections take place in accordance with the applicable contractual terms, on the content and packaging of the commodities.

To mitigate the risk of non-confirming commodities being delivered to a distant place where they may be rejected, WFP appoints an independent third-party inspection company to verify that consignments conform to the applicable contractual terms. Further information about the scope of work of such inspection companies can be found at this hyperlink.

WFP reserves the right to (i) inspect the consignment at any point in the process prior to or after the hand-over; and (ii) reject commodities if inspections indicate deviations from the contractual specifications. Companies must guarantee the quality, safety and nutrition of the delivered food commodities.

PACKAGING

WFP delivers most of the food commodities to some of the most remote parts of the world. In extreme circumstances, packaging represents an essential element to safeguard food commodities to destination. Therefore, in addition to WFP's minimum packaging requirements set in the specifications, it is the responsibility of the supplier to ensure that the packaging preserves the food along the required shelf life and prevents from mechanical damages occurring during transport and handling of the packaging.

The type of packaging depends on the type of commodity to be packed. WFP's food packaging specifications and markings are standardized for most of WFP's food commodities and are available at this hyperlink. Additional specifications may be required on a case-by-case scenario, as per the applicable contractual terms.

TAX EXEMPTION

WFP is exempt from taxes and custom duties. However, in rare cases, recipient governments may levy taxes and customs duties. In such cases, WFP expects companies to immediately contact WFP to determine a mutually acceptable solution.

Exclusion from WFP Rosters

WFP reserves the right to suspend or remove a company from any WFP Rosters at any time, for any reasons, including but not limited to WFP's operational needs and prerogatives, poor performance, prohibited acts and engaged in proscribed or unethical behaviour, terrorism, or any other reasons deemed relevant by WFP at its discretion.

UN Supplier Code of Conduct

Suppliers doing business with WFP are required to accept and comply with the UN Supplier Code of Conduct, on the UNGM portal. The UN Supplier Code of Conduct informs bidders that they may not engage in corrupt practices; that they must disclose information on any situation that may appear to present a conflict of interest; that the UN (and WFP respectively) has a zero-tolerance policy with regards to the acceptance of gifts or hospitality from bidders or suppliers; and that there are restrictions on the employment by suppliers of former UN staff members.

The UN Supplier Code of Conduct also covers other such as labour (e.g. freedom of association, prohibition of forced or compulsory labour, prohibition of child labour, anti-discrimination, health and safety and others), human rights (e.g. provisions against harassment, harsh or inhumane treatment, prevention of sexual exploitation and abuse, and others); environment (e.g. on the use of chemical and hazardous material, waste management, emissions, and others); and ethical conduct as outlined above.

Food procurement - Regional and Local activities

Regional and local food procurement activities are mainly administered and coordinated by WFP's Regional Bureaus and Country Offices. Contacts are publicly available on WFP's website (available at this hyperlink).

Companies not meeting the minimum requirements to do business with WFP at the international level or wishing to do business with WFP in a specific region or country shall directly contact the relevant WFP's Regional Bureau or Country Office, who will provide the applicable criteria and registration steps.

Contacts

Further information is available on WFP's website (available at this hyperlink).

For any further queries, companies may contact WFP at newsuppliers@wfp.org.