SAVING LIVES
CHANGING LIVES

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

Goods and Services Procurement

February 2021

WFP
World Food Programme

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 other **goods and services**, through its supply chain division.

In 2019, WFP purchased approx. 3.4 million metric tons of food commodities, for a total value of approx. 1.6 billion USD and goods and services for a total value of approx. 762.7 million USD.

This document is directed to companies interested in providing goods and services to WFP.

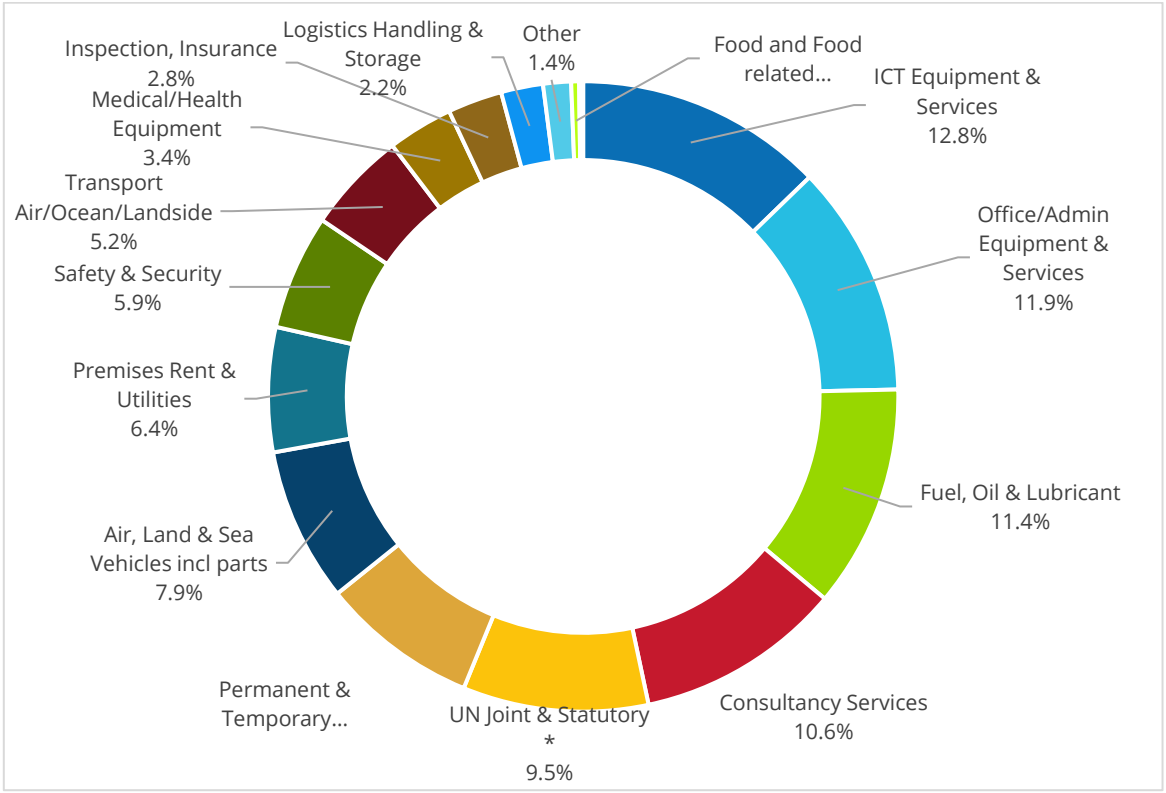
WFP goods and services procurement

All WFP procurement processes are managed in line with the public procurement principles of best value for money, competition, fairness and transparency and the best interests of WFP. WFP strives to ensure that goods and services are purchased at competitive market prices and delivered in a timely manner.

WFP procures goods and services locally, regionally and globally, depending on operational needs.

What goods and services does WFP purchase?

WFP Goods and Services Procurement in 2020 (indicating purchased percentages)



Roster of suppliers for goods and services

WFP provides food assistance in often operationally unpredictable environments. To ensure its quick operational response, *WFP maintains extensive lists of registered suppliers grouped in rosters for the wide range of goods and services categories of WFP purchases.*

To be considered for inclusion in WFP Rosters, companies must meet the following minimum requirements:

- Supply goods and/or services of interest to WFP and have the necessary professional and technical competence;
- Have legal capacity to enter into a contract;
- Have at least three (3) years of experience as an established business;
- Have sufficient financial capacity (where required, the last two years audited accounts or alternative assessed within WFP's discretion) to successfully undertake a contract with WFP;
- 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).
- Accept the United Nations Supplier Code of Conduct

For certain categories of goods and services, or in certain country specific contexts, suppliers may be required to meet additional/different criteria in order to be qualified and registered.

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, ensuring that their supply chains are disability-inclusive, or manufacturing accessible products following Universal Design principles.

Suppliers included in WFP rosters may be invited to participate to WFP's tenders by WFP, in accordance with WFP's needs, rules, policies, and prerogatives.

How to register on Global Goods and Services Rosters

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

The following steps illustrate the process to register to 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 goods and services for which the application is made. Companies shall always disclose to WFP any actual or potential, direct or indirect, conflict of interest.

STEP 1: REGISTRATION ON THE UNGM PORTAL

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

available at this hyperlink). Please note, that in some cases the "Basic" level of registration is acceptable, however, WFP recommends registering with levels 1 or 2. Within this context, companies are invited to:

- Register on UNGM with the same name indicated on the company's certificate of incorporation;
- Select codes (following the UNSPSC classification) which best describe the goods and/or services which your company is able to provide to WFP;
- Companies are requested to keep their profile updated on UNGM;
- Companies are invited to monitor the UNGM announcements for Expressions of Interest (EOI) published by WFP.

STEP 2: EXPRESSION OF INTEREST TO WFP

To assess the suppliers for inclusion in Global Goods and Services Rosters, WFP may request companies to prepare the EOI and provide certain documents (listed in each EOI document). All these documents are additional to those provided on the UNGM portal and can be sent by email to WFP (hq.tenders@wfp.org) indicating the reference number of the request for EOI published by WFP (e.g. ref. HQ20NF123).

When completing the EOI, companies shall ensure that:

- The EOI is submitted before the indicated deadline;
- Information is accurate and consistent, and all fields are completed;
- The company is presented in a clear and concise manner, indicating which goods and services the company wishes to provide to WFP.
- If applicable, the audited or certified financial statements for the last two (2) fiscal years are attached. Financial statements shall include the income statement, the balance sheet, and, if applicable, the note by the independent auditor;
- If applicable, three (3) reference letters from reputable clients are attached to the submission. Reference letters should indicate, at least, clients' contact name, contacts, address, proof of timely fulfilment of similar contracts;
- Information about the company's corporate structure is provided. This is intended as the detailed ownership and management structure of the company; and
- All requested documents are saved in an organized manner, preferably with the following title "reference number – name of the company - name of the supporting document".

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

The EOI submission for Global Goods and Services Rosters (at WFP Headquarters) should be in English. If documents are not available in English, companies are expected to submit translated versions. The bidder is accountable for the accuracy of the translation.

Please note that incomplete submissions might not be considered.

STEP 3: REVIEW AND DECISION ON EOI SUBMISSION

Once step 2 is completed, WFP starts reviewing the submitted documentation. Companies are initially screened from a corporate and financial point of view. If such vetting is successful, then the application moves forward for technical review. Due to the large volume of applications received, WFP's screening process may require some time. If needed, WFP may request additional information from companies.

Once the review of the EOI submissions is finalized, WFP decides to approve or reject the inclusion of the company to WFP Goods and Services Roster. This is an internal process held by WFP on a regular basis, in accordance with WFP's rules, policies, needs, and prerogatives.

WFP communicates the decision on inclusion to WFP Rosters to companies by email, through hq.tenders@wfp.org.

STEP 4: REGISTER ON THE E-TENDERING PLATFORM USED BY WFP

Once step 3 is completed, the company is officially informed about its inclusion in the WFP Roster for a certain goods and/or services category. WFP will send instructions on the steps to be followed to register on the WFP e-tendering portal.

WFP goods and services procurement - Regional and Local activities

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

Companies meeting the minimum requirements to do business with WFP and 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.

Terms and Conditions

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

By expressing interest in doing business with WFP, suppliers confirm the agreement with and adherence to the United Nations General Terms and Conditions of Contract (available at this hyperlink).

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® 2020.

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.

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 are required to accept and comply with the UN Supplier Code of Conduct. 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.