

Doing Business with the World Food Programme (WFP)

International food procurement

This document is aimed at companies interested in doing business with WFP, providing food commodities procured by WFP's International food procurement team in Headquarters.

About WFP

WFP is the largest humanitarian organization fighting hunger worldwide. WFP operates in more than 80 countries around the world, feeding people caught in conflicts and disasters, 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.

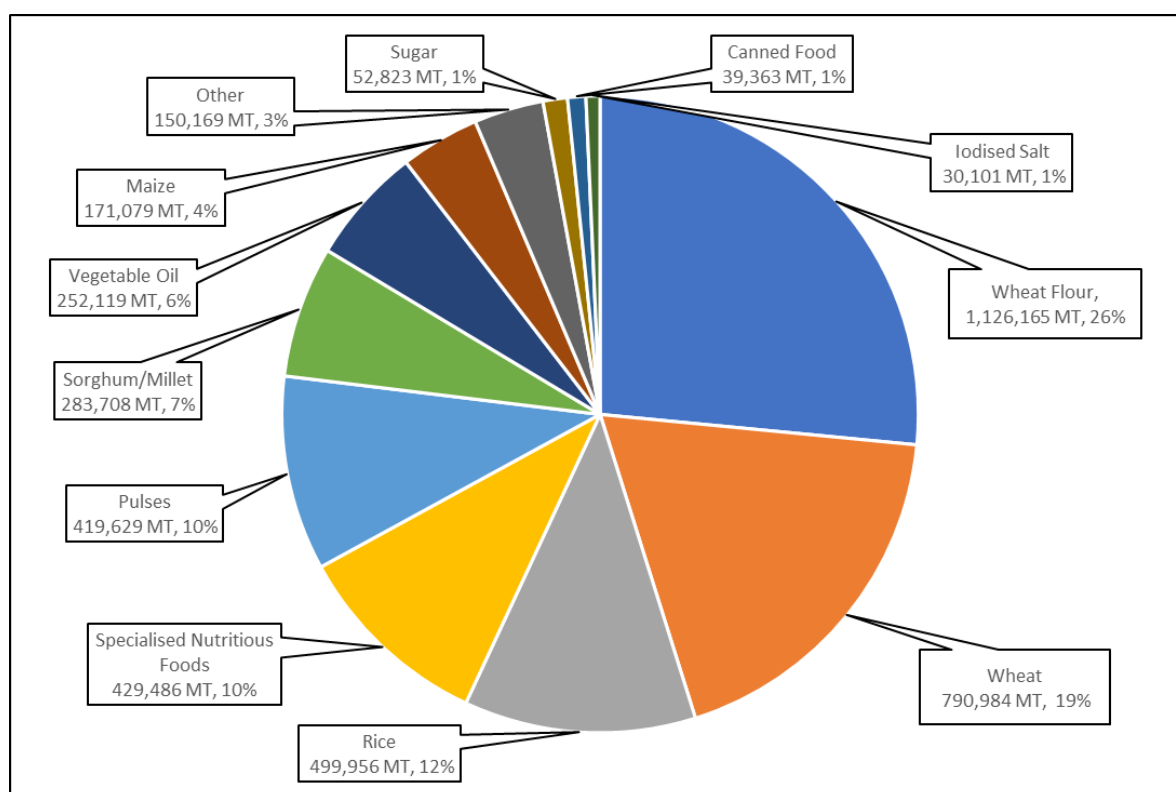
In 2022, WFP purchased approximately 4.2 million metric tons (**MT**) of food commodities, a total value of approx. USD 3.3 billion.

WFP food procurement

All WFP procurement processes are managed in line with the public procurement principles of best value for money, competition, fairness, and transparency and also in the best interests of WFP. WFP strives to ensure that food commodities are purchased at competitive market prices; conforms to international food quality and safety standards; and delivered in a timely manner.

WFP procures food globally, using an Import Parity Price comparison tool to assess whether commodities should be purchased from international, regional, or local markets. Final delivered costs (commodity cost plus transport expenses to destination) together with other factors: including donor and recipient country constraints; impact on local markets; timing, etc., are taken into consideration.

WFP Food Procurement in 2022 (indicating purchased percentages)



* "Other" includes foods such as barley, maize meal, dried milk powder, pasta, rations, etc.



What does WFP purchase?

WFP purchases food commodities listed on WFP's website (available at [this hyperlink](#)). Companies are requested to carefully read the technical requirements indicated in the relevant specifications.

For food commodities not purchased by WFP, interested companies can contact WFP's New Foods Committee at hq.newfoodscommittee@wfp.org. This committee facilitates WFP's internal decisions to include new food formulations or products in WFP's operations.

Roster of suppliers for international food procurement

International food procurement is centrally coordinated and mainly administered at WFP's Headquarters in Rome. WFP maintains wide and diverse lists of approved vendor rosters, organized by various food commodities (**WFP Roster**).

Companies can apply to be registered on more than one commodity roster, as long as they meet minimum requirements outlined below. Only qualified, approved vendors will be included in WFP commodity rosters and may be invited to participate on WFP's tenders, in accordance with WFP's requirements, rules and regulations.

Minimum requirements for inclusion in WFP Rosters for International Food Procurement

To be considered for inclusion in WFP Rosters, companies must:

- Supply food commodities of interest to WFP (see above "*What does WFP purchase?*").
- Have **legal capacity** to enter into a contract.
- Be **licensed to operate as an exporter**.
- Have at least three **(3) years of international experience** in the production and/or trading of food commodities.
- Proof of financial capacity, with an annual turnover of a minimum of **USD five (5) million** for the last three (3) consecutive fiscal years.
- Accept the [United Nations Supplier Code of Conduct](#).
- Not appear in the United Nations Security Council Consolidated List (available at [this hyperlink](#)), nor in the lists of sanctioned or suspended suppliers maintained by various donor, UN organizations and Independent Financial Institutions.
- Not be engaged in any Fraud, Corruption or any other Prohibited Practices (as defined by WFP's Anti-Fraud and Anti-Corruption Policy, "the Policy", available at [this hyperlink](#)) or any other unethical or illicit practice, and shall ensure to promptly notify WFP of any information in this respect in accordance with the Policy.
- Disclose to WFP, any CONFLICT OF INTEREST, whether actual, perceived or potential, including but not limited to; any WFP employee having an interest or economic relationships in the supplier's business.

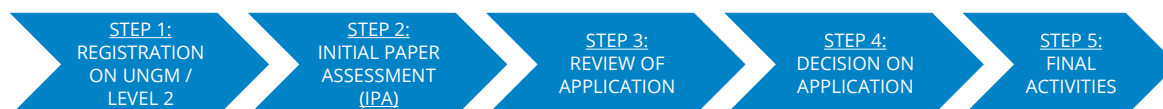
WFP encourages suppliers to be inclusive of persons with disabilities and to make a dedicated, consistent, and measurable effort to implement disability-inclusive practices in their entity. Disability-inclusiveness can be undertaken through a variety of means: having an organizational policy on disability inclusion, recruiting, and hiring people with disabilities, offering reasonable accommodation to candidates and personnel with disabilities, provide accessible premises, or ensuring that supply chains are disability-inclusive.



How to register on WFP Rosters

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

The following steps illustrate the process of registration for one or more WFP Rosters:



Kindly note: being a parent, sister, subsidiary of a company already registered in WFP Rosters does not entail automatic registration with WFP. Each company will undergo the vetting process in relation to the food commodity for which the application is made.

STEP 1: REGISTRATION ON UNGM / LEVEL 2

A) EXPRESSION OF INTEREST TO WFP

To apply for one or more WFP Rosters, companies send an e-mail to WFP: newsuppliers@wfp.org presenting their company and clearly indicating which food commodities they wish to provide on the international level.

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

Companies must 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](#)).

Companies must:

- Register on UNGM with the exact name indicated on the company's certificate of incorporation.
- Upload the certificate of incorporation or an equivalent document (e.g., deed of establishment, by-laws, articles of association as the legal document issued by a national authority or the national registrar of companies).
- If the company changed its legal name since establishment, upload the certificate of Name change in the "Optional documentation" section.
- Upload the audited or certified financial statements for the past three (3) fiscal years.
- Upload three (3) reference letters from most recent contractual partners, indicating company name, contact name and e-mail address proof of successful fulfilment of similar contracts.

STEP 2: INITIAL PAPER ASSESSMENT (IPA)

WFP requests companies to complete the IPA questionnaire and provide complete sets of technical documents as listed in the IPA. All required documents are in addition to those provided on the UNGM portal and must be sent via e-mail to newsuppliers@wfp.org.

Trading companies should clearly indicate the names and addresses of the subcontracted manufacturing facilities. Full sets of technical documents must be provided for each subcontracting facility and commodity included in the IPA.

N.B. All documents required in Step 1 and Step 2 must be provided in English. If the documents are not available in English, companies are expected to submit translated versions together with the original document. Each translation must be certified by the stamp and signature of the authorised translating entity.



STEP 3: REVIEW OF APPLICATION

WFP reviews the company's application(s). Companies are initially screened from a corporate and financial point of view. If vetting is successful, companies are accepted by WFP on the UNGM platform at Level 2 and are directly informed of acceptance through UNGM. The application then moves forward for technical, quality and safety reviews.

If required, WFP may request additional information from companies. If WFP deems it necessary that a technical assessment and/or audit of the manufacturing facility is required, the application is kept on hold and the company is informed accordingly.

STEP 4: DECISION ON APPLICATION

The WFP Vendor Management Committee (VMC) makes the decision to approve or reject the company for inclusion on the respective commodity roster. WFP will advise all companies of the VMC decisions via email. WFP notifies companies regardless of the result.

STEP 5: FINAL ACTIVITIES FOR APPROVED COMPANIES

Approved companies will be requested to:

- A) Register on the WFP's e-tendering platform (In-Tend).
- B) Submit Supplier Registration/Payment Details form with banking details (These banking details must be reflected in the invoices where WFP will transmit funds upon accomplishment of potential contracts).
- C) Maintain and update all information in UNGM.

Terms and Conditions

Contractual terms and conditions are clearly outlined in the tendering document as well as in the final contract signed with the winning bidder.

WFP uses INCOTERMS® 2010 in its tenders and contracts. Majority of international purchases are done on Free on Board (FOB) basis (over 60% in 2022). At regional and local levels Ex Works (EXW), Free Carrier (FCA) and Delivered at Place (DAP) terms are generally used.

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 is 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.

To mitigate the risk of non-confirming commodities being delivered to a distant destination 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 case, 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, 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

WFP vendor management is decentralised with procurement being undertaken on the international market in HQ, Regional Bureaus and Country Offices. Suppliers need to register separately on all rosters of interest to them.

Companies wishing to do business with WFP in a specific region or country can contact the relevant WFP Regional Bureau or Country Office, who will provide the applicable criteria and registration steps to register on their rosters. Contacts are available on WFP's website at [this hyperlink](#).

Contacts

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

All communications related to the registration of suppliers in WFP's International rosters to be maintained exclusively via e-mail address newsuppliers@wfp.org.