

Doing Business with the United Nations World Food Programme

International Food Procurement



World Food Programme

Introduction

This document provides an overview of the registration and prequalification process that suppliers need to follow to be considered for inclusion in the United Nations (UN) World Food Programme (WFP) vendor database for international food procurement – the Roster.

WFP International Food Procurement

WFP is committed to achieving Sustainable Development Goal 2 - Zero Hunger – which pledges to end hunger, achieve food security, improve nutrition and promote sustainable agriculture. WFP works with its suppliers to ensure that food commodities are purchased at competitive market rates, delivered in a timely manner, and meet the needs of the beneficiaries WFP serves. Purchases take place using local, regional and international markets for commodities.

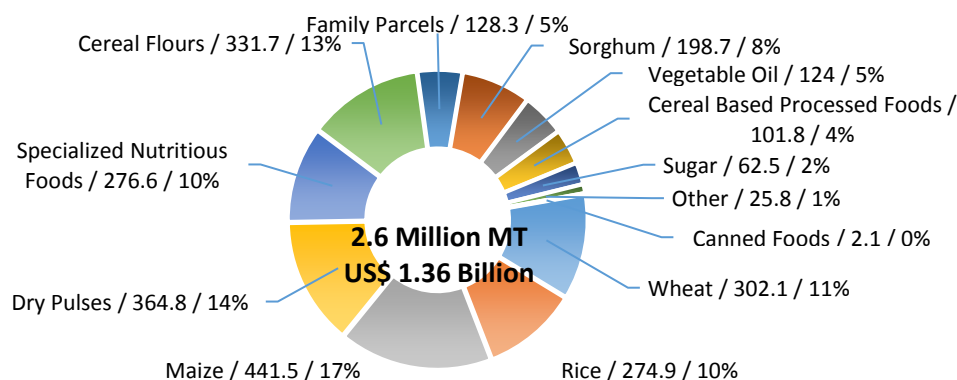
Having a preselected supplier roster allows WFP to issue tenders quickly and efficiently. After undertaking screening reviews and appropriate due diligence, WFP places potential suppliers on the Roster. WFP uses the Roster to identify suppliers to invite to tender as required. WFP aims to build a solid base of reliable and reputable suppliers, capable of delivering food commodities in accordance with the WFP's requirements to the highest professional and ethical standards.

This guide is for potential suppliers interested in doing business through our international procurement tenders. If suppliers wish to participate in local WFP Country Office or Regional Bureau food procurement tenders, **please contact WFP's country offices and regional bureaux directly** (contact details are found on the website: www.wfp.org).

Food Procurement – what do we purchase?

In 2016, WFP purchased a total of 2.6 million metric tons (MT) of food commodities, with a total value of US\$1.36 billion.

**WFP Global Food Procurement in 2016
(Thousands of MT and %)**



**Other includes foods such as Salt, Barley, Dried Milk, etc.

How to apply for the WFP Roster for International Food Procurement

Owing to the complex nature of WFP's supply chain, difficult and remote working environments, and often a need to act quickly in order to meet emergency needs, WFP's food procurement process involves continual screening, due diligence and preselection of prospective food suppliers; and a competitive bidding process aimed at purchasing specific commodities at specific times.

Step 1. Prospective vendors must submit a registration request through the United Nations Global Marketplace (UNGM) portal (www.ungm.org) for Level 2 registration¹. Specify that the application is for the WFP vendor roster. If there are any problems whilst registering on the UNGM site, please inform NewSuppliers@wfp.org. WFP does not conduct its tenders through the UNGM portal. A subscription to the UNGM tender alert service is not required in order to receive WFP tender notices.

Step 2. Once the UNGM Level 2 registration has been submitted, the supplier must send an e-mail to WFP at NewSuppliers@wfp.org. WFP undertakes additional reviews on prospective suppliers, including an assessment on production capacity. WFP will send the supplier an assessment form by e-mail requesting technical information to assist in this review.

Step 3. The registration submitted through the UNGM portal, and the assessment form will be reviewed by WFP. WFP will determine whether the supplier is suitable and has the capacity to supply WFP with the commodities and products required. Once the review is completed, applicants will be informed on the outcome of their registration request.

Qualification criteria for inclusion on the International Food Procurement Roster

Applications are reviewed on the basis of the following criteria:

- Legal capacity to enter into a contract with the United Nations.
- Proven financial capacity (annual turnover of a minimum USD 5,000,000).
- Proven ability to perform (supported by reference letters from reputable clients).
- A minimum three years of experience in the production and trading of commodities of interest to WFP.
- Experience and licenses to operate as a commodity exporter.
- UNGM Level 2 registration submitted.
- WFP paper assessment questions answered (available through NewSuppliers@wfp.org).

¹ <https://www.ungm.org/Public/Pages/RegistrationProcess>

WFP is interested in procuring from the international market the following commodities: cereals, pulses (including chickpeas, split peas, beans, lentils, and green peas), vegetable oil, sugar, salt, rice, bulgur wheat, wheat flour, yeast, and, pre-packed food rations.

WFP only pays upon the delivery of commodities and upon the receipt of a query free invoice accompanied by supporting documents as per WFP's contractual terms.

In accordance with its commitment to anti-terrorist measures, WFP reviews all existing and potential suppliers against the Consolidated United Nations Security Council Sanctions List; entities associated with terrorism will be excluded from the Roster and not be invited to tender.

Registration on the WFP international food supplier roster does not imply that an invitation will be extended to every tender issued.

However, it does mean that a company has been placed on WFP's database of potential bidders and suitable suppliers for a specified commodity. Suppliers will receive relevant tender invitations based on WFP's requirements.

Without successful registration on the WFP Roster, a company cannot participate in WFP tenders.

Registration status is not indefinite. WFP reserves the right to remove a vendor from the Roster including in the event of poor performance, committing a prohibited act as per provisions of contract, or any other reason deemed relevant.

WFP reserves the right to post details of tender awards on the corporate website including details such as the supplier's name and the contract value. <https://www.wfp.org/procurement/food-tender-awards>.

General Information

E-Tendering

To manage its tenders WFP uses an on-line platform. All tenders are undertaken on this e-tendering platform to ensure a competitive bidding processes. Adherence to the tender instructions and compliance with the tender invitation and technical specifications are required for a valid and responsive bid.

Timing and Incoterms®

WFP uses 2010 INCOTERMS®. Suppliers are expected to strictly adhere to the delivery terms and timings stipulated in the contract. Any breach of these terms entitles WFP to apply the remedies stipulated in the contract.

Inspection of Quality, Quantity and Packaging

All commodity purchases will be inspected in terms of quality, quantity and compliance to specifications both for the content and packaging. WFP reserves the right to reject commodities if the inspection indicates deviation from the cargo specifications and other terms and conditions outlined in the contract.

WFP appoints an independent third party inspection company to verify that consignments conform to contractual terms. The inspection takes place at the point established by the INCOTERMS® as per the contract. However, WFP reserves the right to inspect the consignment at any point in the process prior to hand-over point as per INCOTERMS®.

The type of packaging depends largely on the commodity type. For instance, WFP buys cereals in bulk (including empty/printed bags), breakbulk or containerized. Processed commodities can be procured in bags, tins or cartons. Packaging markings are specified in every contract.

WFP food quality and packaging specifications can be found at the link <http://foodqualityandsafety.wfp.org/specifications>

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 the supplier to contact WFP immediately to determine a mutually acceptable solution.

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