

SAVING
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Doing Business with the World Food Programme

International Food Procurement



World Food
Programme

August 2018



Introduction

This document provides an overview of the registration process to be followed by suppliers for inclusion in the World Food Programme (“WFP”) vendor database for international food procurement (“WFP Roster”).

This guide is for potential suppliers interested in doing business with WFP through our international procurement tenders. If suppliers wish to participate in WFP Country Office or Regional Bureaux food procurement tenders, please contact relevant WFP’s Country Offices and Regional Bureaux (contact are found on the website: www.wfp.org).

WFP International Food Procurement

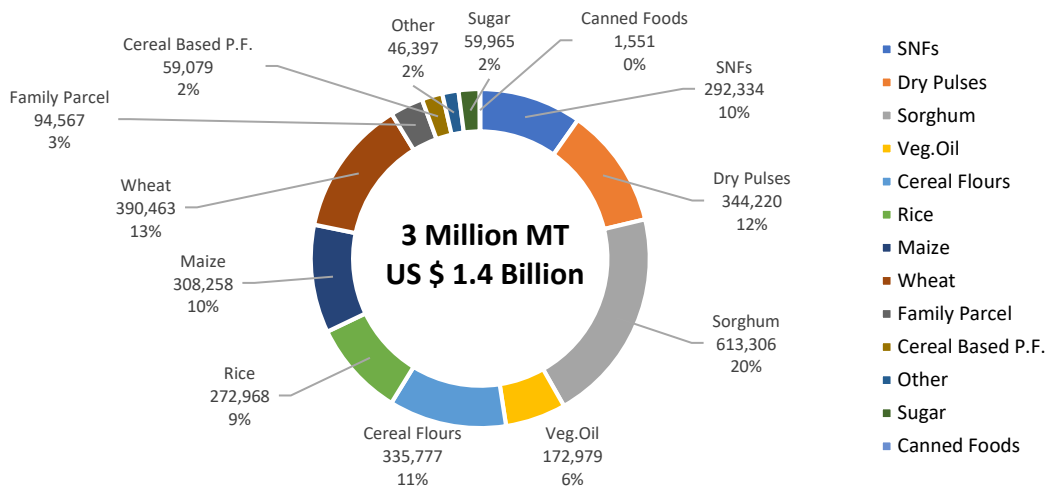
WFP is committed to achieving Sustainable Development Goal 2 - Zero Hunger – which pledges to end hunger, achieve food security, improve nutrition and promote sustainable agriculture. WFP’s aim is to ensure that food commodities are purchased at competitive market prices, delivered in a timely manner, and meet the needs of the beneficiaries. WFP purchases on local, regional and international markets.

WFP places potential suppliers on the WFP Roster, after conducting screening and appropriate due diligence on the potential suppliers. WFP’s Rosters for international food procurement are organized and managed per food commodity. Through the WFP Roster, WFP aims to build a solid base of reliable and reputable suppliers, capable of delivering food commodities to the highest professional and ethical standards, in accordance with WFP’s requirements.

Food Procurement – what do we purchase?

In 2017, WFP purchased a total of 3 million metric tons (MT) of food commodities, with a total value of US\$1.4 billion.

**WFP Global Food Procurement in 2017
(MT and %)**



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



How to apply for the WFP Roster for International Food Procurement

WFP delivers food to remote environments, and often needs to act quickly to meet emergency requirements. WFP's vendor registration involves continual screening, due diligence and preselection of prospective food suppliers.

New vendors are requested to express their interest in registering to the WFP Roster, by writing to: NewSuppliers@wfp.org. WFP will send detailed registration instructions.

The registration process includes the following:

Step 1. Submission of registration request through the United Nations Global Marketplace ("UNGM") portal (www.ungm.org) up to Level 2 registration, specifying that the application is for the WFP vendor roster, which must be done by selecting relevant UNSPC food codes. If facing any problems whilst registering on the UNGM site, applicants should inform NewSuppliers@wfp.org. Vendors are not requested to subscribe to the UNGM tender alert service, as WFP issues its tenders through its independent platform (see the "E-Tendering" paragraph below).

Step 2. Submission of the technical assessment form received by NewSuppliers@wfp.org together with the registration instructions: the Initial Paper Assessment form ("IPA").

Step 3. The registration submitted through the UNGM portal, and the IPA will be reviewed by WFP. WFP will determine whether the potential supplier meets the criteria for inclusion on the WFP Roster. Once the review is completed, applicants will be informed of the outcome of their registration.

Qualification criteria for inclusion on the WFP Roster for International Food Procurement

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 3 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 Initial Paper Assessment form questions answered (available through NewSuppliers@wfp.org).

WFP procures the following food commodities from the international market: 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 pays upon delivery of commodities and upon receipt of error free invoices to be accompanied by supporting documents, in accordance with the relevant 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 WFP Roster and not be invited to tender.

Registration on the WFP Roster does not imply that an invitation will be extended to every tender issued. It means that a company has been placed on WFP Roster of potential bidders and is considered as a suitable supplier for the provision of a certain commodity. Suppliers will receive relevant tender invitations based on WFP's requirements.

Without successful registration on the WFP Roster, a company cannot participate to WFP's tenders.



Registration status is not indefinite. WFP reserves the right to remove a vendor from the WFP 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

All tenders are undertaken by WFP through an e-tendering platform to ensure a competitive and transparent 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 INCOTERMS® 2010. Suppliers are expected to comply with all contractual terms. 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 food specifications both for the content and packaging. WFP reserves the right to reject commodities if the inspection indicates deviation from the contractual specifications.

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. WFP reserves the right to inspect the consignment at any point in the process prior to hand-over.

The type of packaging depends on the commodity type. For example, 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 following 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.