

**Invitation for submission of quotation for the inspection and
issuance of weight, quality and packing certificates for XX MT of
(Name of Commodity) for XX (Destination).**
Contract Ref: HQ/XXXXXXXX

Quotations are invited for the cargo purchased by this Organization-as detailed in the Attachment No.1.

The below required food inspection services shall be performed in accordance with internationally accepted sampling and analysis procedures and shall include:

I. Inspection at supplier's warehouse

The inspection at the seller's warehouse prior to the loading and shall consist of:

A- Premises:

1. The Food inspection's Inspector(s) shall inspect the suppliers' warehouses to determine the condition, hygiene and suitability for accomplishing the food supply contract.

B- Packaging

2. Visual check for quality of packaging materials.
3. When applicable, for bag packed: Bag drop test for 10% of the tonnages of the commodity.
4. Sample weighing of a minimum of 10% of the total tonnages of the food commodity must be done to ensure that weights conform to the contract. Where necessary, a higher percentage of samples may be used to determine the average weight. For a representative sampling, the units of food commodities must be picked from the front, middle, and the rear locations in the container.
5. Check the weights of full and empty packaging as per specification.
6. Check the markings on the packaging as per requirements.
7. Some bags must be opened up to ensure that:
 - o There are no live pests inside bags.
 - o There is no evidence of high moisture (e.g. caking, darkening, etc.)Other visual defaults to be reported (e.g. presence of foreign matters in excessive quantities, etc.)
8. Any identified problem with packaging (such as the packaging being weak, torn, old, unserviceable or packaging with poor quality stitching/sealing) and with the goods, must be reported to WFP office.

C- Sampling

9. Representative samples to be drawn according to international sampling method standards (GAFTA 124-2, ISO 24333, FOSFA).
10. A retention sample (of the same size of the lab sample) **must** be retained by the food inspection company for no less than 3 months.

D- Pictures

11. Take pictures of commodities and warehouse (and attach the pictures to the inspection report). The pictures must be of resolution of 2 Megapixel or more . However, if they are being sent to WFP by e-mail , VGA size should be used.

A checklist is available at:

http://documents.wfp.org/stellent/groups/public/documents/manual_guide_proced/wfp254529.pdf

II. Inspection during production (for processed foods, e.g. Fortified Blended Foods, Fortified Wheat Flours, Biscuits, etc.)

A- Presence

1. The Food Inspector(s) must be present during production of processed foods and whenever work is in progress.

B- Various controls

2. Visually check the quality of the raw materials (e.g. foreign matters for grains and pulses, Best before Date of ingredients, etc.)
3. Visually check for any infestation, discoloration or moisture content of raw materials, etc.
4. Follow the 'fortification' procedure - available at:
http://documents.wfp.org/stellent/groups/public/documents/manual_guide_proced/wfp251175.pdf
 - o Premix (storage, Certificate of Analysis, Proof of purchase, etc.)
 - o Feeder (calibration, Coefficient of Variation, etc.)
 - o Records (Calibration, premix inventory, premix usage, etc.)
5. Take pictures of the different production posts (in case of abnormalities).

C- Sampling

12. Representative samples can be drawn according to international sampling method standards during production and during bagging. Sampling frequency and reference method (GAFTA 124-2, ISO 24333, FOSFA).

If an automated sampling device is available in the factory and if the frequency of sampling is equal or higher than the one recommended by WFP, then the sample can be drawn from the device.

For **Aflatoxin SAMPLING and TESTING**, a specific procedure must be followed; this procedure is available on-line at:

http://documents.wfp.org/stellent/groups/public/documents/manual_guide_proced/wfp254542.pdf

6. A retention sample (of the same size of the lab sample) **must** be retained by the food inspection for no less than 3 months.

A checklist is available at:

http://documents.wfp.org/stellent/groups/public/documents/manual_guide_proced/wfp254537.pdf

III. Inspection at Loading

A- Presence

1. The Food Inspector(s) must be present at each place of loading and whenever work is in progress.
2. If the cargo has been inspected at the warehouse level or at the factory level, a system of sealing, identification, etc. of the cargo **must** be put in place. The identification system must be documented and shared with WFP.

B- Visual check of cargo and means of transportation

3. Visually check again the packaging (quality, stitching, marking, weight) to ensure that the goods are in conformity with the contract.
4. Visually further check the product for infestation, discoloration, moisture content etc.
5. Before cargo is loaded on to any means of transport, ensure that they are clean and fit for transportation of food (e.g. no risk of contamination from oil / fuels or other contaminants that may have been previously carried, etc.).
 - a. Inspect the trucks to confirm the floors of the truck bodies are sound,
 - b. Inspect vessel at port to confirm that the suitability and cleanliness of its holds and gears.
 - c. Inspect containers to confirm that their interior/exterior paint and wooden floor are reasonably intact.

(Visual checks for containers' general sea-worthiness should include verification of CSC-plates; ensuring their doors close properly; proper rubber seals exist and that there are no holes to cause any potential leakage).

6. Follow the loading procedure of containers. Available at:

http://documents.wfp.org/stellent/groups/public/documents/manual_guide_proced/wfp254688.pdf

7. Take pictures of empty trucks, containers, etc.
8. If fumigation is required, the inspection company must advise the supplier to follow WFP's fumigation SOP and must report on the fumigation. SOP is available at:
http://documents.wfp.org/stellent/groups/public/documents/manual_guide_proced/wfp254885.pdf

C- Tally

9. Make a tally of all the bags/ bottles/ boxes loaded onto the truck, containers, vessels, or wagon at the loading point.
10. Send a copy of the tally sheet with the loading truck to be presented at the off-loading point.
11. Submit Daily Report to WFP with photographs.

D- Reporting

Inspection Company must fill the check list of inspection -available at:
http://documents.wfp.org/stellent/groups/public/documents/manual_guide_proced/wfp254539.pdf

IV. Analysing the samples and reporting

A- Laboratory choice

1. Samples collected at supplier's warehouse, plant, or during loading shall be analysed - either at food inspection company laboratory or at a subcontracted laboratory. Ideally the laboratory needs to be ISO 17025-accredited.

Inspection Company must inform WFP which laboratory will carry out the analysis.

Name and contact details of the lab MUST be sent to WFP

B- Results

2. Analysis report for each batch should be submitted -depending on the contracted quantity and pending issuance of a final Food inspection certificate after the conclusion of the contract. Methods of analysis (standards) and sampling protocol must be mentioned in the analysis report.

V. Reporting

Inspection Company shall provide the following certificates.

❖ Fortification (for fortified food only) and quality of the raw materials

1. **Certificate of Analysis** of the Premix (with all minerals and vitamins analyzed)

2. **Proof of purchase of the premix** (quantities, origin, etc.) and it **must** be checked to ensure the premix come from a WFP-approved supplier and has been ordered in the right quantity.
3. A statement on the **quality of the raw materials** and its suitability for the production of the processed product for human consumption.

❖ **Inspection reports**

4. A **sampling report** (with location of sampling, quantity sampled, name of the officer who did the sampling, quantity sampled, etc.)
5. A **lab (or visual check) report** from a WFP pre-approved lab (i.e. final certificate as well as intermediate certificates will be required).
6. **Daily reports** to inform the WFP Procurement Office on the progress of the operation. **Inspection at loading** (including tally and loading report). See 'loading procedure' at http://documents.wfp.org/stellent/groups/public/documents/manual_guide_proced/wfp254538.pdf

❖ **Additional documents**

7. **Fumigation Report** (if fumigation is required: fumigant type, quantity / MT, exposure duration, place of fumigation).
8. All **other supporting documents**, records, photos, information related to the reports and check-lists (refer to contract for more information, e.g. transport documentation)

Payment to your company will be done only if the <u>whole set</u> of documents, records, etc. is provided to WFP.

A checklist is available at:

http://documents.wfp.org/stellent/groups/public/documents/manual_guide_proced/wfp254539.pdf

