**INITIAL PAPER ASSESSMENT (IPA)**

**for international food producers and traders**

This form refers to your company’s registration in one or more WFP’s international food rosters.

Make sure to fill-in all relevant parts and attach all necessary supporting documents. Once completed and signed by the duly authorized person in your company, kindly send this form back to WFP by email (newsuppliers@wfp.org).

WFP purchases the commodities listed in the table below; their technical specifications are available at this link <https://foodqualityandsafety.wfp.org/specifications>. At the international level, WFP currently purchases commodities listed in the dropdown list of Section 3 below.

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| NON-PROCESSED FOOD | PROCESSED FOOD |
| Barley, Maize, Oats, Rice, Rice Parboiled, Sorghum, Wheat, Buckwheat Grains, Millet, Pulses, Iodized Salt, Sugar, and Dry Rations. | Bulgur Wheat, Super Cereal, Super Cereal Plus, Lipid-Based Nutrient Supplement (LNS), Micro-Nutrient Powder (MNP), Canned Beef, Canned Mackerel Fish, Canned Tomato Paste, Fortified Date Bars, Maize Meal, Wheat Flour, High Energy Biscuits (HEB), Milk UHT Fortified, Skimmed Milk Powder, Pasta, Rations – Ready to Eat, Palm Olein, Soybean Oil, and Sunflower Oil. |

For any further query, feel free to contact us by email (newsuppliers@wfp.org).

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| **Section 1: Company Information***This section refers to the legal entity that wishes to enter into potential contracts with WFP.* *The name of the company shall exactly match the name indicated in the certificate of incorporation and on the UNGM portal.* |
| **Company legal name:***(No abbreviations)* | ……………….. |
| **Country:** | ……………….. |
| **UNGM Number:** | ……………….. |
| **Type of Business:** | [ ]  Manufacturer[ ]  Trader [ ]  Manufacturer for some commodities, Trader for others. If so, please specify ……………….. |
| **Website:** | ……………….. |

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| **Section 2: Previous experience** *This section is additional to the reference letters provided by your company on the UNGM portal.* |
| **Experience working with the humanitarian sector:** | Choose an item. |
| **If yes, which organization?** | ……………….. |
| **If with WFP, where?** | ……………….. |

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| **Section 3: Commodity information** *Select one commodity per column and include all technical information thereunder.* *If your company wishes to apply for more than three commodities, please fill-in a new IPA.* |
| **Which commodity would you like to provide to WFP?** | Choose an item. | Choose an item. | Choose an item. |
| **Specify the type of commodity** *(for commodities marked with \* please specify the type of commodity, e.g. for super cereal if Corn Soya Blend or Wheat Soya Blend, etc.)* | ……………….. | ……………….. | ……………….. |
| **Product Information** |
| **What is the stated shelf-life of the proposed product?** | ……………….. | ……………….. | ……………….. |
| **Can you meet the shelf-life requirements as per WFP’s specifications?** | Choose an item. | Choose an item. | Choose an item. |
| **Are you able to provide non-GMO products?***Attach non-GMO certificates (see Section 6 no. 8 below)* | Choose an item. | Choose an item. | Choose an item. |

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| **Capacity**  |
| **What is the company total production / sales in metric tons per year for this product?***MT produced during previous year* | ……………….. | ……………….. | ……………….. |
| **Packaging**  |
| **Can you meet the packaging requirements as per WFP’s specifications?***Please attach relevant specifications (see Section 6 no. 18 below)* | Choose an item. | Choose an item. | Choose an item. |
| **Storage and handling** |
| **What is the total storage capacity for finished product that your company could make available for WFP?** *MT per commodity* | ……………….. | ……………….. | ……………….. |

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| **Section 4: Production plants for processed food vendors***This section shall be completed by companies that wish to be registered with WFP for processed food.* *If you are a trader, please make ensure that:** *this Section 4 is filled-in for each manufacturer that your company wishes to use as sub-contractor for WFP’s potential contracts; and*
* *all supporting documents (indicated in Section 5 below) are provided for all mentioned manufacturers.*

*WFP may conduct an audit of the production facilities and needs to be aware of the exact locations of the plants used by your company.* |
| **Ownership** | **Name and Address** | **Country** | **City** | **Commodity** | **Capacity (MT/month)** |
| ……………… | ……………….. | ……………….. | ……………….. | ……………… | ……………….. |
| ……………… | ……………….. | ……………….. | ……………….. | ……………… | ……………….. |
| ……………… | ……………….. | ……………….. | ……………….. | ……………… | ……………….. |
| ……………… | ……………….. | ……………….. | ……………….. | ……………… | ……………….. |
| **Comments:** | ……………….. |

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| **Section 5: Supporting documents** |
| *All documents should be translated in English.* *Attachments should refer to the specific commodities listed in Section 3 above. Documents from 5 to 20 should be organized by number and commodity. If a document is not available, explain the reasons next to it, and indicate which alternative document is provided, if any.* *Please keep WFP updated about any significant changes to any supporting documents (e.g. if a document has an expiration date, please make sure to send the new version to WFP when extended).* |
| **Documents to be provided by ALL VENDORS****(MANDATORY for all companies that wish to provide processed and/or non-processed food)** |
| **No.** | **Name of the document** | **Click if submitting** | **Reasons of not submitting** |
|  | Food manufacturing/trading license/registration issued by approving authority (certificate that the company is registered for the commodity that it wishes to provide to WFP) | [ ]  | ……………….. |
|  | Describe the structure for quality control / quality assurance in your company for this product | [ ]  | ……………….. |
|  | Quality management system certification (copy of valid ISO 9001 or equivalent certification) | [ ]  | ……………….. |
|  | Example of food grade certificate / declaration for packaging materials | [ ]  | ……………….. |
|  | Example of certificates of analysis (COA) issued by an accredited laboratory | [ ]  | ……………….. |
|  | Product release criteria/procedure (details on analysis/visual inspection, parameters, limits, frequency and test methods etc.) | [ ]  | ……………….. |
|  | Insect pest management (IPM) plan of the facility, warehouses, and bagging facility | [ ]  | ……………….. |
|  | Non-GMO certificate (if you replied yes to Section 3 above) | [ ]  | ……………….. |
| **Documents to be provided by COMPANIES THAT WISH TO PROVIDE PROCESSED FOOD***If you are trader, make sure that all below documents (from 9 to 20) are provided for all manufacturers that you wish to use for contracts with WFP. Feel free to send them a clean version of this IPA and ask them for full completion. Kindly note that WFP will consider valid only communications with your company (i.e. the applicant to WFP’s international food rosters).* |
|  | Food safety management system certification (copy of valid ISO 22000) or Global Food Safety Initiative (GFSI) scheme certification (copy of valid FSSC 22000, IFS, BRC, SQF, or equivalent certification) | [ ]  | ……………….. |
|  | Product description or manufacturing specification sheet | [ ]  | ……………….. |
|  | Process flow diagram with identified critical control points (CCPs) | [ ]  | ……………….. |
|  | Hazard analysis and critical control (HACCP) plan  | [ ]  | ……………….. |
|  | Example of critical control points (CCPs) monitoring records | [ ]  | ……………….. |
|  | Quality control (QC) plan for raw and packaging materials, process and finished product (details on parameters, limits, frequency and test methods etc.) | [ ]  | ……………….. |
|  | Traceability procedure and information on batch/lot size and codification  | [ ]  | ……………….. |
|  | Procedure to manage non-conformity | [ ]  | ……………….. |
|  | Product recall and withdrawal procedure | [ ]  | ……………….. |
|  | Procedure for review and approval of raw and packaging material suppliers | [ ]  | ……………….. |
|  | Packaging material technical data sheet (information related to composition and barrier characteristics for primary and secondary packaging) | [ ]  | ……………….. |
|  | Shelf-life study and latest report/data/trend on shelf-life study | [ ]  | ……………….. |

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| ***Form prepared by the duly authorized person in the company:*** |
| ……………….. | ……………….. | ……………….. |
| (Name / Position) | (Signature) | (Date) |