

Doing Business with the UN World Food Programme (WFP)

Goods and Services Procurement

This document is aimed at companies interested in doing business with WFP by providing goods and services procured by WFP's 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, providing assistance in emergencies to meet immediate food and nutrition needs, and supporting communities to build resilience, laying the foundations for a better future.

To fulfil its mandate, WFP works with governments and private donors, with suppliers and local communities, and procures the food, goods and service supplies needed through its Supply Chain division.

In 2023, WFP purchased goods and services for a total value of approximately USD 1.23 billion.

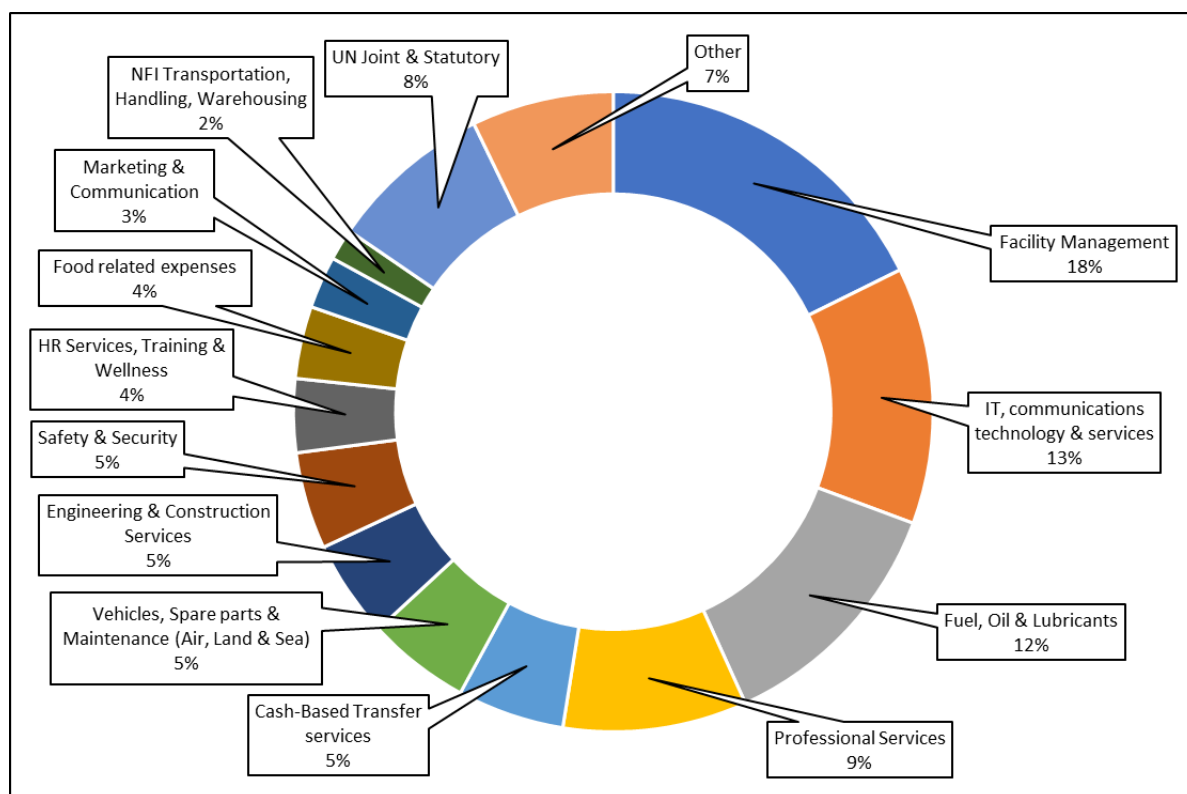
WFP goods and services procurement

All WFP procurement processes are managed in line with the public procurement principles of best value for money, competition, fairness, transparency and in the best interests of WFP. WFP strives to ensure that goods and services are purchased at competitive market prices and are delivered in a timely manner.

WFP procures goods and services locally, regionally, and globally, depending on operational needs.

What does WFP purchase?

WFP Goods and Services Procurement in 2023 (indicating purchased percentages)



Roster of suppliers for goods and services

WFP often operates in unpredictable environments. Accordingly, extensive lists of registered suppliers are maintained in rosters for a wide range of goods and service categories to ensure quick operational response.

Companies can apply to be registered on one or multiple commodity rosters, if they meet the minimum requirements outlined below. Only qualified, approved suppliers will be included in WFP rosters and may



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be invited to participate in WFP's tenders, in accordance with established requirements, rules and regulations.

Minimum requirements for inclusion in WFP Goods and Services Rosters

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

- Supply goods and/or services of interest to WFP.
- Have the necessary professional and technical competence.
- Have **legal capacity** to enter a contract.
- Have at least three **(3) years of experience** as an established business.
- Have sufficient financial capacity (where required, the last two years audited accounts or alternative assessed within WFP's discretion) to successfully undertake a contract with WFP.
- Accept the [United Nations Supplier Code of Conduct](#).
- Not appear in the United Nations Security Council Consolidated List available [here](#), nor in the lists of sanctioned or suspended suppliers maintained by various donors, 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, available [here](#)) or any other unethical or illicit practices. Any information in this respect is to be promptly reported to WFP 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.

For certain categories of goods and services, and/or in certain country specific contexts, suppliers may be required to meet additional/different criteria to be qualified and registered.

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.

WFP also encourages suppliers to set up appropriate management systems to ensure compliance with basic Environmental, Social, and Governance (ESG) principles. To use sustainable methods, materials, and products; run operations that reduce waste and emissions; promote fair labour practices and ensure diversity. Suppliers must also take a preventive approach to protecting the environment, comply with environmental legislations and foster initiatives that promote greater environmental responsibility.

How to register on Global Goods and Services Rosters

Once a company meets the minimum requirements (see *Minimum requirements for inclusion in WFP Goods and Services Rosters* section above), the registration process begins. Registration to WFP Rosters is free of charge.

To register to one or more WFP Rosters, the process below refers:



NB: Subsidiaries of companies already registered in WFP Rosters are not automatically registered alongside those companies. Each subsidiary is required to undergo separate vetting processes in relation to the food commodity roster of interest.



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STEP 1: REGISTRATION ON THE UNITED NATIONS GLOBAL MARKETPLACE (UNGM) PORTAL

Companies must register on the UNGM portal (available [here](#)), and submit all required documents for registration at levels: Basic, 1 or 2 (a step-by-step guide on how to register on UNGM is available [here](#)). While the “Basic” level of registration could be acceptable, WFP recommends registering for both levels 1 or 2.

Within this context, companies must:

- Register on UNGM with the same name indicated on the company's certificate of incorporation.
- Select the United Nations Standard Products and Services Code (UNSPSC) which best describe the goods and/or services which your company can provide to WFP.
- Maintain an updated profile on UNGM.
- Monitor the UNGM announcements for Expressions of Interest (EOIs) published by WFP.

STEP 2: EXPRESSION OF INTEREST TO WFP

EOIs may be used as pre-qualification tools to assess/screen/preselect potential suppliers for inclusion in Global Goods and Services Rosters. Any additional documents requested as indicated in the EOI, will be in addition to those provided on the UNGM portal and can be sent by email to WFP (wfp-suppliers.srm@wfp.org) indicating the reference number of the request for EOI published by WFP (e.g. ref. HQ20NF123).

When completing the EOI, companies shall ensure that:

- The EOI is submitted before the indicated deadline.
- Information provided is accurate and consistent with any support documentation, and all fields are completed.
- The company is presented in a clear and concise manner, indicating which goods and services the company wishes to provide to WFP.
- If applicable, the audited or certified financial statements for the last two (2) fiscal years are attached. Financial statements shall include the income statement, the balance sheet, and, if applicable, the note by the independent auditor.
- If applicable, three (3) reference letters from reputable clients are attached to the submission. Reference letters should at the very least indicate the clients' name and contact details, address, proof of timely fulfilment of similar contracts.
- Information about the company's corporate structure (the detailed ownership and management structure) is provided.
- All requested documents are saved in an organized manner, preferably with the following title “reference number – name of the company - name of the supporting document”.

If a certain supporting document is not available, companies shall include a note in the EOI, explaining why such document is not available. If possible, companies shall provide an equivalent and up-to-date document to the missing one.

The EOI submissions for Global Goods and Services Rosters (at WFP Headquarters) should be in English. If documents are not available in English, companies are expected to submit translated versions. The bidder is accountable for the accuracy of the translation.

Please note that incomplete submissions might not be considered.

STEP 3: REVIEW AND DECISION ON EOI SUBMISSION

Companies are initially screened from a corporate and financial point of view. If this initial vetting is successful, then the application moves forward for a technical review. Due to the large volume of applications often received, the screening process may take some time to be completed. Additional information may also be requested from companies as needed.



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Once the review of the EOI submissions is finalized, WFP decides to approve or reject the inclusion of the company to WFP Goods and Services Roster. This is an internal process held by WFP on a regular basis, in accordance with WFP's rules, policies, needs, and prerogatives.

WFP communicates the decision on inclusion to WFP Rosters to companies by email, through wfpsuppliers.srm@wfp.org.

STEP 4: REGISTER ON THE E-TENDERING PLATFORM USED BY WFP

Once step 3 is completed, the company is officially informed about its inclusion in the WFP Roster for a certain goods and/or services category. WFP will send instructions on the steps to be followed to register on the WFP e-tendering portal.

UN Supplier Code of Conduct

Suppliers doing business with WFP are required to accept and comply with the [United Nations Supplier Code of Conduct](#). It provides a framework within which suppliers are expected to operate, as they work with the United Nations. It details expected behaviours regarding:

- Conflict of interest disclosures
- Ethical conduct
- Employment of former UN staff members
- Environmental attention
- Gifts or hospitality acceptance
- Labour practices

Non-compliance to these norms could result in being barred, suspended or terminated, in accordance with United Nations procurement policies and procedures.

Terms and Conditions

WFP conducts its procurement activities in adherence with WFP's regulations, rules, internal policies, and strategies.

WFP uses INCOTERMS® 2020 in its tenders and contracts. By expressing interest in doing business with WFP, suppliers confirm their agreement with and adherence to the United Nations General Terms and Conditions of Contract available [here](#).

Considering the emergency nature of most of WFP's procurement activities, standard contracts have been developed and may be proposed to companies at the tendering stage (see Annexes to the solicitation document of specific procurements). Upon the award of a contract, they will not be substantially changed.

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 [here](#).

QUALITY AND QUANTITY CHECKS

WFP reserves the right to (i) carry out spot checks on the goods delivered prior to their hand-over or upon delivery and (ii) reject goods if these checks indicate deviations from the contractual specifications or requirements. Companies must ensure goods are provided as per set out specifications and that quality services are always provided.

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 WFP's operational needs and prerogatives, poor performance, prohibited acts and engagement in proscribed or unethical behaviour, terrorism, or any other reasons deemed relevant by WFP at its discretion.

Suppliers that consistently are unable to participate in floated tenders without due cause may similarly be removed from WFP rosters. If you are not interested or unable to participate in more than three concurrent tenders, contact wfpsuppliers.srm@wfp.org to update/maintain your roster participation.

WFP goods and services procurement - Regional and Local activities

Goods and Services procurement is decentralised within WFP and is undertaken at Headquarters, Regional Bureau and Country Office levels.

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 as applicable. Contacts for each respective office are available on WFP's website [here](#).

Contacts

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

For any additional information on doing business with WFP and specifically on the EOIs published by WFP, please contact us via the e-mail address wfpsuppliers.srm@wfp.org.