

Doing Business with the UN World Food Programme (WFP)

*Guidance for prospective suppliers on registration requirements and
commodities WFP procures.*



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.

WFP 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 commodities are purchased at competitive market prices; conform to international standards; and are delivered in a timely manner.

WFP procures Food, Goods and services locally, regionally, and globally, depending on operational needs, WFP's global food procurement is based on Import Parity Price comparisons to assess where commodities should be purchased either global, regional, or local markets. Final delivered costs (commodity cost plus transport expenses to destination) together with other factors: including donor and recipient country constraints; impact on local markets; timing, etc., are taken into consideration.

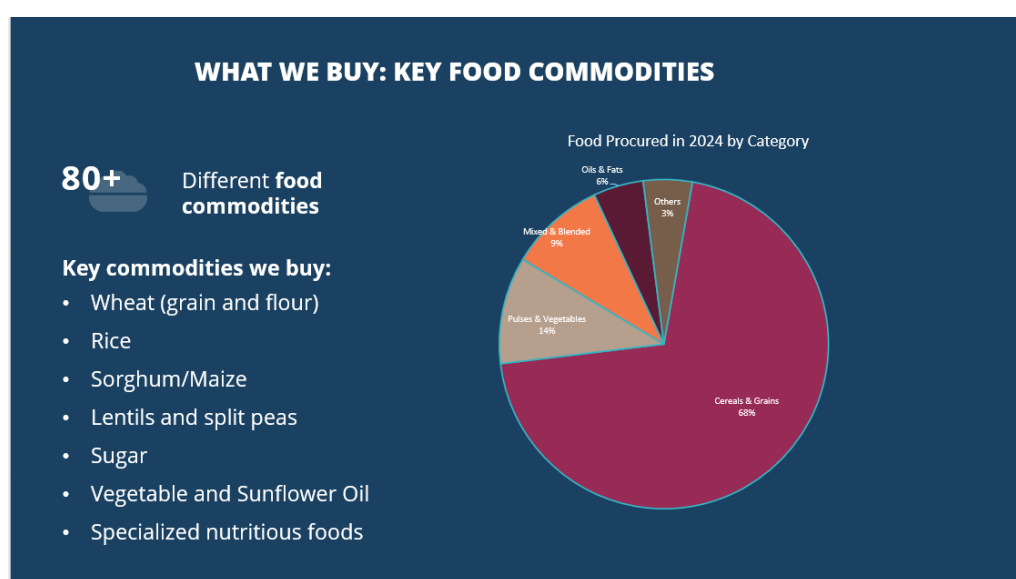
What does WFP purchase?

In 2024, WFP purchased approximately 1.97 million metric tons (MT) of food commodities for a total value of approx. USD 1.40 billion and goods and services for a total value of approximately USD 1.14 billion.

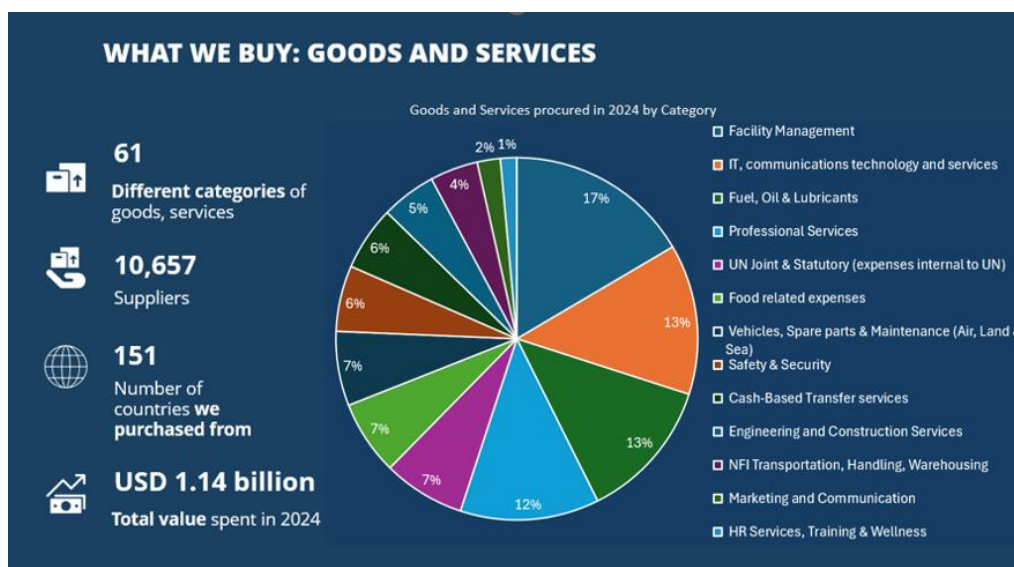
WFP Food Procurement in 2024 (indicating purchased percentages)

WFP purchases food commodities listed on WFP's website [here](#). Companies are requested to carefully read the technical requirements indicated in the relevant specifications.

For food commodities not in the list of commodities presently purchased by WFP, interested suppliers can contact WFP's New Foods Committee through hq.newfoodscommittee@wfp.org. This committee facilitates WFP's internal decisions to potentially include new food formulations or products in WFP's operations.



* "Other" includes foods such as barley, maize meal, dried milk powder, sugar, etc.



Roster of suppliers

WFP maintains wide and diverse lists of approved supplier rosters (WFP Rosters), organized by various commodities to ensure a timely operational response.

Companies can apply to register on one or multiple commodity rosters, if the minimum requirements outlined below are met. Only approved suppliers will be included in WFP rosters and may be invited to participate in WFP tenders, in accordance with established requirements, rules and regulations.

Minimum requirements for inclusion in WFP supplier Rosters

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

- Supply commodities of interest to WFP.
- Have **legal capacity, necessary professional and technical competence** to enter into a contract.
- Have at least three **(3) years of experience/established as a business** in the production and/or trading of commodities.
- Have proof of financial capacity, with an annual turnover of a minimum of **USD five (5) million** for the last three (3) consecutive fiscal years (**applicable for global food suppliers**) confirmed through audited or certified annual financial reports.
- 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 relationship in the supplier's business.

For certain categories, and/or certain country specific contexts, suppliers may be required to meet additional/different criteria to be registered in WFP rosters.

WFP encourages suppliers to be inclusive of persons with disabilities and to make a dedicated, consistent, and



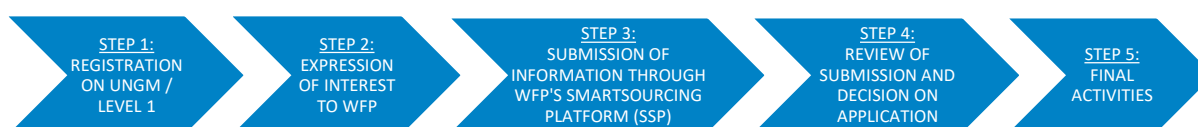
measurable effort to implement disability-inclusive practices in their entity. Disability-inclusiveness can be undertaken through a variety of means: having an organizational policy on disability inclusion, recruiting, and hiring people with disabilities, offering reasonable accommodation to candidates 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 preventative approach to protecting the environment, comply with environmental legislations and foster initiatives that promote greater environmental responsibility.

How to register on WFP Rosters

Once a company meets the minimum requirements (see *Minimum requirements for inclusion in WFP Procurement 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 together with the subsidiary company. Each subsidiary is required to undergo separate vetting processes in relation to the food commodity roster of interest.

Step 1: Registration on the UNITED NATIONS GLOBAL MARKETPLACE (UNGM) portal / Level 1

Companies must register on the UNGM portal (available [here](#)), and submit all required documents for registration at level 1 (a step-by-step guide on how to register on UNGM is available [here](#)).

Companies must:

- Register on UNGM with the exact name indicated on the company's certificate of incorporation.
- Upload the certificate of incorporation or an equivalent document (e.g., deed of establishment, by-laws, articles of association as the legal document issued by a national authority or the national registrar of companies).
- If the company changed its legal name since establishment, upload the certificate of Name change in the "Optional documentation" section.

Step 2: Expression of Interest to WFP

To apply for one or more WFP Rosters, please send an e-mail to WFP: wfpsuppliers.srm@wfp.org presenting the company and clearly indicating which commodities they wish to provide.

Step 3: Submission of information through WFP's SmartSourcing Platform (SSP)

Onboarding through COUPA-based SSP includes two main phases:

- **Pre-Qualification** – for all categories of suppliers.
- **Qualification** – food and selected goods and services suppliers¹.

Suppliers receive pre-qualification and qualification questionnaires through e-mail or through Coupa Supplier Portal – CSP (suppliers who have CSP account) and submits all requested information.

For majority of goods and services suppliers, pre-qualification is the final stage, whilst onboarding process

¹ E.g. Food inspection companies.



continues for food and selected goods and services suppliers, to complete qualification stage, where suppliers are requested to provide additional information, documents and certificates, confirming adequate processes and systems in place

Guidance for suppliers for doing business with WFP on SmartSourcing can be found [here](#).

Step 4: Review of submission and decision on application

Companies are initially screened from a corporate, legal 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 received, the screening process may take time to be completed.

Additional information may also be requested from companies as required. A technical assessment and/or audit of the food manufacturing facility may be required, if deemed necessary. The application is then kept on hold and the company will be informed accordingly.

The WFP Vendor Management Committee (VMC) makes the decision to approve or reject a supplier for inclusion on the respective commodity roster, when applicable. VMC decisions are communicated via email regardless of the result.

Step 5: Final activities for approved companies

Approved companies will be requested to Submit Supplier Registration/Payment Details with banking details (The same banking details must be reflected in all invoices where funds will be transmitted upon completion of potential contracts).

All companies registered in WFP rosters are requested to maintain and update all information in UNGM and SSP, in case of changes.

Terms and Conditions

Contractual terms and conditions are clearly outlined in the tendering document as well as in the final contract signed with the winning bidder.

WFP uses INCOTERMS® 2020 in its tenders and contracts. Majority of global purchases are done on Free on Board (FOB) basis. However, Cost and Freight (CFR) terms could also be requested, when applicable.

At regional and local levels Ex Works (EXW), Free Carrier (FCA) and Delivered at Place (DAP) terms are generally used.

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 general terms and conditions.

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](#) for food purchases and [here](#) for goods and services procurement.

INSPECTION, QUALITY, QUANTITY

All commodities purchased by WFP are inspected in terms of quality, quantity and compliance to packaging specifications.

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 commodities are provided in strict accordance with specifications.

To mitigate the risk of commodities not conforming to WFP specifications at delivery to faraway destinations being rejected, WFP appoints an independent third-party inspection company to verify that consignments conform to the applicable contractual terms and specifications.



WFP reserves the right to (i) carry out spot checks/ inspect the consignment at any point in the process prior to or after the hand-over; and (ii) reject commodities if deviations from the contractual specifications are detected. Companies must guarantee the quality, safety, and nutrition of delivered food commodities.

PACKAGING OF FOOD COMMODITIES

WFP delivers most of the commodities to some of the most remote parts of the world. In extreme circumstances, packaging represents an essential element to safeguard commodities to destination. It is the responsibility of the supplier to ensure that the packaging protects the commodity during the shelf life and prevents mechanical damages occurring during transport and multiple handling of the packaging, in addition to WFP's minimum packaging requirements set in the specifications

The type of packaging depends on the type of commodity procured.

WFP's food packaging specifications and markings are standardized for most of WFP's food commodities and are available [here](#). Additional specifications may be required on a case-by-case basis, as per applicable contractual terms.

In support of WFP's ESG objectives, suppliers are also encouraged to uphold environmentally sustainable practices in packaging materials and processes. This includes, but is not limited to, adherence to the following principles:

1. **Reduction of Single-Use Plastics:** Suppliers shall minimize the use of single-use plastics in packaging materials wherever feasible, opting instead for biodegradable or recyclable alternatives.
2. **Recyclability and Reusability:** Suppliers commit to utilizing packaging materials that are easily recyclable or reusable, promoting circular economy principles and minimizing waste.
3. **Sustainable Sourcing:** Suppliers warrant that all packaging materials used in the provision of goods are sourced from environmentally responsible and ethically sound suppliers, with preference given to materials derived from renewable resources.
4. **Waste Reduction:** Suppliers shall implement measures to minimize packaging waste throughout the supply chain, including efficient packaging design, right-sizing of packaging, and optimizing transportation logistics to reduce carbon emissions.
5. **Transparency and Reporting:** Suppliers agree to provide transparent reporting on the environmental impact of packaging materials used, including metrics such as carbon footprint, recyclability rates, and waste reduction initiatives.
6. **Compliance with Regulations:** Suppliers shall comply with all relevant environmental regulations and industry standards pertaining to packaging materials, ensuring full adherence to legal requirements and best practices.

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, 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 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.



Regional and Local Procurement

WFP procurement is decentralised within WFP and is undertaken at Headquarters, Regional Bureaux and Country Office levels. Suppliers interested in working with WFP at these different levels therefore need to register separately on all rosters of interest to them.

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 to register on their rosters. Contacts for each respective office are available on WFP's website [here](#).

Contacts

Further information is available on WFP's website (available [here](#)).

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.