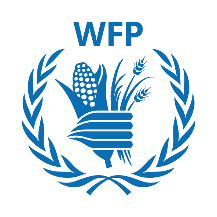
**INITIAL PAPER ASSESSMENT (IPA)**

**form for international food manufacturers and traders**

*(WFP Classification: Non-Processed Food)*

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

Please, 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](mailto:newsuppliers@wfp.org)).

Technical specifications for food commodities that WFP buys worldwide are available at this link [Food Safety and Quality Public (wfp.org)](https://foodsafetyqualitypublic.manuals.wfp.org/).

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

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| --- | --- | --- | --- | --- | --- |
| **Section 1: Company Information**  *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[[1]](#footnote-1):** | ……………….. | | | | |
| **Type of Business:** | Manufacturer  Trader  Manufacturer for some commodities, Trader for others.  If so, please specify ……………… | | | | |
| **Website:** | ……………….. | | | | |
| **Section 2: Previous experience** | | | | | |
| **Experience working with the humanitarian sector:** | | | Choose an item. | | |
| **If yes, which organization?** | | | ……………….. | | |
| **If with WFP, where?** | | | ……………….. | | |
| **Section 3: Commodity information**  *Select one commodity per column and include all required information thereunder.*  *If your company wishes to apply for more than three commodities, please fill-in a new IPA questionnaire.* | | | | | |
| **Which commodity would you like to supply to WFP?** | | Choose an item. | | Choose an item. | Choose an item. |
| **Specify the type of commodity**  *(for pulses marked with\* please specify the type of pulses)* | | Choose an item. | | Choose an item. | Choose an item. |
| **Quality Requirements** | | | | | |
| **Can you meet the WFP food commodity specifications including the shelf-life requirements?**  *(WFP generic food commodity specifications can be found in this link* [*docs.wfp.org/api/documents/WFP-0000148640/download/*](https://docs.wfp.org/api/documents/WFP-0000148640/download/) | | Choose an item. | | Choose an item. | Choose an item. |
| **Are you able to provide non-GMO products?** | | Choose an item. | | Choose an item. | Choose an item. |
| **Packaging and Marking requirements** | | | | | |
| **Can you meet the packaging and marking requirements as per WFP’s specifications and Confirm Ability to provide compliant packaging documentation upon request?**  *(Packaging specifications can be found through the embedded hyperlinks in the****Packaging & Marking****section of Food Specifications:* [docs.wfp.org/api/documents/WFP-0000148640/download/](https://docs.wfp.org/api/documents/WFP-0000148640/download/)  *Marking requirements can be found in this link:* [*Packaging - design - Packaging artwork templates - All Documents (sharepoint.com)*](https://wfp.sharepoint.com/sites/Packaging-design/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FPackaging%2Ddesign%2FShared%20Documents%2FGeneral%2FPackaging%20artwork%20templates&p=true&ga=1)*)* | | Choose an item. | | Choose an item. | Choose an item. |
| **Capacity** | | | | | |
| **What is the company’s total annual capacity in Metric Tons of the product that can be supplied to WFP, considering the regular annual supplies to other clients?** | | ……………….. | | ……………….. | ……………….. |
| **Storage and handling** | | | | | |
| **What is the total storage capacity in Metric Tons for finished product that your company can make available only for WFP potential orders, considering other regular orders to other clients?** | | ……………….. | | ……………….. | ……………….. |
| **Main origins, load ports and port operations** | | | | | |
| **Please indicate main origins for your commodity.** | | ……………….. | | ……………….. | ……………….. |
| **Please indicate your main load ports.** | | ……………….. | | ……………….. | ……………….. |
| **Do you have your own terminal/silo at the load port from where you can load directly to the vessel?** | | Choose an item. | | Choose an item. | Choose an item. |
| **Bulk and Break-Bulk cargo** | | | | | |
| **Can you supply bulk and/or break-bulk cargo?** | | Choose an item. | | Choose an item. | Choose an item. |
| **If Yes, are you familiar with WFP’s Charter Party.**  *(Worldfood2017 charterparty can be found in the link:* [*https://www.bimco.org/contracts-and-clauses/bimco-contracts/worldfood-2017*](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.bimco.org%2Fcontracts-and-clauses%2Fbimco-contracts%2Fworldfood-2017&data=05%7C01%7Ciulon.tsilosani%40wfp.org%7Cdbda8fe05c68497cbcdd08dba936fe9f%7C462ad9aed7d94206b87471b1e079776f%7C0%7C0%7C638289825900418376%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=xv6%2FNCzuynlwsEgSlDQKLKpguhW3GgTTXfdb6PUt5sc%3D&reserved=0)*)* | | Choose an item. | | Choose an item. | Choose an item. |

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| **Section 4: Supporting documents** | | | |
| *Complete set of required documents (from 1 to 5) should be provided for all commodities listed in Sections 3.*  *All documents should be provided in English.*  *Documents to be organized by number and name as per below list. If a document is not available, please, explain the reasons next to it, and indicate which alternative document is provided, if any.*  *Please, keep WFP updated about any significant change to any supporting document (e.g. if a document has an expiration date, please make sure to send the new version to WFP when extended).* | | | |
| **No.** | **Name of the document** | **Click if submitting** | **Reasons of not submitting** |
|  | Describe the structure for quality control / quality assurance policy in your company for this product |  | ……………….. |
|  | Quality management system certification  (copy of valid ISO 9001 or equivalent certification[[2]](#footnote-2)) |  | ……………….. |
|  | Example of a recent certificate of analysis (COA) issued by an accredited laboratory |  | ……………….. |
|  | Insect pest management (IPM) plan of the facility, warehouses, and bagging facility |  | ……………….. |
|  | Non-GMO certificate (if you replied yes in Section 3 above) |  | ……………….. |

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

1. If your company has no UNGM number, please register at <https://www.ungm.org/>. [↑](#footnote-ref-1)
2. The full list of possible alternative certifications: <https://mygfsi.com/how-to-implement/recognition/> [↑](#footnote-ref-2)