**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).

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).

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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)