**INITIAL PAPER ASSESSMENT (IPA)**

**form for international food manufacturers and traders**

*(WFP Classification: Food Rations)*

This form refers to your company’s registration in WFP’s international food rosters for food rations.

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 (wfpsuppliers.srm@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 (wfpsuppliers.srm@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:** | ……………….. |

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| **Section 2: Previous experience**  |
| **Experience working with the humanitarian sector:** | Choose an item. |
| **If yes, which organization?** | ………………..  |
| **If with WFP, where?** | ……………….. |
| **Section 3: Rations** *Select the type of basket and include all required information thereunder.* *Please, note that* composition of the basket may change, and the vendors will be notified accordingly. |
| **Please, select the basket that your company is interested to supply to WFP and fill-in the column thereunder.**  | **Dry Basket** | **Ready-To-Eat basket** |
| Choose an item. | Choose an item. |
| **Please, note that by selecting the type of the basket, your company confirms its capacity to supply all Mandatory Items within the basket.****In addition, you can separately select the optional items that your company can provide on top of the Mandatory Items.** | **Mandatory items** **Bulgur Wheat****Chickpeas****Beans****Pasta****Lentils****Split Lentils****Rice****Iodised Salt****Sugar****Wheat Flour** *(Fortified)***Sunflower Oil** *(fortified)***Optional items**[ ]  **Sorghum**  | **Mandatory items** **Canned Pulses** (*canned beans, canned fava beans, canned chickpeas, canned chickpeas paste*)**Canned Meat****Canned Chicken****Canned Beef****Canned vegetables** *(Canned green peas and carrots, Canned green peas)***Processed tomato paste****Halawa****Optional items**[ ]  **Canned Fish** *(Tuna)*[ ]  **Fortified Biscuits**[ ]  **Bread** *(with shelf life of minimum 3 months)*[ ]  **Yeast**[ ]  **Date Bars** |
| **Are you able to provide non-GMO products?** | Choose an item.………………. | Choose an item.………………. |
| **Can you meet the WFP food commodity specifications including the shelf-life requirements for all commodities?***(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. |
| **If the answer on the previous question is NO – due to different shelf life of your product(s), select the commodity(ies) from the basket for which the stated shelf life is different from WFP requirement and indicate that different shelf life.** | **Bulgur Wheat** ……………….  | **Canned Pulses** (*canned beans, canned fava beans, canned chickpeas, canned chickpeas paste*) ……………….  |
| **Chickpeas** ……………….  | **Canned Meat** ……………….  |
| **Beans** ……………….  | **Canned Chicken** ……………….  |
| **Pasta** ………………. | **Canned Beef** ………………. |
| **Lentils** ………………. | **Canned vegetables** *(Canned green peas and carrots, Canned green peas)* ………………. |
| **Split Lentils** ………………. | **Processed tomato** **paste** ………………. |
| **Rice** …………. | **Halawa** …………. |
| **Iodised Salt** ………………. | **Canned Fish** *(Tuna)* ………………. |
| **Sugar** ………………. | **Fortified Biscuits** ………………. |
| **Wheat Flour** (Fortified) ………………. | **Bread** *(with shelf life of minimum 3 months)* ………………. |
| **Sunflower Oil** (Fortified) ………………. | **Yeast** ………………. |
| **Sorghum** ………………. | **Date Bars** ………………. |
| **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. |
| **What is the company’s total annual capacity in Metric Tons of food baskets that can be supplied to WFP, considering the regular annual supplies to other clients?** | ………………. | ………………. |
| **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?**  | ………………. | ………………. |
| **Is this storage space owned by your company or will be rented from third parties?** | Choose an item. | Choose an item. |
| **Send the layout of the production facilities with indication on size/volume/capacity of the storage, processing and ready for dispatch allocated spaces.** *Click X if submitting.* | [ ]  | [ ]  |

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| **Section 4: Production plants for all commodities in the applied basket.***This Section 4 is filled-in to indicate manufacturing facilities (owned, leased or subcontracted) for all commodities in the applied basket.* *Full set of supporting documents (listed in Section 5 below) to be provided for each indicated manufacturer.**WFP may conduct an audit of the production facilities and needs to be aware of the exact locations of the plants.* |
| **Ownership** | **Name and Address** | **Country** | **City** | **Commodity** | **Capacity (MT/month)** |
| ……………… | ……………….. | ……………….. | ……………….. | ……………… | ……………….. |
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| **Comments:** | ……………….. |

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| **Section 5: Supporting documents** |
| *Complete set of required documents should be provided for all commodities and manufacturers listed in Sections 3 and 4.* *For non-processed commodities (rice, pulses, sugar, salt, sorghum) required are documents from 2 to 6 only.**For processed commodities (bulgur wheat, pasta, fortified wheat flour, fortified sunflower oil, canned food, processed tomato paste, halawa fortified biscuits, bread, yeast, date bars), required are all documents from 1 to 17.**All documents should be translated in English.* *Documents should 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** |
|  | Confirm you have valid manufacturing license for all presented subcontractors | Choose an item. | ……………….. |
|  | 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)) | [ ]  | ……………….. |
| **No.** | **Name of the document** | **Click if submitting** | **Reasons of not submitting** |
|  | Example of recent certificates 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 to Section 3 or 4 above) | [ ]  | ……………….. |
|  | 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 certification2) | [ ]  | ……………….. |
|  | 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 | [ ]  | ……………….. |
|  | 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) |

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)