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# Doing Business with the UN World Food Programme ("WFP")

Goods and Services Procurement



## Doing Business with WFP – Goods and Service Procurement

### About WFP

WFP was established as a joint programme by the United Nations (“UN”) and the Food and Agriculture Organization of the UN, with the purposes of using food aid to support economic and social development, meet relief food needs, and promote world food security.

WFP is the largest humanitarian organization fighting hunger worldwide. WFP operates in more than 80 countries around the world, feeding people caught in conflict and disasters, and laying the foundations for a better future.

To fulfil its mandate, WFP procures food, logistics services, and other **goods and services**, through its supply chain division.

In 2019, WFP purchased approx. 3.4 million metric tons of food commodities, for a total value of approx. 1.6 billion USD and goods and services for a total value of approx. 762.7 million USD.

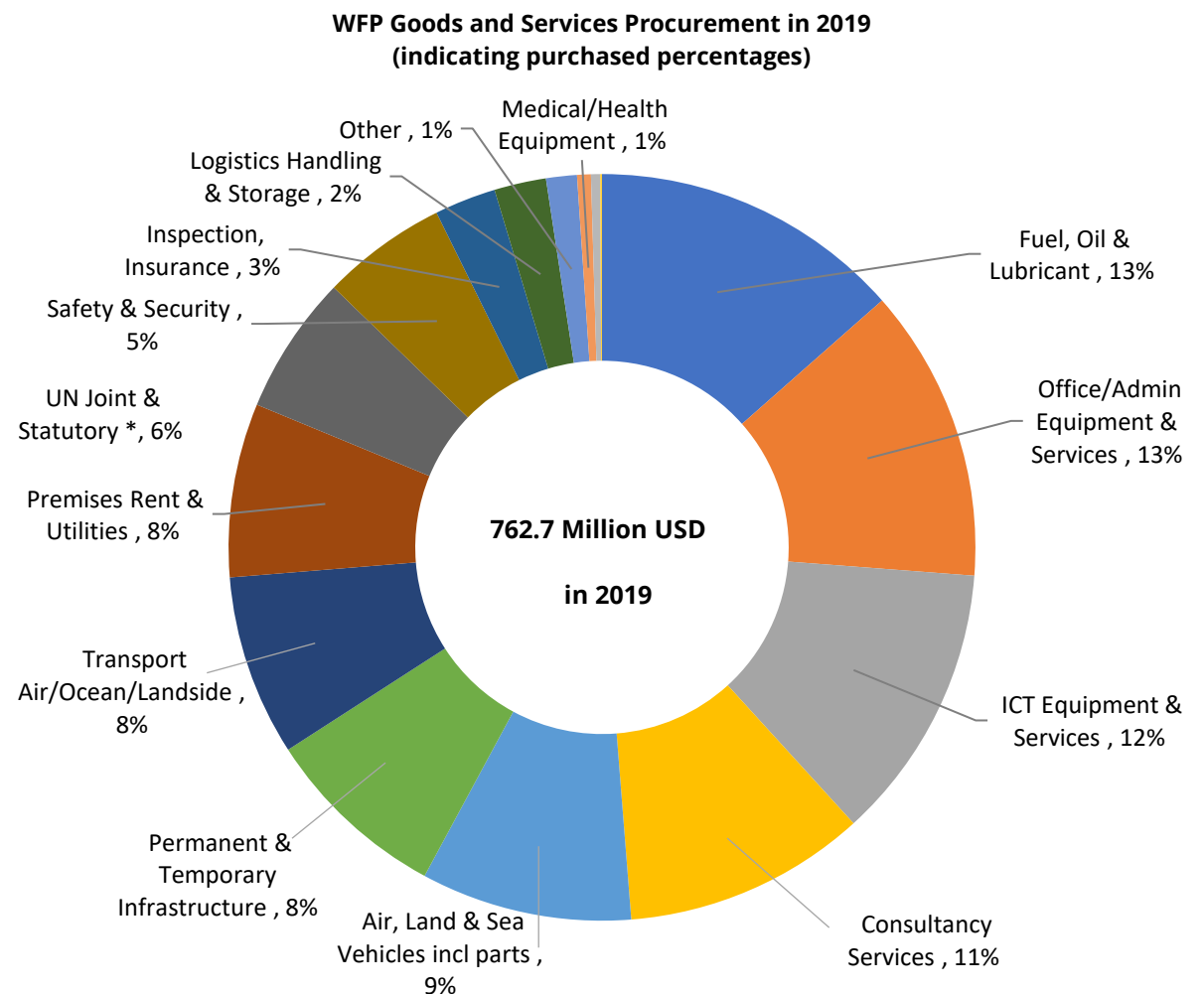
This document is directed to companies interested in providing goods and services to WFP.

### 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 and transparency and the best interests of WFP. WFP strives to ensure that goods and services are purchased at competitive market prices and delivered in a timely manner.

WFP procures goods and services locally, regionally and globally, depending on the geographical area where the purchase takes place. -

### What goods and services WFP purchase?





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\* UN Joint and Statutory relates to payments made internally between UN Agencies, Funds and Programmes

### Inclusion in goods and services supplier rosters

WFP provides food assistance in often operationally unpredicted environments. To ensure its quick operational response, WFP maintains wide and diverse lists of approved goods and services suppliers, grouped in rosters.

To be considered for inclusion in WFP Rosters, companies must meet the following minimum requirements:

- Supply goods and/or services of interest to WFP and have the necessary professional and technical competence;
- Have legal personality and legal capacity to enter into a contract;
- Have a minimum of 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;
- Not be included in the United Nations Security Council Consolidated List (available at [this hyperlink](#));
- Not be engaged in any fraudulent, corrupt, collusive, unethical, or illicit practice, and timely disclosure of any information in this respect (WFP's anti-fraud and anti-corruption policy is available at [this hyperlink](#)).

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

Suppliers included in WFP rosters may be invited to participate to WFP's tenders by WFP, in accordance with WFP's needs, rules, policies, and prerogatives.

### How to register on Global Goods and Services Rosters at WFP Headquarters (based in Rome, Italy)

Once a company confirms that it meets the minimum requirements (as per section above), the registration process begins. Registration in WFP Rosters is free of charge.

The following steps illustrate the process to be registered in WFP Rosters:



Kindly note that being a parent, sister, subsidiary of a company already registered in WFP Rosters does not entail automatic registration with WFP. Each company shall undergo a specific vetting process in relation to the goods and services for which the application is made. Companies shall always disclose to WFP any actual or potential, direct or indirect, conflict of interest.

#### **STEP 1: REGISTRATION ON THE UNGM PORTAL**

Companies are invited to register on the UNGM portal (available at [this hyperlink](#)), 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 at [this hyperlink](#)). Please note, that in some cases the "Basic" level of registration is acceptable, however, WFP recommends registering with levels 1 or 2. Within this context, companies are invited to:

- Register on UNGM with the same name indicated on the company's certificate of incorporation;
- Select codes (following the UNSPSC classification) which best describe the goods and/or services which your company is able to provide to WFP;
- Companies are requested to keep updated their profile on UNGM;



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- Companies are invited to monitor UNGM portal announcements for the requests of Expression of Interest (EOI) published by WFP for the provision of specific goods and services.

### **STEP 2: EXPRESSION OF INTEREST TO WFP**

To assess the suppliers for inclusion in Global Goods and Services Rosters, WFP may request companies to prepare the EOI and provide certain documents (listed in each EOI document). All these documents are additional to those provided on the UNGM portal and can be sent by email to WFP ([hq.tenders@wfp.org](mailto:hq.tenders@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 is accurate and consistent, 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. It is recommended to indicate the working language(s) of the company.
- 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 indicate, at least, clients' contact name, contacts, address, proof of timely fulfilment of similar contracts;
- Information about the company's corporate structure is provided. This is intended as the detailed ownership and management structure of the company;
- 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"; and
- The EOI must be signed by the duly authorized representative of the company.

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 submission 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. Each translation must have the stamp or signature of the company, who takes full responsibility vis-à-vis WFP for the fairness, accuracy, and content of the translation.

Please note that incomplete submissions might not be considered.

### **STEP 3: REVIEW AND DECISION ON EOI SUBMISSION**

Once step 2 is completed, WFP starts reviewing the submitted documentation. Companies are initially screened from a corporate and financial point of view. If such vetting is successful, then the application moves forward for technical review. Due to the large volume of applications received, WFP's screening process may require some time. If needed, WFP may request additional information from companies.

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 [hq.tenders@wfp.org](mailto:hq.tenders@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 WFP Roster for a certain goods and/or services category. WFP will send instructions on steps to be followed to register on the WFP e-tendering portal.



## Doing Business with WFP – Goods and Service Procurement

# WFP goods and services procurement - Regional and Local activities

Regional and local procurement activities are mainly administered and coordinated by WFP's Regional Bureaus and Country Offices. Contacts are publicly available on WFP's website (available at [this hyperlink](#)).

Companies meeting the minimum requirements to do business with WFP and wishing to do business with WFP in a specific region or country shall directly contact the relevant WFP's Regional Bureau or Country Office, who will provide the applicable criteria and registration steps.

## Terms and Conditions

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

By expressing interest in doing business with WFP, suppliers confirm the agreement with and adherence to the United Nations General Terms and Conditions of Contract (available at [this hyperlink](#)).

Considering the emergency nature of most of WFP's procurement activities, WFP has developed standard contracts that will be proposed to companies on the tendering stage. If awarded, the standard contracts are not to be substantially changed. WFP uses INCOTERMS® 2020.

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.

### 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

Registration on any WFP Rosters is not indefinite.

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, terrorism, or any other reasons deemed relevant by WFP at its discretion.

Establishment of global Long Term Agreements activities are centrally coordinated and mainly administered by WFP's Headquarters located in Rome, Italy.

## UN Supplier Code of Conduct

WFP encourages all suppliers to participate in the UN Global Compact (available at [this hyperlink](#)); however, it is not a mandatory requirement in order to do business with WFP. The Global Compact is a voluntary international corporate network established to support the participation of both private and public sector actors in advancing responsible corporate citizenship and universal social and environmental principles to meet the challenges of globalization. Suppliers may demonstrate their support of the UN Global Compact by adhering to the UN Supplier Code of Conduct (available at [this hyperlink](#)), which encourages suppliers to protect and promote human and labour rights through their corporate practices and by their support of public policies.

## WFP Contacts

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

For any further queries regarding the EOIs published by WFP, companies may contact Goods and Services Procurement team at [hq.tenders@wfp.org](mailto:hq.tenders@wfp.org).