**INITIAL PAPER ASSESSMENT (IPA)**

**for international food manufacturers and traders**

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

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).

WFP purchases the commodities listed in the table below; their technical specifications are available at this link <https://foodqualityandsafety.wfp.org/specifications>. At the international level, WFP currently purchases commodities listed in the dropdown list of Section 3 below.

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| NON-PROCESSED FOOD | PROCESSED FOOD |
| Barley, Iodized Salt, Maize, Millet, Pulses, Rice, Sorghum, Sugar, Oats, Thyme, Wheat | Bulgur Wheat, Couscous, Canned Beef, Canned Chickpeas Paste (Hummus with Tehena), Canned Fish (Mackerel), Canned Fish (Sardines), Canned Fish (Tuna), Canned Meat (Luncheon Meat), Canned Pulses (Chickpeas), Canned Pulses (Fava Beans), Canned Tomato Paste, Canned Vegetables (Peas and Carrots), Dates, High Energy Biscuits (HEB), Infant Cereal, Lipid-Based Nutrient Supplement (LNS), Micro-Nutrient Powder (MNP), Milk UHT Fortified, Palm Olein, Pasta, Soybean Oil, Sunflower Oil, Skimmed Milk Powder, Super Cereal Corn Soya Blend, Super Cereal Wheat Soya Blend, Super Cereal Plus Corn Soya Blend, Super Cereal Plus Wheat Soya Blend, Virgin Olive Oil, Wheat Flour |

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

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| **Section 1: Company Information***This section refers to the legal entity that wishes to enter into potential contracts with WFP.* *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** *This section is additional to the reference letters provided by your company on the UNGM portal.* |
| **Experience working with the humanitarian sector:** | Choose an item. |
| **If yes, which organization?** | ………………..  |
| **If with WFP, where?** | ……………….. |

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| **Section 3: Commodity information***Select one commodity per column and include all technical information thereunder.* *If your company wishes to apply for rations, please skip this Section and complete Section 4 below.**If your company wishes to apply for more than three commodities, please fill-in a new IPA.* |
| **Which commodity would you like to provide to WFP?** | **Choose an item.** | **Choose an item.** | **Choose an item.** |
| **Specify the type of commodity** *(for commodities marked with \* please specify the type of commodity, e.g. for milk specify if powder milk or UHT, etc.)* | ……………….. | ……………….. | ……………….. |
| **Product Information** |
| **What is the stated shelf-life of the proposed product?** | ……………….. | ……………….. | ……………….. |
| **Can you meet the shelf-life requirements as per WFP’s specifications?** | Choose an item. | Choose an item. | Choose an item. |
| **Are you able to provide non-GMO products?***Attach non-GMO certificates (see Section 6 no. 7 below)* | Choose an item. | Choose an item. | Choose an item. |
| **Capacity**  |
| **What is the company total production in metric tons per year for this product?***MT produced during previous year* | ……………….. | ……………….. | ……………….. |
| **Packaging requirements** |
| **Can you meet the packaging requirements as per WFP’s specifications and provide technical data sheet demonstrating compliance with WFP specifications?***Please attach relevant specifications (see Section 6 no. 18 below)* | Choose an item. | Choose an item. | Choose an item. |
| **Storage and handling** |
| **What is the total storage capacity for finished product that your company could make available only for WFP potential orders?** *MT per commodity* | ……………….. | ……………….. | ……………….. |

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| **Section 4: Rations** *This section is dedicated to companies that wish to be registered for rations.**WFP is currently purchasing the following 3 baskets under rations (to be registered with WFP, you should be able to supply all commodities under the selected basket):*

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| --- | --- | --- |
| Standard basket for Libya | Standard basket for Syria | RTE for Syria |
| Canned tomato paste, Fortified wheat flour, Fortified sunflower oil, Pasta, Rice, Sugar, Pulses (white beans) | Bulgur wheat, Rice, Salt, Sugar, Pulses | Canned fava beans, Canned chickpeas paste (hummus with tehena), Canned meat (luncheon meat), Canned vegetables (peas and carrots), Sugar, Thyme, Virgin olive oil (extra) |

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| **Are you interested to supply this basket(s) to WFP?***If yes, complete the column for that basket.*  | Standard basket for Libya | Standard basket for Syria | RTE for Syria |
| Choose an item. | Choose an item. | Choose an item. |
| **Can you confirm that you can supply all commodities listed under the selected basket?** *Click X to confirm which commodities you can provide* | Canned tomato paste [ ]  Fortified wheat flour [ ] Fortified sunflower oil [ ] Pasta [ ] Rice [ ] Sugar [ ] Pulses (white beans) [ ]  | Bulgur wheat [ ] Rice [ ] Salt [ ] Sugar [ ] Pulses [ ]  | Canned fava beans [ ] Canned chickpeas paste (hummus with tehena) [ ] Canned meat (luncheon meat) [ ] Canned vegetables (peas and carrots) [ ] Sugar [ ] Thyme [ ] Virgin olive oil (extra) [ ]  |
| **Product Information** |
| **Are you able to provide non-GMO products?***Attach non-GMO certificates for each commodity (see Section 6 no. 7 below)* | Choose an item. ………………. | Choose an item. ………………. | Choose an item. ………………. |
| **What is the stated shelf-life for each commodity under this basket?** | Canned tomato paste ……………….  | Bulgur wheat ……………….. | Canned fava beans ……………….. |
| Fortified wheat flour ……………….. | Rice ………………. | Canned chickpeas paste (hummus with tehena) ………………. |
| Fortified sunflower oil ……………….. | Salt ……………. | Canned meat (luncheon meat) ……………….. |
| Pasta ………………. | Sugar ……………. | Canned vegetables (peas and carrots) ………………. |
| Rice ………………. | Pulses …………. | Sugar ………………. |
| Sugar …………. | Thyme ………………. |
| Pulses ………………. | Virgin olive oil (extra) ………………. |
| **Can you meet the shelf-life requirements as per WFP’s specifications for each commodity under this basket?**  | Choose an item. ………………. | Choose an item. ………………. | Choose an item. ………………. |
| **Capacity**  |
| **What is the company total production capacity in metric tons per year for this basket specifically?***MT produced during previous year* | ……………….  | ……………….. | ……………….. |
| **What is the company industrial production capacity in metric tons per year for this basket specifically?***MT produced during previous year* | ……………….  | ……………….. | ……………….. |
| **What is the available production capacity your company could make available for WFP for this basket specifically?***MT per basket* | ………………. | ………………. | ………………. |
| **Packaging requirements** |
| **Can you meet the packaging requirements as per WFP’s specifications for all commodities?***Please attach relevant specifications for each commodity (see Section 6 no. 18 below)* | Choose an item. | Choose an item. | Choose an item. |
| **Storage and handling** |
| **What is the free storage capacity your company could make available for WFP for this basket specifically?***MT per basket* | For order 2000 MT/month ……………….  | For order 2000 MT/month ………………. | For order 2000 MT/month ………………. |
| For order 4000 MT/month……………….. | For order 4000 MT/month……………….. | For order 4000 MT/month……………….. |
| For order 6000 MT/month……………….. | For order 6000 MT/month……………….. | For order 6000 MT/month……………….. |
| **What is the total storage capacity your company could make available for WFP for this basket specifically?** *MT per commodity* | For raw materials ……………….  | For raw materials ………………. | For raw materials ………………. |
| For processing product……………….. | For processing product……………….. | For processing product……………….. |
| For finished product……………….. | For finished product……………….. | For finished product……………….. |
| **Supporting documents** |
| **Submit supporting documents for each commodity under this basket, as listed under Section 6 below.** *Click X if submitting.* *All documents should be submitted in English, in a well-organized manner (e.g. you can create folders per commodity, save documents using the same numbers of Section 6, submit with iCloud systems)*  | Canned tomato paste (docs nn. 1-20) [ ]  Fortified wheat flour (docs nn. 1-20) [ ] Fortified sunflower oil (docs nn. 1-20) [ ] Pasta (docs nn. 1-20) [ ] Rice (docs nn. 1-8) [ ] Sugar (docs nn. 1-8) [ ]  Pulses (docs nn. 1-8) [ ]  | Bulgur wheat (docs nn. 1-20) [ ] Rice (docs nn. 1-8) [ ] Salt (docs nn. 1-8) [ ] Sugar (docs nn. 1-8) [ ] Pulses (docs nn. 1-8) [ ]  | Canned fava beans (docs nn. 1-20) [ ] Canned chickpeas paste (hummus with tehena) (docs nn. 1-20) [ ] Canned meat (luncheon meat) (docs nn. 1-20) [ ] Canned vegetables (peas and carrots) (docs nn. 1-20) [ ] Sugar (docs nn. 1-8) [ ] Thyme (docs nn. 1-8) [ ] Virgin olive oil (docs nn. 1-20) [ ]  |
| **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 5: Production plants for processed food and rations vendors***This section shall be completed by companies that wish to be registered with WFP for processed food indicated under Section 3 or rations.* *If you are a trader, please make ensure that:** *this Section 5 is filled-in for each manufacturer that your company wishes to use as sub-contractor for WFP’s potential contracts; and*
* *all supporting documents (indicated in Section 6 below) are provided for all mentioned manufacturers.*

*If you are applying for rations, please indicate the manufacturer for each processed commodity.* *WFP may conduct an audit of the production facilities and needs to be aware of the exact locations of the plants used by your company.* |
| **Ownership** | **Name and Address** | **Country** | **City** | **Commodity** | **Capacity (MT/month)** |
| ……………… | ……………….. | ……………….. | ……………….. | ……………… | ……………….. |
| ……………… | ……………….. | ……………….. | ……………….. | ……………… | ……………….. |
| ……………… | ……………….. | ……………….. | ……………….. | ……………… | ……………….. |
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| ……………… | ……………….. | ……………….. | ……………….. | ……………… | ……………….. |
| **Comments** | ……………….. |

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| **Section 6: Supporting documents** |
| *All documents should be translated in English.* *Attachments should refer to the specific commodities listed in Sections 3 and 4 above. Documents from 1 to 20 should be organized by number and commodity. If a document is not available, 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).* |
| **Documents to be provided by ALL VENDORS****(MANDATORY for all companies that wish to provide processed and/or non-processed food)** |
| **No.** | **Name of the document** | **Click if submitting** | **Reasons of not submitting** |
|  | Food manufacturing/trading license/registration issued by approving authority (certificate that the company is registered for the commodity that it wishes to provide to WFP) | [ ]  | ……………….. |
|  | Describe the structure for quality control / quality assurance in your company for this product | [ ]  | ……………….. |
|  | Quality management system certification (copy of valid ISO 9001 or equivalent certification[[2]](#footnote-2)) | [ ]  | ……………….. |
|  | Example of food grade certificate / declaration for packaging materials | [ ]  | ……………….. |
|  | Example of 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) | [ ]  | ……………….. |
| **Documents to be provided by COMPANIES THAT WISH TO PROVIDE PROCESSED FOOD***If you are trader, make sure that you submit all documents for all manufacturers that you wish to use for contracts with WFP (we need to receive docs from no. 1 to no. 20 for each manufacturer).**You can share with your manufacturer(s) the clean version of this IPA and ask them to complete. Kindly note that WFP will consider valid only communications with your company (i.e. the applicant to WFP’s international food rosters).* |
|  | 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 | [ ]  | ……………….. |
|  | Packaging material (primary and secondary packaging) technical data sheet (information related to composition and technical properties (Water vapor transmission rate/Oxygen transmission rate, mechanical strength, ECT) as requested in WFP specification)  | [ ]  | ……………….. |
|  | 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)