



**KARADENİZ İHRACATÇI BİRLİKLERİ
GENEL SEKRETERLİĞİ**

Sayı : 35649853-TİM.KİB.GSK.UYG.2022/16-60

Giresun, 5/01/2022

Konu : World Food Program (WFP) İle Çalışmak İsteyen Firmalarımıza Yönelik Rehberler

E-POSTA

**KARADENİZ İHRACATÇI BİRLİKLERİ ÜYELERİNE SİRKÜLER
2022 / 005**

Sayın üyemiz,

T.C. Ticaret Bakanlığı İhracat Genel Müdürlüğünden alınan 04/01/2022 tarih 70668430 sayılı yazıda;

Duşanbe Büyükelçiliğimiz ile World Food Program (WFP) Duşanbe Ofisi yetkilileriyle gerçekleştirildiği görüşmede, WFP'nin Afganistan'a yönelik çalışmaları kapsamında özel sektöre gıda tedariki, taşımacılık ve gıdanın korunması (*sınır bölgelerinde 30m x 20m boyutlarında çadırlar kurulması dahil*) alanlarında fırsatlar sunulacağı, arzu eden şirketlerin WFP'ye ilgi beyanında bulunmalarının faydalı olabileceği, ilgi duyan firmalarımızın "UN Global Marketplace" sitesine kayıt yaptırarak çalışmak istedikleri BM ajansını (WFP veya FAO) seçmelerinin gerektiği ve WFP ile çalışmak istenildiği takdirde tanıtıcı bilgilerin dushanbe.procurement@wfp.org ve kabul.procurement@wfp.org adreslerine iletebileceği hususlarının belirtildiği bildirilmekte olup, izlenebilecek yönetime ilişkin el kitabı ve WFP ile çalışmak isteyen firmaların yararlanabileceği rehberler ilişik bulunmaktadır.

Bilgilerinize sunarız.

e-imzalıdır

Sertaç Ş. TORAMANOĞLU
Genel Sekreter a.
Şube Müdürü

Ekler:

Ek.1 – El Kitabı (18 sayfa)

Ek.2 – Mal ve Hizmet İhaleleri Rehberi (6 sayfa)

Ek.3 – Uluslararası Gıda İhaleleri Rehberi (9 sayfa)

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e-posta: kib@kib.org.tr Web : www.kib.org.tr

5070 sayılı kanun gereğince Sertaç Ş. TORAMANOĞLU 05.01.2022 17:55:04 tarafından güvenli elektronik imza ile imzalanmıştır.
ID:555014266202215163244
Bu Kod ile <http://evrak.kib.org.tr/> adresinden doğrulayabilirsiniz.





UNITED NATIONS
GLOBAL MARKETPLACE

UNGM guide

Instructions on how to register as a supplier
with **WIPO**



www.ungm.org

REGISTRATION PROCESS ON UNGM

In this guide, you will find instructions on how to register your company as a potential **WIPO** supplier to enable your access to the tender documentation on the **WIPO** e-tendering system via UNGM.

To access the tender documents, you need to be fully **registered on UNGM**.

IMPORTANT: WIPO recently went through an integration with the UNGM system.

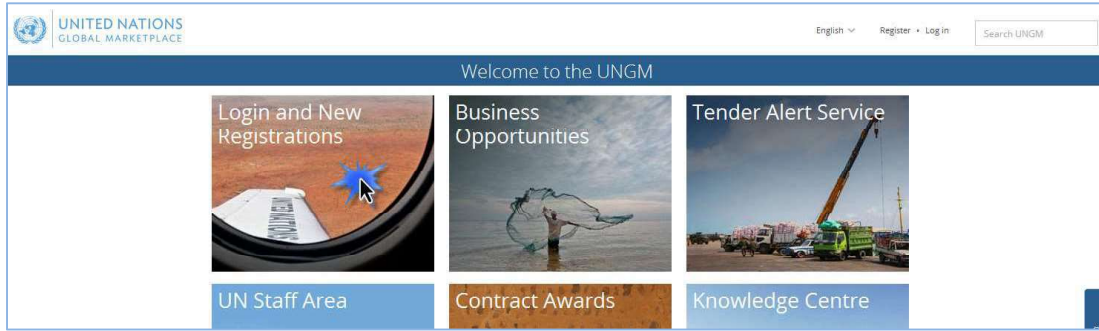
- If your company is already registered in UNGM, you may connect with your usual login details.
- If your company is not yet registered in either UNGM or WIPO's former e-tendering system, you may go ahead and register in UNGM now.
- If your company is not yet registered in UNGM but was registered in WIPO's former e-tendering system, you need to finalize your registration in UNGM, following the instructions sent to you by email from no-reply@ungm.org. Your company should not start a new UNGM registration to prevent duplicates.
- Once your company has completed the UNGM registration, synchronization of your data with the system will take place, which might take up to 24H. Your company will need to reconnect to the UNGM system after this phase in order to access the tender's documents.

Note: The UNGM website is currently available in 5 languages: English, French, Spanish, Portuguese and Mandarin. The site will soon be available in Arabic and Russian. The default language is English. If you want to change the language of the site, you can access the choice of languages at the top right of the page.

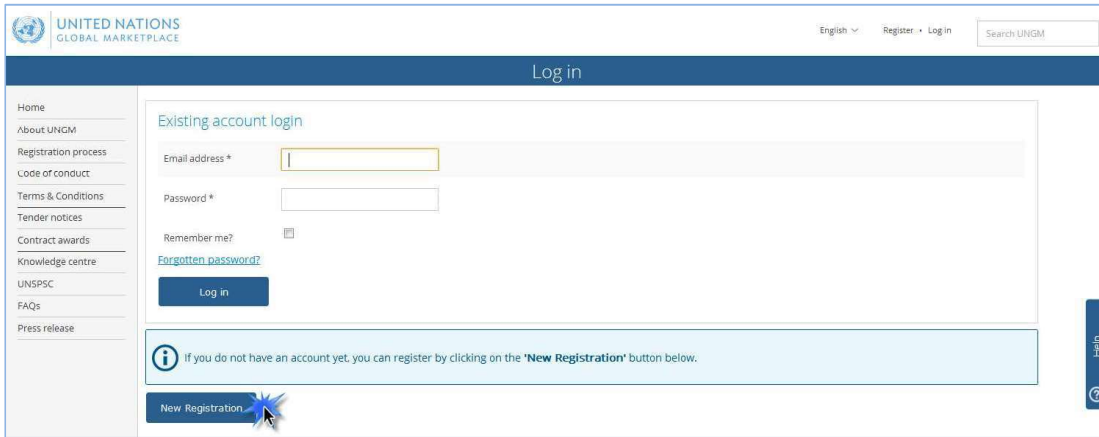
STEP I: CREATION OF YOUR UNGM ACCOUNT

Registration at Basic level will be sufficient as **WIPO** does not require level 1 and 2 registrations.

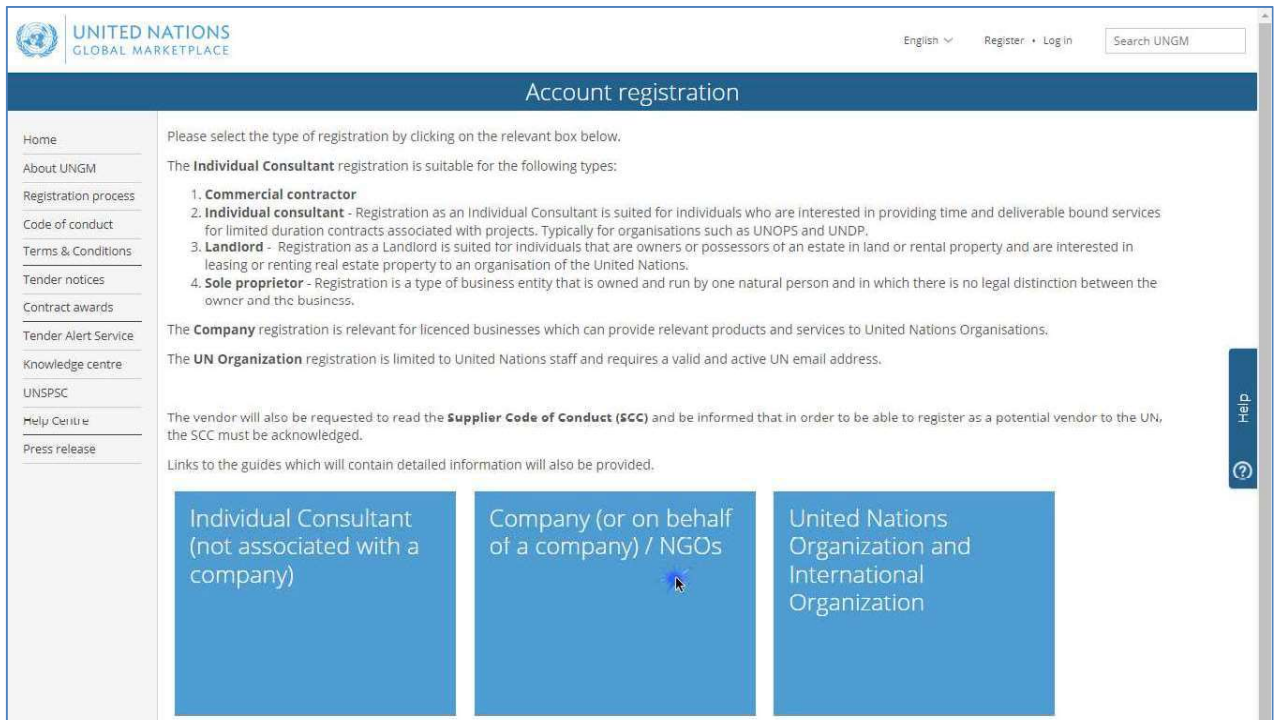
Go to **www.ungm.org** and click on the **“Login and New Registrations”** tile.



Click on the “**New registration**” button.



Please select the type of registration by clicking on the relevant box. If you represent a company or an NGO, please click on the “**Companies**” box. Please note that registration on the UNGM as a consultant limits your ability to participate electronically in WIPO tenders.



Introduce your company details and accept the *UN Supplier Code of Conduct*.

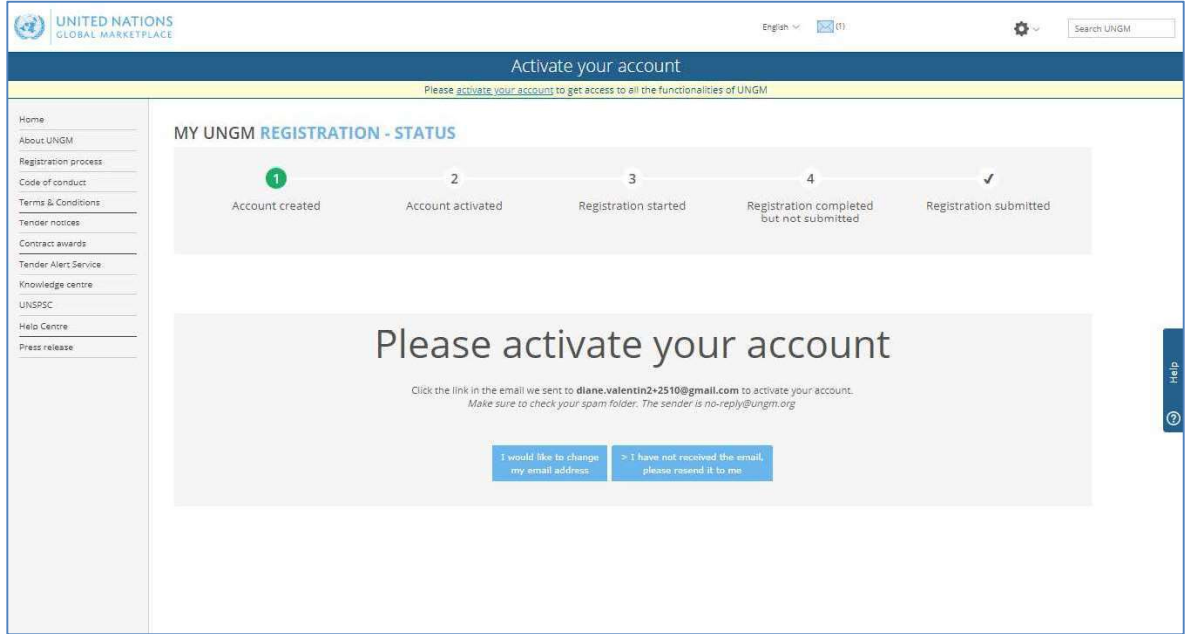
Please provide your company name as written in your company's Certificate of Incorporation. If an error message appears informing you that a company with a similar name already exists, please contact us at registry@ungm.org.

Then, click on the **“Send the activation link”** button.

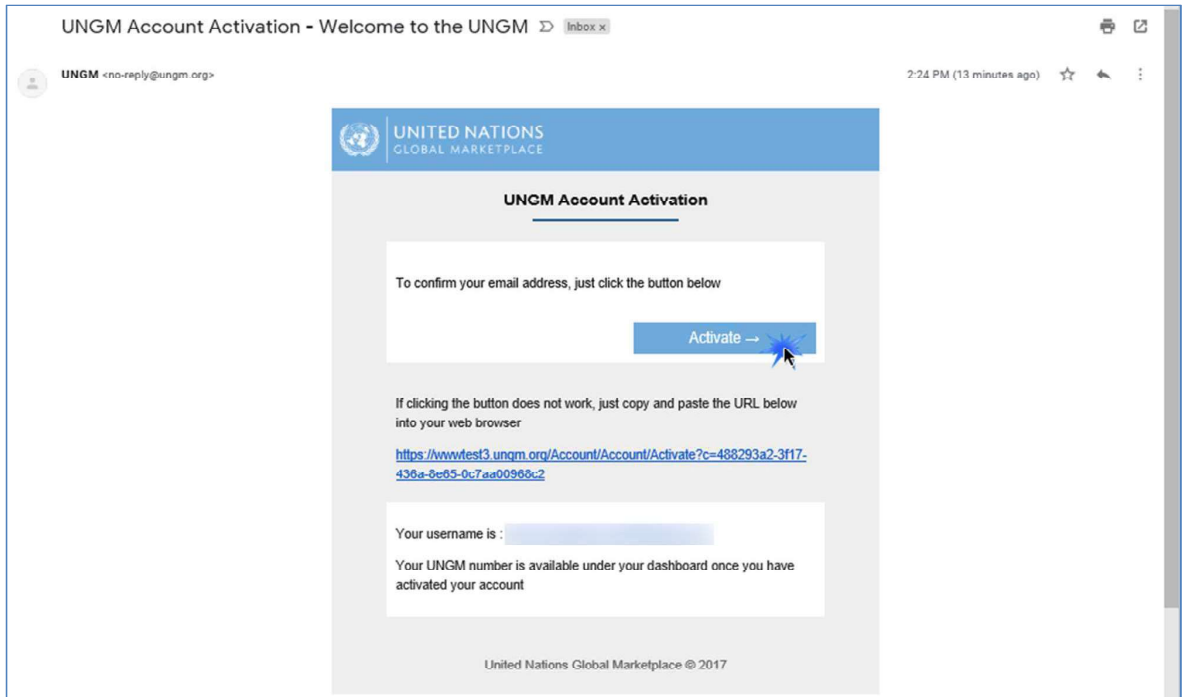
The screenshot shows the 'Company registration' page on the United Nations Global Marketplace website. The page is titled 'UN Supplier Code of Conduct' and includes a sidebar with navigation links: Home, About UNGM, Registration process, Code of conduct, Terms & Conditions, Tender notices, Contract awards, Tender Alert Service, Knowledge centre, UNSPSC, Help Centre, and Press release. The main content area is divided into sections: 'UN Supplier Code of Conduct' (with a download link), 'Company registration' (with a note about required fields), 'Basic company details' (with fields for Company Name, License Number, and Country), 'Company Director details' (with fields for First Name and Last Name), 'User account creation' (with fields for First Name, Last Name, Email address, Confirm email address, Password, and Confirm password), and 'How did you hear about UNGM' (with a Source dropdown). At the bottom, there is a checkbox for acknowledging the UN Supplier Code of Conduct and a 'Send the activation link' button. The footer contains the copyright notice: © 2018 - United Nations Global Marketplace - Terms and Conditions.

STEP 2: ACTIVATE YOUR UNGM ACCOUNT

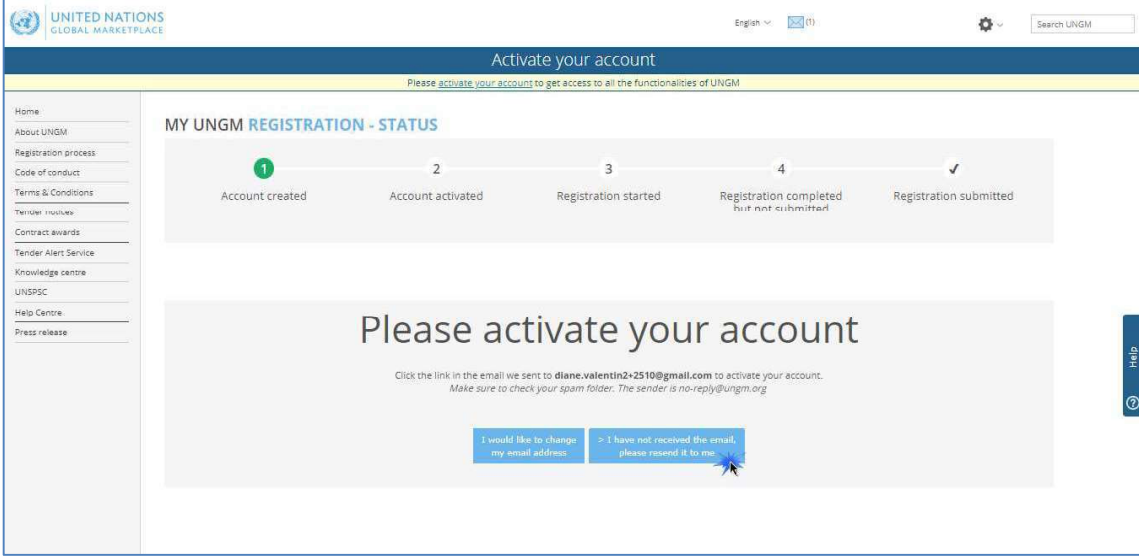
Once you have created your UNGM account, please **do not forget to activate it**.



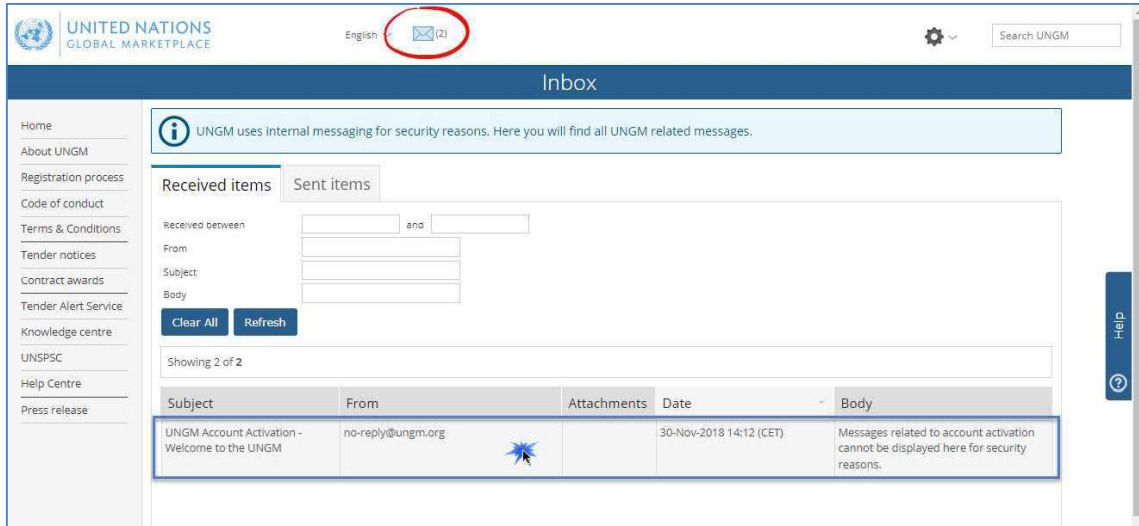
Go to your personal email inbox, where you should have received an email from UNGM containing an activation link. Please activate your UNGM account by clicking on the **“Activate”** button.



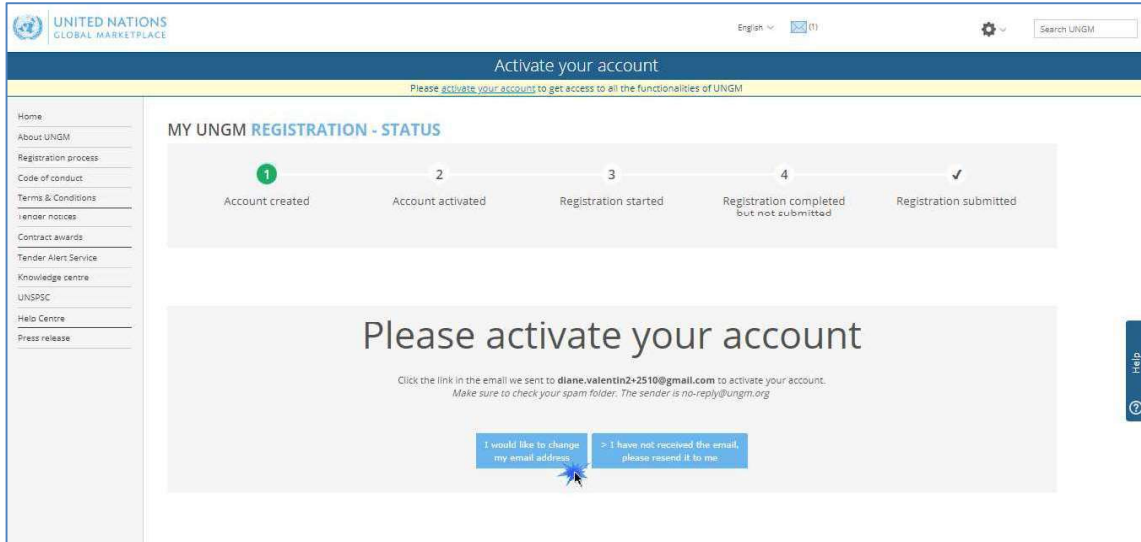
If you have not received the activation email, please note that you can resend it to yourself. You can either do it from the “**I have not received the email, please resend it to me**” button:



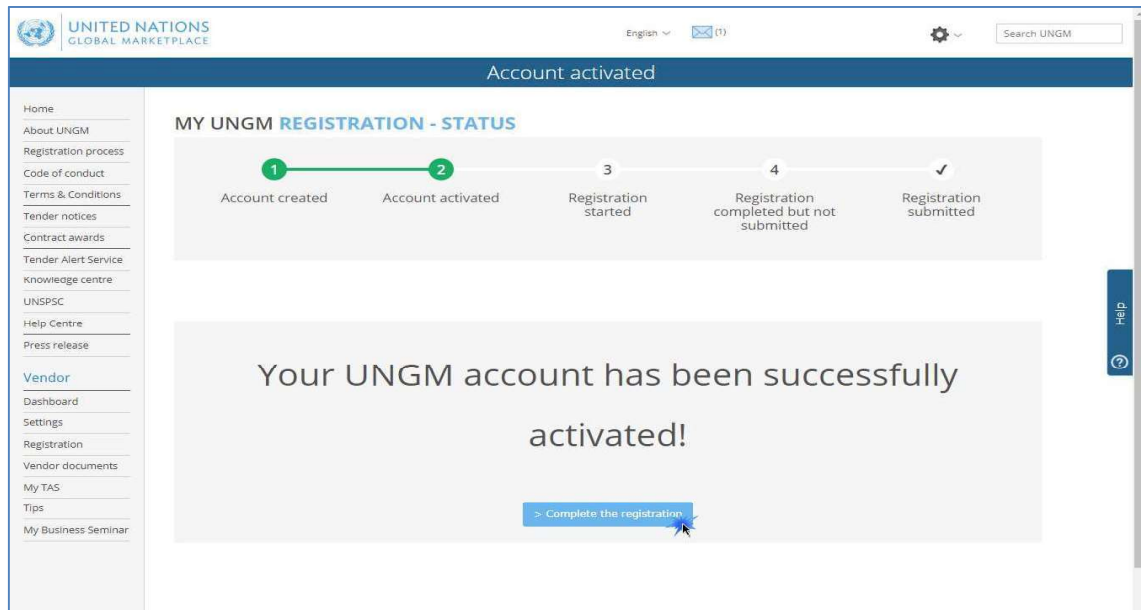
Or from your **UNGM inbox**, which is accessible from the little envelope symbol on the top right side of the page:



If you have not received the activation email because you have provided an incorrect email address when creating your account, please note that you can amend the provided email address by clicking on the “**I would like to change my email address**” button:



Once your UNGM account is activated, you should be redirected to the following page below. Click on the **“Complete the registration”** button to complete the UNGM registration. You can also click on the **“Registration”** link in the left-hand menu:



STEP 3: COMPLETE YOUR VENDOR REGISTRATION FORM IN UNGM

You will be redirected to the UNGM registration form. It only takes about 5-8 minutes to complete the registration.

In order to successfully complete the registration process, please provide the required details and click on the “**Save & continue**” button for each of the six steps. After clicking the “**Save & continue**” button, the provided details will be saved and you will be automatically redirected to the following step of the registration process.

The asterisk (*) indicates information that is required/mandatory to complete the step.

UNITED NATIONS
GLOBAL MARKETPLACE

English 2018

Vendor Registration

1 2 3 4 5 6 ✓
General Address Registration type Contacts Coding Declaration What's next?

General company information

Company name * Sunshine Ltd

Trade name/DBA

Parent company

Company type *

License number * 2131245546

Country/territory * Denmark

Year established *

Number of employees *

Company Director's First Name * Diane

Company Director's Last Name * Valentin

Company's Contact information

Telephone country code * Type a country/territory name

Telephone number *

Fax country code Type a country/territory name

Fax number

Website

Company's Ownership Type

Company's Ownership * ☒ Not applicable ☐ Privately owned ☐ Publicly owned ☐ Part of a business conglomerate

Save & Continue >

I. General

Under “**General**”, please provide **basic details** about your company.

It is important to type your **company name** in the same way as it appears on your Certificate of Incorporation or any other **legal** document relating to the formation of your company or corporation.

The **license number** refers to the number that all legally operating businesses have which permits them to function in the city and/or country where they are located.

Once you have completed the step, click on the “**Save & Continue**” button **at the bottom right of the page**.

UNITED NATIONS GLOBAL MARKETPLACE

English Search UNGM

Vendor Registration

1 2 3 4 5 6

General Address Registration type Contacts Coding Declaration What's next?

General company information

Company name *

Trade name/DBA

Parent company

Company type *

License number *

Country/territory *

Year established *

Number of employees *

Company Director's First Name *

Company Director's Last Name *

Company's Contact Information

Telephone country code *

Telephone number *

Fax country code

Fax number

Website

Company's Ownership Type

Company's Ownership * ☐ Not applicable ☒ Privately owned ☐ Publicly traded ☐ Part of a business conglomerate

Please provide the name(s) of owner(s) and/or principals (including parent company, subsidiaries/affiliates, COO/Managing Director, and those with controlling interest, if applicable):

Women Ownership: ☐ Not applicable ☒ The company is at least 51% owned and controlled by one or more women ☐ The company is less than 51% owned and controlled by one or more women

By selecting this option, you self-declare that your company is a women owned business.

[Save & Continue](#)

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2. Address

Under **“Address”**, please provide your company’s **address information**.

Once you have completed the step, click on the **“Save & Continue”** button. If you wish to go back to the previous step to edit some information, click on the **“General info”** button.

UNITED NATIONS GLOBAL MARKETPLACE

English Search UNGM

Vendor Registration

1 2 3 4 5 6

General Address Registration type Contacts Coding Declaration What's next?

Company address information

House number

Address line 1 *

Address line 2

Address line 3

City/town *

Country/territory *

Postal code

P.O. Box address (optional)

P.O. Box number

P.O. Box postal code

City/town for P.O. Box

Country/area

[General info](#) [Save & Continue](#)

3. Registration type

Under “**Registration type**”, please inform **whether you prefer to do business only in your country or if you prefer to do business internationally**. Click either on “**National**” or “**International**”.

Once you have completed the step, click on the “**Save & Continue**” button. If you wish to go back to the previous step to edit some information, click on the “**Address**” button.

The screenshot shows the 'Vendor Registration' page for the United Nations Global Marketplace. The progress bar at the top indicates seven steps: 1. General, 2. Address, 3. Registration type (current step), 4. Contacts, 5. Coding, 6. Declaration, and 7. What's next? The 'Registration type' section has two radio buttons: 'National' (selected) and 'International'. Below this, there is a section for 'Country/areas of business' with a warning message: 'No countries/areas are selected. It is assumed that you are able and interested in doing business in all countries/areas.' At the bottom right, there is a 'Save & Continue' button with a blue star icon.

4. Contacts

Under “**Contacts**”, please provide your own **contact details**.

The screenshot shows the 'Vendor Registration' page for the United Nations Global Marketplace, specifically the 'Contacts' step. The progress bar at the top indicates seven steps: 1. General, 2. Address, 3. Registration type, 4. Contacts (current step), 5. Coding, 6. Declaration, and 7. What's next? The 'My contact details' section contains several fields: 'Title/salutation' (Mrs), 'First/given name', 'Middle name', 'Surname', 'Job title/position' (Sales Manager), 'Country/area' (Denmark), 'Email', 'Telephone country code' (Denmark (+45)), 'Telephone number' (549645448486), 'Extension', 'Mobile country code', and 'Mobile number'. At the bottom left, there is a '< Registration Type' button, and at the bottom right, there is a 'Save & Continue' button with a blue star icon.

Once you have completed the step, click on the **“Save & Continue”** button. If you wish to go back to the previous step to edit some information, click on the **“Registration type”** button.

Please note that you can also **invite/add colleagues** to your company’s account on UNGM at the **“Contacts”** step. They will receive a link to the account and will be able to log into the account in future with their own email address and password. To invite colleagues to the UNGM account, click the **“Invite another contact”** button at the bottom of the page.

The screenshot displays the UNGM account registration interface. At the top, there are input fields for 'Telephone country code' (set to Denmark (+45)), 'Telephone number' (545645445456), 'Extension', 'Mobile country code', and 'Mobile number'. Below these fields are two buttons: '< Registration Type' and 'Save & Continue >'. The main section is titled 'Account Contact Details' and features a profile card for 'Mrs Diane Valentin'. The card includes a placeholder for a profile picture, her email (diane.valentin243510@gmail.com), job title (Sales Manager), country (Denmark), and telephone number (Denmark (+45) 545645445456). A 'primary contact' label is visible next to the details. Below the profile card, there is a section for 'Invited contacts' with an information icon and a text box stating: 'You can invite others to access your UNGM account using their email address. They will be able to create their own access to the account. Do not share your email address and password.' At the bottom of this section is a button labeled 'Invite another contact' with a blue star icon. The footer of the page contains the copyright notice: '© 2018 - United Nations Global Marketplace - Terms and Conditions'.

5. Coding

Under **“Coding”**, please **select codes which best describe the goods and/or services** which your company is able to provide, following the UNSPSC classification for products and services.

Search for new UNSPSC codes either by **typing keywords** or using the trimmed tree classification. To select a code, **tick the checkbox next to the code**.

If you are unable to find the correct codes for your products and services, please **contact us at registry@ungm.org** and provide us with a description of the products/services.

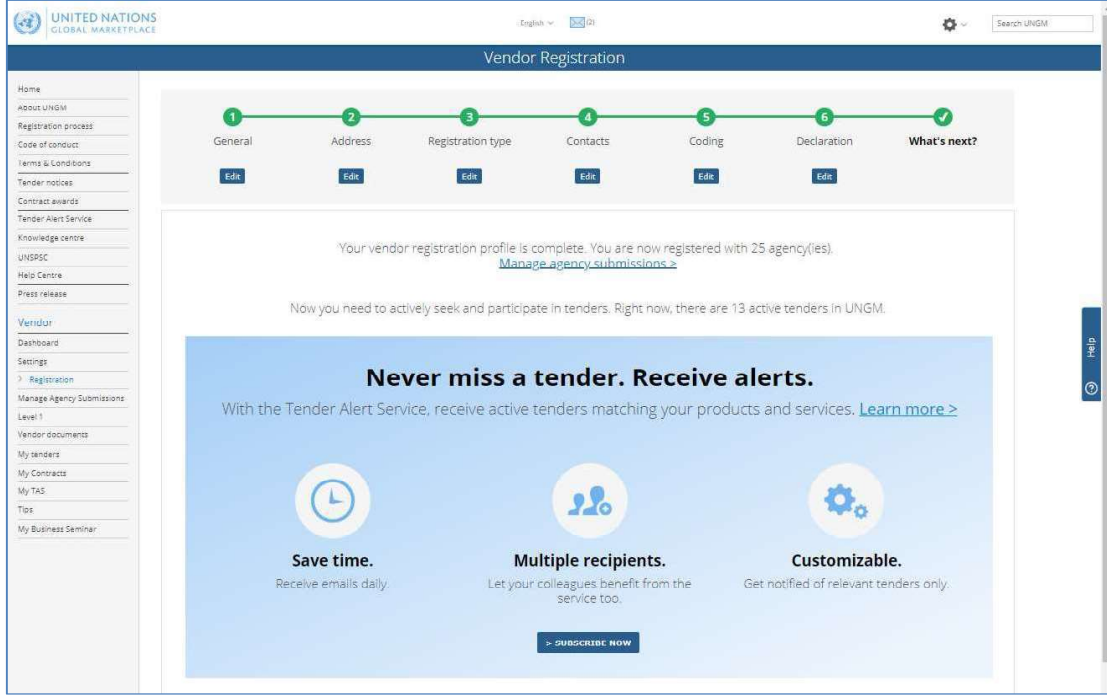
Once you have completed the step, click on the **“Save & Continue”** button. If you wish to go back to the previous step to edit some information, click on the **“Contacts”** button.

6. Declaration

The **Declaration of Eligibility** is a formal and explicit statement on behalf of your company. Under **“Declaration”**, please review the seven statements and select the most appropriate option by **ticking the corresponding checkbox**.

Once you have completed the step, click on the **“Save & Continue”** button. If you wish to go back to the previous step to edit some information, click on the **“Coding”** button.

Once you have clicked on the **“Save & Continue”** button, you will have successfully completed your registration and will be redirected to the **“What’s next?”** step. This section gives you access to your registration status with the various UN bodies and gives you access to certain information regarding the tender alert service.

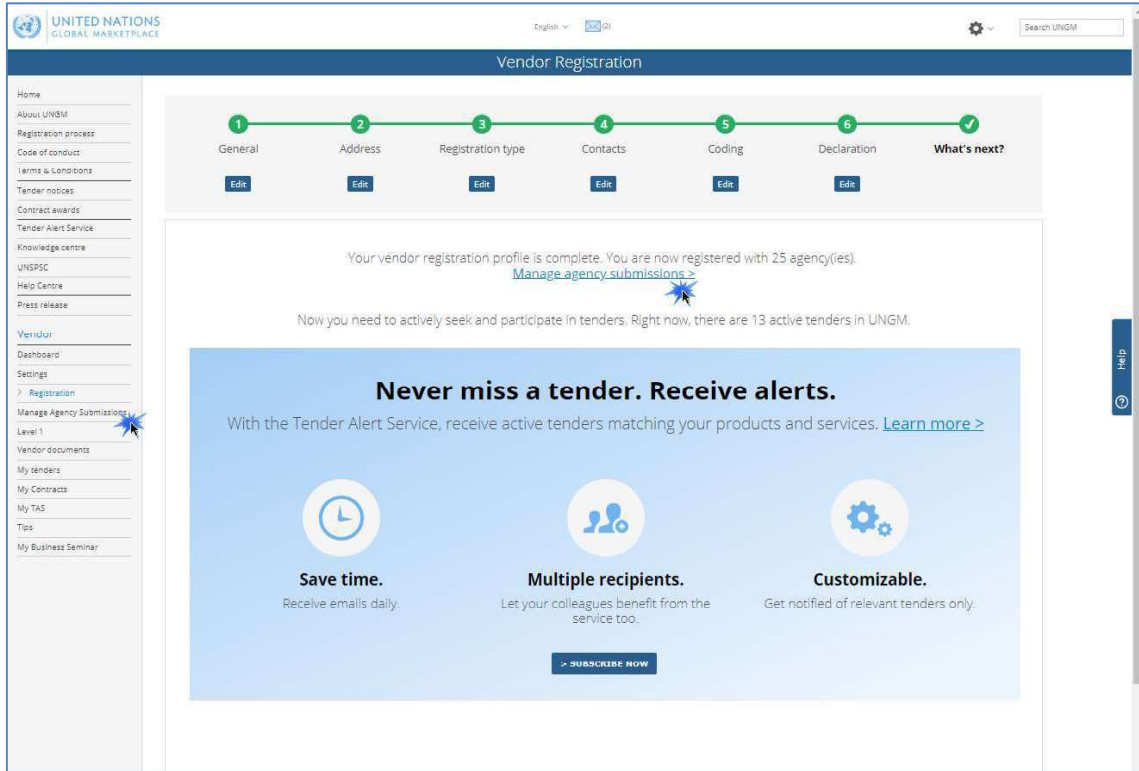


In case you see the following screening with a message informing that a duplicate account has been identified, please contact us immediately at registry@ungm.org.



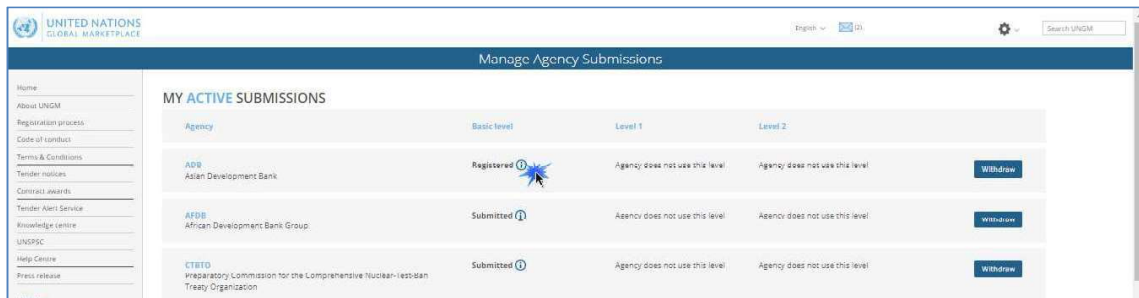
STEP 4: MANAGE AGENCY SUBMISSIONS

Under the **“What’s next”** section, you will be able to see the number of UN organizations your company’s profile is registered with. To find out more about your company’s registration with UN agencies, click the **“Manage agency submissions”** button or the link in the left-hand menu.

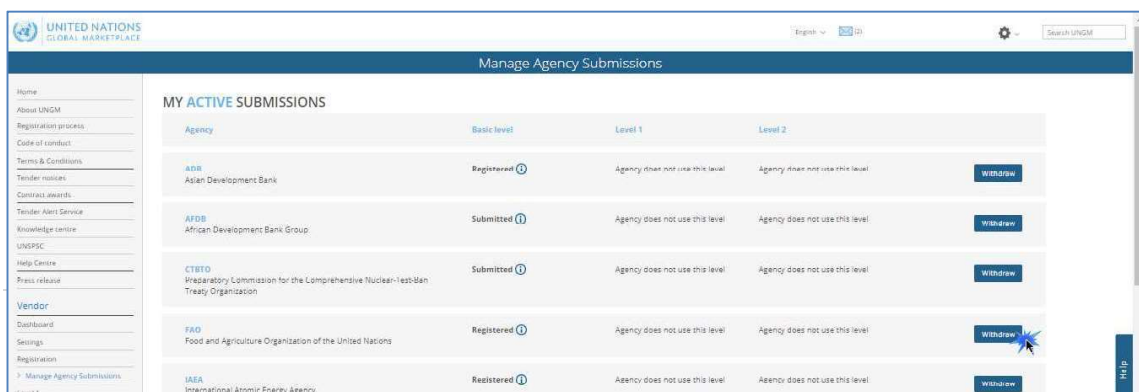


Depending on where your company is registered and/or the type of products and services your company can provide, the number of UN organizations with whom you can register may vary. The system is intuitive and your company's profile will be matched automatically with relevant UN agencies.

If you place your mouse over the information symbol next to the status, **you will be able to see a description of the registration status with a specific agency.**



You can always **withdraw your submission with UN agencies** if you are not interested in doing business with some of them. In order to do so, click on the **“Withdraw”** button on the right side of the page.



Some UN agencies use an additional level of registration. If a specific agency uses registration at level 1 and/or 2, you will be able to access the registration form for this level from the **“Manage agency submission”** page.

Please do not forget to **submit your completed registration** to the UN organizations matching your company’s profile by clicking on the **“Submit registration”** button.

Registration Manage Agency Submissions Level 1 Vendor documents My tenders My Contacts My TAB Tips My Business Seminar	IAEA International Atomic Energy Agency Registered ⓘ Agency does not use this level Agency does not use this level Withdraw	IFAD International Fund for Agricultural Development Registered ⓘ Complete level 1 > Registration at this level is currently not accessible Withdraw	ILO International Labour Organization Registered ⓘ Agency does not use this level Agency does not use this level Withdraw
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STEP 5: CHECK YOUR REGISTRATION STATUS WITH WIPO

In order to check the status of your registration with WIPO, please click on the **“Manage agency submissions”** link from the **“Next step”** section or from the **“My dashboard”** accessible from the left menu.

In order to be able to access the details of WIPO 's tender notices and participate in WIPO's tenders, you must have obtained the **“Registered”** status at the Basic level with WIPO. Registration at the Basic level is sufficient to access the tender details.

If WIPO does not appear on your list of UN organizations, please check that you have successfully completed your registration form.

If you need assistance to complete your registration form, please do not hesitate to contact the UNGM helpdesk at registry@ungm.org or by clicking on the **“Help”** tab on the right side of the screen.

WFP World Food Programme Registered ⓘ Submitted ⓘ Submitted ⓘ Withdraw	WHO World Health Organization Registered ⓘ Agency does not use this level Agency does not use this level Withdraw	WIPO World Intellectual Property Organization Registered ⓘ Agency does not use this level Agency does not use this level Withdraw	WMO World Meteorological Organization Registered ⓘ Agency does not use this level Agency does not use this level Withdraw	WTO World Trade Organization Registered ⓘ Agency does not use this level Agency does not use this level Withdraw
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STEP 6: CHECK YOUR UNGM NUMBER

Your UNGM number is a 6-digit number that allows UN staff to identify your company's account on UNGM. You will probably be asked to provide your UNGM number when participating in tenders announced by tender notices. You can identify your UNGM number from the **“Dashboard”** once you are logged in to your UNGM account. Click on the **“Dashboard”** link in the left-hand menu to access your dashboard.

Under your **“Dashboard”**, you can find all details regarding your UNGM account such as your **UNGM number**.

UNITED NATIONS
GLOBAL MARKETPLACE

English | 20 | Search UNGM

My Dashboard

MY UNGM ACCOUNT

Diane Valentin
UNGM Number: 520214
Last login: 25-Oct-2018 14:49:34
Email: dvalentin@un.org
Preferred language: en

[Manage my account settings](#)

NEED HELP?
Search UNGM
[FAQs](#) [Video tutorials](#) [User manuals](#)

MY UNGM REGISTRATION - STATUS

- 1 Account created
- 2 Account activated
- 3 Registration started
- 4 Registration completed but not submitted
- 5 Registration submitted

Right now
23
active tenders in UNGM

Tender Alert Service - CONNECTING Vendors to Tenders

Ready to do business?
Your UNGM registration is the first step.
Now you need to actively seek and participate in tenders.
With the Tender Alert Service you will receive an email with tenders matching your products and services.
[show me more!](#)
[SUBSCRIBE NOW](#)

MY AGENCY SUBMISSIONS

Agency	Basic level	Level 1	Level 2
WHO	Registered		
	25-Oct-2018		

ADDITIONAL TOOLS

TENDER ALERT SERVICE

The **Tender Alert Service** is an added service for vendors who would like to be notified of relevant tender notices via email. With the Tender Alert Service, **you can receive notification of relevant business opportunities that match your company's products and/or services directly to your email address.**

This service is provided at a fee of USD250 per year.

The screenshot shows the 'Tender Alert Service' page on the United Nations Global Marketplace website. The page features a sidebar with navigation links such as Home, About UNGM, Registration process, Code of conduct, Terms & Conditions, Tender notices, Contract awards, Tender Alert Service, Knowledge centre, UNSPSC, Help Centre, Press release, Vendor, Dashboard, Settings, Registration, Manage Agency Submissions, Level 1, Vendor documents, My tenders, My Contracts, My TAS, Tips, and My Business Seminar. The main content area is titled 'TAS - CONNECTING Vendors to Tenders' and includes a sub-header 'Receive new and revised tenders matching your products and services via email'. There are two buttons: '> SUBSCRIBE NOW' and '> See Tender Alert Service in action'. Below these buttons is a section titled 'What is the Tender Alert Service?' which describes the service as an email service that provides details of new or revised tenders that match the user's products and services. It also lists five benefits: Never miss a tender/revision published on UNGM, Receive relevant tenders for your products and services, Saves you time and money, searching, Respond to tenders from the email, and Follow procurement trends in related products and services. The page footer includes the copyright notice: © 2018 - United Nations Global Marketplace - Terms and Conditions.

HELP

If you need assistance at any stage of the process, you can contact UNGM via the “**Help**” functionality on the UNGM website. We aim to respond to all queries within 48 hours.

Please note that you can categorize your query, which enable us to treat it more efficiently.

Help

You may find more information to help with your issue by [clicking here to go to the videos section](#) which may be of interest.

You may find the answers to some of your questions in the [Frequently Asked Questions](#) page, which may be helpful to you.

Feedback

Area

How has your experience on the UNGM site been so far? 😊

Comments

☒ Add a screenshot automatically

[Other Information included](#)

Doing Business with the UN World Food Programme (“WFP”)

Goods and Services Procurement

February 2021



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.

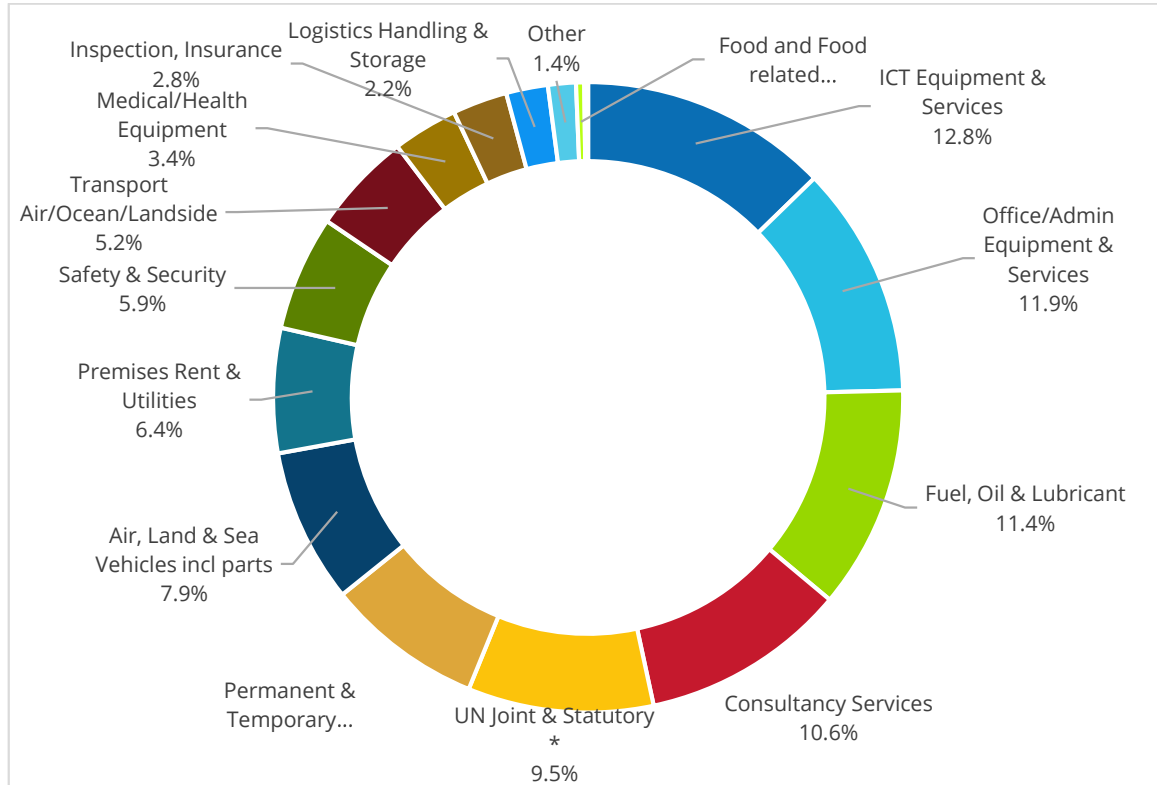
WFP goods and services procurement

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 operational needs.

What goods and services does WFP purchase?

WFP Goods and Services Procurement in 2020 (indicating purchased percentages)





Roster of suppliers for goods and services

WFP provides food assistance in often operationally unpredictable environments. To ensure its quick operational response, *WFP maintains extensive lists of registered suppliers grouped in rosters for the wide range of goods and services categories of WFP purchases.*

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 capacity to enter into a contract;
- Have at least 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](#)).
- Accept the [United Nations Supplier Code of Conduct](#)

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.

WFP encourages that suppliers are inclusive of persons with disabilities. A disability-inclusive supplier is a supplier which makes a dedicated, consistent, and measurable effort to implement disability-inclusive practices. Suppliers can show that they are disability-inclusive through a variety of means such as, for instance, having an organizational policy on disability inclusion, recruiting and hiring people with disabilities, offering reasonable accommodation to candidates and personnel with disabilities, providing accessible premises, ensuring that their supply chains are disability-inclusive, or manufacturing accessible products following Universal Design principles.

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

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

The following steps illustrate the process to register to 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



Doing Business with WFP – Goods and Service Procurement

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 their profile updated on UNGM;
- Companies are invited to monitor the UNGM announcements for Expressions of Interest (EOI) published by WFP.

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) 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.
- 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; and
- 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”.

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. The bidder is accountable for the accuracy 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.



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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 the WFP Roster for a certain goods and/or services category. WFP will send instructions on the steps to be followed to register on the WFP e-tendering portal.

WFP goods and services procurement - Regional and Local activities

Regional and local procurement activities are mainly administered and coordinated by WFP's Regional Bureaux 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 adherences 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 at the tendering stage. If awarded, the standard contracts are not to be substantially changed. The standard contracts are included as an Annex to the solicitation document of specific procurements. 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

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 and engaged in proscribed or unethical behaviour, terrorism, or any other reasons deemed relevant by WFP at its discretion.

UN Supplier Code of Conduct

Suppliers doing business with are required to accept and comply with the [UN Supplier Code of Conduct](#). The UN Supplier Code of Conduct informs bidders that they may not engage in corrupt practices; that they must disclose information on any situation that may appear to present a conflict of interest; that the UN (and WFP respectively) has a zero-tolerance policy with regards to the acceptance of gifts or hospitality from bidders or suppliers; and that there are restrictions on the employment by suppliers of former UN staff members.



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The UN Supplier Code of Conduct also covers other such as labour (e.g. freedom of association, prohibition of forced or compulsory labour, prohibition of child labour, anti-discrimination, health and safety and others), human rights (e.g. provisions against harassment, harsh or inhumane treatment, prevention of sexual exploitation and abuse, and others); environment (e.g. on the use of chemical and hazardous material, waste management, emissions, and others); and ethical conduct as outlined above.

Goods and services procurement - Regional and Local activities

Regional and local goods and services 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 not meeting the minimum requirements to do business with WFP at the international level or 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.

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.

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

International food procurement

Doing Business with WFP – International food procurement

This document is directed to companies interested in providing food commodities to WFP at the international level.

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 any other goods and services, through its supply chain division.

WFP food procurement

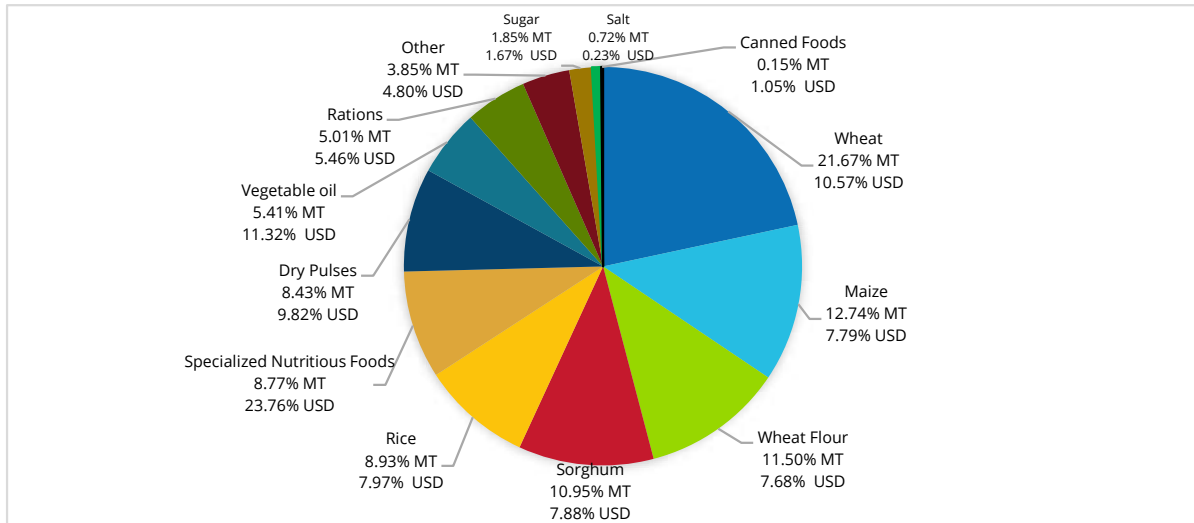
WFP strives to ensure that food commodities are purchased at competitive market prices, delivered in a timely manner, and are received by beneficiaries in a good, safe, and useful manner.

WFP procures food commodities at different levels, depending on the geographical area where the purchase takes place.

Criteria and procedures for registering as potential food supplier with WFP vary, depending if procurement activities are carried out at the international, regional, or local level.

In 2020, WFP purchased approx. 3.3 million metric tons (“MT”) of food commodities, for a total value of approx. 1.7 billion USD.

WFP Food Procurement in 2020
(indicating purchased percentages and MT)



* “Other” includes foods such as barley, dried milk, etc.

What does WFP purchase?

WFP currently purchases food commodities listed on WFP’s website (available at [this hyperlink](#)). Companies are requested to carefully read the technical details indicated in the specifications therein. If you wish to receive further technical clarifications, do not hesitate to contact WFP at newsuppliers@wfp.org.



Doing Business with WFP – International food procurement

For any other food commodities not currently purchased by WFP, interested companies can contact WFP's new foods committee at hq.newfoodscommittee@wfp.org. This committee facilitates WFP's internal decision about including new food formulations or products into WFP's operations.

WFP food procurement - International activities

International food procurement activities are centrally coordinated and mainly administered by WFP's Headquarters.

WFP delivers food in remote and often operationally unpredictable environments. To ensure its quick operational response, WFP maintains wide and diverse lists of approved vendors, grouped in rosters and organized by food commodities (each a **"WFP Roster"**).

Companies can apply for more than one commodity roster, as long as they meet minimum requirements for that particular commodity, as indicated in section *"Minimum requirements for inclusion in WFP Rosters for International Food Procurement"* below.

WFP will review each company in relation to the specific WFP Roster for which the company applied to, ensuring that WFP's requirements for each commodity are met.

In order to be included in any WFP Roster, companies must successfully pass the following screening:

- A) completion of the registration process on the United Nations Global Marketplace (**"UNGM"**) portal¹, at Level 2 (see step 1.B below);
- B) submission of the Initial Paper Assessment form (**"IPA"**), with all its supporting documents (see steps 1.C and 2 below);
- C) positive evaluation by WFP Team of Experts (see step 3 below). WFP evaluates its potential vendors at its discretion, considering WFP's needs; the relevance, quality and safety of the proposed food commodities; and the business experience and the financial capacity of the company;
- D) approval by the WFP Vendor Management Committee (**"VMC"**) of the inclusion of the company in one or more WFP Rosters (see step 4 below). The decision to be included in WFP Rosters rests solely with WFP.

Only approved vendors will be included in WFP Roster and may be invited to participate to WFP's tenders by WFP, in accordance with WFP's needs, rules, policies, and prerogatives.

Minimum requirements for inclusion in WFP Rosters for International Food Procurement

Before starting the registration process, companies should carefully review the minimum criteria required throughout the registration and evaluation process.

To be considered for inclusion in WFP Rosters, companies must take necessary actions to ensure the fulfilment of the following minimum requirements:

- Supply food commodities of interest to WFP (see above *"What does WFP purchase?"*);
- Have legal capacity to enter into a contract;

¹ The UNGM platform is a UN joint procurement platform, used by most of the UN entities. UNGM can be used by companies to stay abreast of business opportunities with many UN entities. The UNGM registration is subject to the UNGM terms and conditions.

Doing Business with WFP – International food procurement

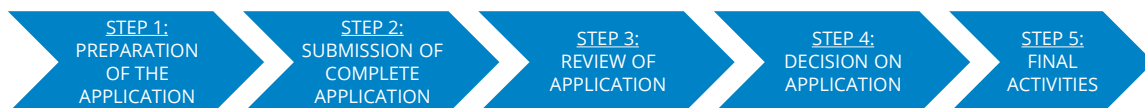
- Have at least three (3) years of international experience in the production and / or trading of food commodities;
- Be licenced to operate as exporter;
- Proof financial capacity, with an annual turnover of at least five (5) USD million for the last three (3) consecutive fiscal years;
- Not be included 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](#));
- Be registered on the UNGM platform, at Level 2 with WFP (see step 1.B below);
- Submit the complete IPA, with all its supporting documents (see step 1.C below);
- Submit any further document, as requested by WFP (see steps 1.D and 3 below); and
- Accept the [United Nations Supplier Code of Conduct](#).

WFP encourages that suppliers are inclusive of persons with disabilities. A disability-inclusive supplier is a supplier which makes a dedicated, consistent, and measurable effort to implement disability-inclusive practices. Suppliers can show that they are disability-inclusive through a variety of means such as, for instance, having an organizational policy on disability inclusion, recruiting and hiring people with disabilities, offering reasonable accommodation to candidates and personnel with disabilities, providing accessible premises, or ensuring that their supply chains are disability-inclusive,.

How to register on WFP Rosters

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 one or more 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 food commodity for which the application is made. In exceptional circumstances, companies of the same group can be included in the same WFP Roster. Companies shall always disclose to WFP any actual or potential, direct or indirect, conflict of interest.

STEP 1: PREPARATION OF THE APPLICATION

Applications consist of multiple parts:

A) EXPRESS INTEREST TO WFP

To apply for one or more WFP Rosters, companies send an e-mail to WFP at newsuppliers@wfp.org, presenting their company and clearly indicating which food commodities they wish to provide to WFP at the international level. This will facilitate the coordination and guidance of the registration process, when and if needed.



Doing Business with WFP – International food procurement

B) SUBMISSION OF ALL REQUIRED DOCUMENTS FOR REGISTRATION ON THE UNGM PORTAL, UP TO LEVEL 2

Companies are requested to register on the UNGM portal (available at [this hyperlink](#)), and submit all required documents for registration at levels 1 and 2 (a step-by-step guide on how to register on UNGM is available at [this hyperlink](#)).

Within this context, companies must:

- Register on UNGM with the same name indicated on the company's certificate of incorporation;
- Upload the certificate of incorporation or an equivalent (e.g. deed of establishment, by-laws, articles of association). This is intended as the legal document issued by a national authority or the national registrar of companies, certifying the duly incorporation of the company, including its name and corporate structure, verifying the legal status and capacity of the company;
- If the company changed name since its establishment, upload the certificate of changed name in the "optional documentation" section on UNGM. This document is additional to the original certificate of incorporation;
- Provide information about the company's corporate structure, in the "parent company" and "company information" sections on UNGM. This is intended as the detailed ownership and management structure of the company;
- Upload three (3) reference letters from reputable clients. Reference letters should indicate, at least, clients' contact name, contacts, address, proof of timely fulfilment of similar contracts. Kindly note that WFP may contact your references for further information; and
- Upload the audited or certified financial statements for the last three (3) fiscal years. Financial statements shall include the income statement, the balance sheet, and, if applicable, the note by the independent auditor.

C) PREPARATION OF THE INITIAL PAPER ASSESSMENT (IPA)

To assess the adequacy, quality and safety of the food commodities, WFP requests companies to prepare the IPA and provide certain technical documents (listed on the last page of the IPA). All these documents are additional to those provided on the UNGM portal and can be sent by email to WFP.

To obtain the latest version of the IPA, kindly contact WFP at newsuppliers@wfp.org.

When completing the IPA, companies shall ensure that:

- Information is accurate and consistent, and all fields are completed;
- Food commodities are clearly identified. Each column of the IPA refers to one food commodity. If a company wishes to provide more than three (3) food commodities, please complete a new IPA;
- Technical documents are saved in an organized manner, preferably with the following title "reference number – name of the supporting document as per the IPA – name of the commodity, if more than one" (for example, "3 pulses ISO 9001"; "3 wheat ISO 9001"; "8 pulses certificate of analysis"; "8 wheat certificate of analysis"); and
- The IPA is signed by the duly authorized representative of the company.

If a certain supporting document is not available, companies shall include a note in the IPA, explaining why such document is not available. If possible, companies shall provide an equivalent and up-to-date document to the missing one.

D) PREPARATION OF SPECIFIC DOCUMENTS

Due to the particularities of each application, WFP requests companies to provide additional documents, as follows:



Doing Business with WFP – International food procurement

- 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.
- Companies applying to more than three (3) WFP Rosters should also provide the breakdown of their annual turnover by commodity. In a nutshell, WFP wishes to receive information about the company's experience in the production and / or trading of each commodity proposed to WFP.
- Trading companies planning to sub-contract any manufacturer and provide processed food to WFP (such as vegetable oil, fortified flours, etc.) should submit a specific IPA for each manufacturer that they wish to use. The trading company is requested to share its own IPA, plus the specific IPA(s) of its manufacturer(s). The trading company will share the IPA with its manufacturer, and will make sure that all information required therein (including supporting documents) are provided and correct. Such IPA(s) should be sent by the trading company together with its application, as per step 2 below. WFP will consider as valid only communications occurring directly between WFP and the trading company, who is considered the sole applicant to WFP Rosters.

STEP 2: SUBMISSION OF COMPLETE APPLICATION

Once step 1 is completed, companies send an email to newsuppliers@wfp.org. The email should include the company's UNGM number and the IPA(s) with all technical documents.

Applications are complete if all actions under step 1 are finalized. Incomplete submissions will not be considered. Applications for food commodities not currently purchased by WFP at the international level will be automatically discarded.

STEP 3: REVIEW OF APPLICATION

Once step 2 is completed, WFP starts reviewing the company's application(s) to WFP Rosters. Companies are initially screened from a corporate and financial point of view. If such vetting is successful, companies are registered by WFP on the UNGM platform at Level 2. Companies are directly informed by WFP through the UNGM platform. Then, the application moves forward for technical, quality and safety reviews. Due to the large volume of applications received, WFP's screening process may require some time.

If needed, WFP may request additional information to companies. If WFP deems that a technical assessment and/or audit shall occur, the application is kept on hold and the company is informed by email, through newsuppliers@wfp.org.

STEP 4: DECISION ON APPLICATION

Once step 3 is completed, the WFP Vendor Management Committee (VMC) will decide to approve or reject the inclusion of the company to each WFP Roster. WFP communicates the outcomes of the VMC decisions to all companies by email, through newsuppliers@wfp.org. WFP notifies companies regardless of the result.

STEP 5: FINAL ACTIVITIES FOR APPROVED COMPANIES

Once step 4 is completed and the company is officially informed about its inclusion in one or more WFP Rosters, WFP will send all necessary details to the successful company requesting them to:

A) REGISTER ON THE E-TENDERING PLATFORM USED BY WFP

To ensure a competitive and transparent bidding processes, WFP carries out its tendering activities electronically, through the e-tendering platform.



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Companies are requested to duly create a profile on WFP e-tendering platform (a step-by-step guide on how to register will be provided by WFP by email once included in WFP Rosters). This registration enables companies to receive information about, and be invited to, WFP's tenders.

Registration on a WFP Roster does not imply that WFP will invite the company to every tender. WFP may invite some or all companies included in a certain WFP Roster to express their interest for a specific tender opportunity.

Companies registered on one or more WFP Rosters may receive relevant tender invitations based on WFP's requirements. Adherence to the tender instructions and compliance with the tender invitation and technical specifications are required for a valid and responsive bid.

B) SUBMIT PAYMENT DETAILS

To avoid delays in payments if a contract is awarded, companies will be sent and requested to duly complete a payment details form for registration on WFP's payment systems (the form will be provided by WFP by email once included in WFP Rosters).

Companies shall indicate the bank account to be used in any potential contract with, and invoices to, WFP. At this stage of registration, WFP expects companies to provide details of bank accounts located in the country of establishment of the company. If changes to the bank accounts are required, promptly contact WFP for further guidance (if a contract is in place, please contact WFP's focal point as indicated in the applicable contract; if no contract is in place, please contact WFP at newsuppliers@wfp.org).

C) MAINTAIN ALL INFORMATION UPDATED

Companies are requested to keep their profiles on UNGM and WFP e-tendering platform updated. Updates are particularly important before requesting inclusion in any additional WFP Roster. For any specific assistance in this respect, please contact WFP at newsuppliers@wfp.org.

Terms and Conditions

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

Considering the emergency nature of most of WFP's procurement activities, WFP has developed standard contracts that will be proposed to companies at the tendering stage. If awarded, the standard contracts are not to be substantially changed. The standard contracts are included as an Annex to the solicitation document of specific procurements. WFP uses INCOTERMS® 2010.

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.

WFP reserves the right to post details of tender awards on the corporate website, including details such as the company's name and contract value. Further information in this respect are available at [this hyperlink](#).

INSPECTION, QUALITY, QUANTITY

All commodities purchased by WFP are inspected in terms of quality, quantity and compliance to food and packaging specifications. Inspections take place in accordance with the applicable contractual terms, on the content and packaging of the commodities.

To mitigate the risk of non-confirming commodities being delivered to a distant place where they may be rejected, WFP appoints an independent third-party inspection company to verify that consignments conform to the applicable contractual terms. Further information about the scope of work of such inspection companies can be found at [this hyperlink](#).



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WFP reserves the right to (i) inspect the consignment at any point in the process prior to or after the hand-over; and (ii) reject commodities if inspections indicate deviations from the contractual specifications. Companies must guarantee the quality, safety and nutrition of the delivered food commodities.

PACKAGING

WFP delivers most of the food commodities to some of the most remote parts of the world. In extreme circumstances, packaging represents an essential element to safeguard food commodities to destination. Therefore, in addition to WFP's minimum packaging requirements set in the specifications, it is the responsibility of the supplier to ensure that the packaging preserves the food along the required shelf life and prevents from mechanical damages occurring during transport and handling of the packaging.

The type of packaging depends on the type of commodity to be packed. WFP's food packaging specifications and markings are standardized for most of WFP's food commodities and are available at [this hyperlink](#). Additional specifications may be required on a case-by-case scenario, as per the applicable contractual terms.

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

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 and engaged in proscribed or unethical behaviour, terrorism, or any other reasons deemed relevant by WFP at its discretion.

UN Supplier Code of Conduct

Suppliers doing business with WFP are required to accept and comply with the [UN Supplier Code of Conduct](#), on the UNGM portal. The UN Supplier Code of Conduct informs bidders that they may not engage in corrupt practices; that they must disclose information on any situation that may appear to present a conflict of interest; that the UN (and WFP respectively) has a zero-tolerance policy with regards to the acceptance of gifts or hospitality from bidders or suppliers; and that there are restrictions on the employment by suppliers of former UN staff members.

The UN Supplier Code of Conduct also covers other such as labour (e.g. freedom of association, prohibition of forced or compulsory labour, prohibition of child labour, anti-discrimination, health and safety and others), human rights (e.g. provisions against harassment, harsh or inhumane treatment, prevention of sexual exploitation and abuse, and others); environment (e.g. on the use of chemical and hazardous material, waste management, emissions, and others); and ethical conduct as outlined above.

Food procurement - Regional and Local activities

Regional and local food 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 not meeting the minimum requirements to do business with WFP at the international level or 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.



Doing Business with WFP – International food procurement

Contacts

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

For any further queries, companies may contact WFP at newsuppliers@wfp.org.