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| |  | | --- | |  | | **Initial Paper Assessment (IPA) for International Food Producers and Traders** |
| This form is the main application document for WFP International Commodity Rosters. It is the base for the review of your company by our commodity specialists. Make sure that you fill in all fields that are relevant to the profile of your company and attach the necessary documents. Sections 1, 2 and 3 of the form are to be completed by all applicants. Section 4 is relevant to Process Food. Section 5A is to be completed by TRADERS only, and Section 5B is to be completed by MANUFACTURERS only. Then, kindly send back to the focal point. | |

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| **Section 1: Company Details and General Information** | | | | |
| ***Please note:*** *the information below should refer to the legal entity of the application and not the parent company.*  **Are you already a WFP approved supplier?**  Yes No | | | | |
| **Name of Company:**  *Full legal name* | ……………….. | | **Company Core Business:** | ……………….. |
| **Year of Establishment:** | ……………….. | | **Main commodity produced/traded:** | ……………….. |
| **Company Address:** | ……………….. | | **Contact Name:** | ……………….. |
| **Country:** | ……………….. | | **Contact Title:** | ……………….. |
| **Website:** | ……………….. | | **Email Address:** | ……………….. |
| **UNGM Number:** | ……………….. | **Registered at Level 2?** | **Phone Number:** | ……………….. |
| **Type of Business:** | Trader  Producer | | **Nb. of Employees:** | ……………….. |

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| **Section 2: Financial Information** | | | |
| **Annual Turnover for the Last 3 Financial Years:** | **Year** | **Total** (Value USD) | **Export only** (Value USD) |
| ……….. | ……………….. | ……………….. |
| ……….. | ……………….. | ……………….. |
| ……….. | ……………….. | ……………….. |

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| **Section 3: Experience** | | | | | | | | | | |
| **Experience working with the humanitarian sector:** | | Yes  No | **If yes, with which organisations:**  *If WFP, indicate country* | | | ……………….. | | | | |
| **If yes, list three past humanitarian contracts**  **successfully completed by your company:** | | **Year** | **Organisation** | | | **Commodity** | | **Destination** | | **Tonnage (MT)** |
| ------- | ……………….. | | | ……………….. | | ……………….. | | ……………….. |
| ------- | ……………….. | | | ……………….. | | ……………….. | | ……………….. |
| ------- | ……………….. | | | ……………….. | | ……………….. | | ……………….. |
| **Countries where you have had an export experience in the past 3 years:** | | ……………….. | | | | | | | | |
| **Section 4: Production Plants** (Producers and Traders of **Processed Food Only)** | | | | | | | | | | | |
| *The WFP Food Safety and Quality Team may conduct an audit of the production facilities and therefore, needs to be aware of the plants location.* | | | | | | | | | | | |
| **Ownership** | **Name and Address** | | | **Country** | **City** | | **Commodity** | | **Capacity** (*MT/day)* | | |
| ……………… | ……………….. | | | ……………….. | ……………….. | | ……………… | | ……………….. | | |
| ……………… | ……………….. | | | ……………….. | ……………….. | | ……………… | | ……………….. | | |
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| **Comments:** | ……………….. | | | | | | | | | | |

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| **Section 5A: Questionnaire per Commodity – TRADERS** | | | |
| *Please select below the commodities for which you would like to become a registered supplier of WFP and fill in the corresponding column accordingly. Please rank them from 1 to 3 according to their importance for your company.*  *If you wish to submit your application for more than 3 commodities, please fill in a second form with the sections 4, 5 and 6 only.* | | | |
| **Product Information** | | | |
| **Commodities that you would like to supply to WFP:** | **1** | **2** | **3** |
| ……………… | **………………** | **………………** |
| **If 'other' please specify:**  Please fill in this field only if your product is not listed in the previous drop-down list | ……………….. | ……………….. | ……………….. |
| **Can you comply with WFP Product and Packaging specifications?**  *Please attach product and packaging technical datasheet*  *WFP Specifications are available at this link :* <http://foodqualityandsafety.wfp.org/specifications> | ……………….. | ……………….. | ……………….. |
| **Brand Name(s):** *If applicable* | ……………….. | ……………….. | ……………….. |
| **Do you have any patent on the product?**  *If yes, precise in which countries* | ……………….. | ……………….. | ……………….. |
| **What is the stated shelf-life of the product?**  **Can you meet WFP shelf-life requirements in specifications?**  *WFP Specifications are available at this link :* <http://foodqualityandsafety.wfp.org/specifications> | ……………….. | ……………….. | ……………….. |
| **Are you able to provide non-GMO products?** *Please attach non-GMO certificates* | ……………….. | ……………….. | ……………….. |
| **Capacity** | | | |
| **Tonnage Turnover per commodity:**  *MT, previous year* | ……………….. | ……………….. | ……………….. |  |  |
| **Storage and Handling** | | | |
| **What type of packaging is being offered for this commodity?**  *Please attach relevant specifications* | ……………….. | ……………….. | ……………….. |
| **Do you own the cleaning facilities?** | **………………..** | **………………..** | **………………..** |
| **How does your company store the intermediate/unpacked commodity?** | ……………….. | ……………….. | ……………….. |
| **Quality Management System** | | | |
| **Do you have the necessary national regulatory licences required to operate the company?**  *If yes, which one? (please attach reports)*  *Traders only* | ……………….. | ……………….. | ……………….. |
| **Does your company use internal/external laboratories to check products quality?**  *If yes, which one?* | ……………….. | ……………….. | ……………….. |
| **Describe how your company selects raw materials/commodity before purchasing from a supplier?** | ……………….. | ……………….. | ……………….. |
| **Section 5B: Questionnaire per Commodity – MANUFACTURERS** | | | |
| *Please select below the commodities for which you would like to become a registered supplier of WFP and fill in the corresponding column accordingly. Please rank them from 1 to 3 according to their importance for your company.*  *If you wish to submit your application for more than 3 commodities, please fill in a second form with the sections 4, 5 and 6 only.* | | | |
| **Product Information** | | | |
| **Commodities that you would like to supply to WFP:** | **1** | **2** | **3** |
| ……………… | **………………** | **………………** |
| **If 'other' please specify:**  Please fill in this field only if your product is not listed in the previous drop-down list | ……………….. | ……………….. | ……………….. |
| **Can you comply with WFP Product and Packaging specifications?**  *Please attach product and packaging technical datasheet*  *WFP Specifications are available at this link :* <http://foodqualityandsafety.wfp.org/specifications> | ……………….. | ……………….. | ……………….. |
| **Brand Name(s):** *If applicable* | ……………….. | ……………….. | ……………….. |
| **Do you have any patent on the product?**  *If yes, precise in which countries* | ……………….. | ……………….. | ……………….. |
| **What is the stated shelf-life of the product?**  **Can you meet WFP shelf-life requirements in specifications?**  *WFP Specifications are available at this link :* <http://foodqualityandsafety.wfp.org/specifications> | ……………….. | ……………….. | ……………….. |
| **Do you have the necessary national regulatory licences required to operate the company?**  *If yes, which one? (please attach reports)* | ……………….. | ……………….. | ……………….. |
| **Are you able to provide non-GMO products?** *Please attach non-GMO certificates* | ……………….. | ……………….. | ……………….. |
| **Capacity** | | | |
| **Tonnage Turnover per commodity:**  *MT, previous year* | ……………….. | ……………….. | ……………….. |
| **Maximum Production Capacity:**  *MT/Plant* | ……………….. | ……………….. | ……………….. |
| **Current Production Level:**  *MT/Plant* | ……………….. | ……………….. | ……………….. |
| **Production Capacity possibly reserved for WFP:**  *MT/Hour* | ……………….. | ……………….. | ……………….. |
| **Facilities and Hygiene** | | | |
| **Is the facility also producing non-food products?**  *If yes, which ones?* | ……………….. | ……………….. | ……………….. |
| **Do you own the cleaning facilities?** *Relevant for some agricultural commodities only* | ……………….. | ……………….. | ……………….. |
| **Cleaning Capacity:** *Relevant for some agricultural commodities only*  *MT/Day* | ……………….. | ……………….. | ……………….. |
| **Are other commodities cleaned using the same cleaning machines?**  If yes, which ones? *Relevant for some agricultural commodities only* | ……………….. | ……………….. | ……………….. |
| **Storage and Handling** | | | |
| **What type of packaging is being offered for this commodity?**  *Please attach relevant specifications* | ……………….. | ……………….. | ……………….. |
| **Do you own the storage facilities?** | ……………….. | ……………….. | ……………….. |
| **Total Storage Capacity of the Finished Product:**  *MT, bonded* | ……………….. | ……………….. | ……………….. |
| **Total Storage Capacity of the Finished Product:**  *MT, non-bonded* | ……………….. | ……………….. | ……………….. |
| **Average Stock Turnaround:**  *In Days* | ……………….. | ……………….. | ……………….. |
| **Handling Capacity per Commodity:**  *MT/Day* | ……………….. | ……………….. | ……………….. |
| **Quality Management System** | | | |
| **Does your company use internal/external laboratories to check products quality?**  *If yes, which one?* | ……………….. | ……………….. | ……………….. |
| **Are you registered as a producer of this commodity by the relevant national food agency?**  *If yes, which one? (please attach reports)* | ……………….. | ……………….. | ……………….. |
| **Has the factory been audited by a national food agency?**  *If yes, which one? (please attach reports)* | ……………….. | ……………….. | ……………….. |
| **Has the factory been audited by any third party? If yes, which one?** *E.g. ISO certifying agency or customer (please attach reports)* | ……………….. | ……………….. | ……………….. |
| **Describe how your company selects raw materials/commodity before purchasing from a supplier?** | ……………….. | ……………….. | ……………….. |
| **How does your company control the raw material quality coming into your facilities?** | ……………….. | ……………….. | ……………….. |

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| Form completed by (name/position): | ……………….. | Date: | ……………….. |

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| **Section 6: Attachments Checklist** |
| * Please attach to your application the below documents. * Applications with missing attachments will be considered incomplete and may not be accepted. * All attachments should be translated into English. |

**Mandatory attachments:**

**All suppliers**

Food Manufacturing/Trading license issued by approving authority

Export licence

Company Organigram

ISO 9001 certificate or equivalent (up-to-date)

Food Grade certificate for packaging

Example of Certificates of Analysis (CoA) issued by a laboratory

Pest and rodent control plan

**Manufacturers/Producers only (optional for traders)**

ISO 22000 certificate or equivalent (up-to-date)

HACCP certificate

HACCP plan

Detailed product description sheet

Packaging material technical data sheet (for primary and secondary packaging)

Shelf-life study

End-product manufacturer specification sheet + release criteria + package testing for sealing integrity + Procedure to manage non-conformity

Cleaning and sanitation plan

Quality Control Plan

Example of Critical Control Point (CCP) monitoring records

Batch size and batch coding definitions

Product recall scope and procedure

Up-to-date weighing scale and other equipment calibration records

Production flow diagram with identified CCPs

List of raw material suppliers and their country of origin

Plant map, showing distinct production areas, and zoning

Pest and rodent control records of previous month

Relevant laboratory reports

Halal certificate

Non-GMO certificate

Fortification incorporation rate and copy of the past 3 CV test results (Specialized Nutritious Food only)

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