

Tender number: TF-SS-2017-0705(JUBA)
TF-COUNTRY-YEAR-TENDER NO

TEARFUND

Invitation to Tender

Tearfund is a Relief and Development charity. Our operational teams are based in several geographical locations in South Sudan. There is a need for supply of Emergency food items to different locations in Western Equatorial.

Tearfund is seeking a service provider for supply & Delivery of emergency food items one off contract. At the end of this period of time there will be a possibility to extend the contract in case of need but only be made in written.

This tender is from the International NGO Tearfund. For bid submission and any questions please contact us at the below address:

Items	Emergency Food items	Tender ref no:
Date of tender launch	17th Oct. 2017	TF-SS-2017-0705(JUBA)
Deadline for submission of tender	23rd Oct. 2017 (by 4:30pm)	

Contact person:	Mokili Mustafa, Logistics Officer
Office address: (for submission)	Tearfund, Hai Jerusalem, ECSSS Compound, Juba, South Sudan
Telephone number:	0920714835/ 0956179779 (+211)
Email: (for queries)	southsudan-alm@tearfund.org / juba-log-po@tearfund.org

Instructions to suppliers

Dear Supplier,

If you are interested in this tender please do the following:

1. Read the item specification (tab 2) and the evaluation criteria (on this tab)
2. Read the Terms and Conditions of the Contract, Ethical Code of Conduct & ECHO Principles (on tab 3)
3. Complete the Supplier Form (on tab 4)
4. Prepare your Tender offer and include all the information and documentation requested (including your company's registration document). Failure to do so may result in the rejection of your bid. All prices quoted for goods should be in USD and should be inclusive of Value Added Tax (VAT) or other locally applicable taxes.
5. Put all of your Tender information in a closed envelope and return to the above address to arrive no later than the stated date and time. Envelopes are to be clearly marked with the reference: "TF-SS-2017-0705" and deposited into the Tender box at the reception. Tearfund will acknowledge receipt of each tender.
6. In addition to submitting a hardcopy, please also include all documents electronically on a usb flash drive or cd/dvd in the submission envelope (not by email). Failure to do so may result in the rejection of your bid.
7. Any queries about this tender should be addressed in writing to southsudan-alm@tearfund.org AND juba-logs-po@tearfund.org and all answers will be available to all bidders as far as is possible
8. Suppliers may submit a tender for some or all items according to their capacity to supply. Tearfund reserves the right to award to 1 or more suppliers in any combination. Tearfund are not bound to accept the lowest offer or any offer.
9. Tearfund are in no way responsible for any costs associated with preparing the tender response.

How does Tearfund decide who wins the Contract?

1. Tearfund holds an Evaluation Committee made up of at least 3 members
2. Tearfund evaluates Tender responses on the evaluation criteria set out below, as per the information requested on tab 2.
3. Following completion of the evaluation procedure, the successful supplier is contacted and a contract is signed
4. The unsuccessful suppliers will also be notified. Tearfund are not obliged to justify or explain selection to any respondent.

Evaluation Criteria

The following criteria will be used to judge your Tender against the Tenders received from other suppliers. The below references will be used throughout the document.

- A) Specification
- B) Price
- C) Lead Time / Delivery period
- D) Terms of Payment
- E) Experience in supplying same items in South Sudan
- F) All legal registration documents
- G) Terms & Conditions

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Item Specifications

Item no:	Reference Number	Item Description (A)	Unit	Quantity	Unit Cost	Total Line Cost	Guaranteed Delivery Lead Time
<p>Tearfund is seeking for a vendor to supply and deliver emergency food items to Mundri West, Mundri East, Mayewe and Yeri towns. As housing facilities are not available in the distribution locations, the items shall be distributed directly from the delivery trucks.</p>							
1	PR-2017-0705(JUBA)	Maize grain (packaged in 50kg bags)	kg	75,000	indicate in your proposal	indicate in your proposal	indicate in your proposal
2	PR-2017-0705(JUBA)	Maize grain (packaged in 25kg bags)	kg	37,500	indicate in your proposal	indicate in your proposal	indicate in your proposal
3	PR-2017-0705(JUBA)	Beans (packaged in 7.5kg bags)	kg	11,250	indicate in your proposal	indicate in your proposal	indicate in your proposal
4	PR-2017-0705(JUBA)	Cooking oil (packaged in 4.5 litre containers)	L	6,750	indicate in your proposal	indicate in your proposal	indicate in your proposal
<p>The percentages delivered to the locations below may vary depending on conditions at the time of distribution. The quantities indicated in items 5-12 are the current estimates for each location. Provide a unit-based transport surcharge to each location in order that the final contract can be adjusted precisely based on actual quantities delivered to each location.</p>							
5	PR-2017-0705(JUBA)	Delivery to Mundri West (transport surcharge per kg [dry goods])	kg	80438	indicate in your proposal	indicate in your proposal	
6	PR-2017-0705(JUBA)	Delivery to Mundri East (transport surcharge per kg [dry goods])	kg	24750	indicate in your proposal	indicate in your proposal	
7	PR-2017-0705(JUBA)	Delivery to Mayewe (transport surcharge per kg [dry goods])	kg	6188	indicate in your proposal	indicate in your proposal	
8	PR-2017-0705(JUBA)	Delivery to Yeri (transport surcharge per kg [dry goods])	kg	12375	indicate in your proposal	indicate in your proposal	
9	PR-2017-0705(JUBA)	Delivery to Mundri West (transport surcharge per L [oil])	L	4388	indicate in your proposal	indicate in your proposal	
10	PR-2017-0705(JUBA)	Delivery to Mundri East (transport surcharge per L [oil])	L	1350	indicate in your proposal	indicate in your proposal	
11	PR-2017-0705(JUBA)	Delivery to Mayewe (transport surcharge per kg L [oil])	L	338	indicate in your proposal	indicate in your proposal	
12	PR-2017-0705(JUBA)	Delivery to Yeri (transport surcharge per kg L [oil])	L	675	indicate in your proposal	indicate in your proposal	

Additional Explanation

Your proposal will be judged on the following criteria:

A	Specification
A1	Your adherence to the correct specifications of the items as indicated above.
A2	Whether you confirm that each item will adhere to WFP Food Quality & Safety Specifications (specification sheets available at Tearfund office). Conformity of the supplied items will be inspected for compliance by an uninvolved third party.
B	Price
B1	Your quoted unit and total line prices for each of the items.
B2	Your quoted per unit transport surcharge price.
C	Lead Time
C1	Your proposed delivery schedule.
D	Payment terms
D1	Whether you are willing to accept payment by cheque or electronic bank transfer.
D2	Where you are able to accept payment.
E	Experience of supplying same items
E1	The references you provide, and the performance reports received from Tearfund contacting those reference.
F	All legal registration documents
F1	The documentation you provide proving the legal authority your company has to carry out the subject of this tender in the Republic of South Sudan
G	Terms & Conditions
G1	Your acknowledgement that you agree to abide by Tearfund's Terms & Conditions, Ethical Code or Conduct and Donor Principles.

Draft Contract Terms and Conditions

Article 1	Parties	The contract will be between Tearfund South Sudan, hereafter known as "Tearfund" and the successful bidder, hereafter known as "supplier".
Article 2	Contract Period	The period of the contract will be determined based on the delivery lead time responses in the supplier's quotation.
Article 3	General terms	The supplier will supply, transport and deliver the items specified in the tender advertisement within the contract period.
Article 4	Review on pricing	Pricing should be fixed for the Contract Period. No review of pricing is permitted.
Article 5	General obligations	The supplier shall perform the contract with due care and diligence. The supplier shall respect and abide by all the laws and regulations in force in South Sudan. Specifically the supplier shall ensure that all goods supplied by it are fit for purpose and of satisfactory quality. The supplier shall treat all documents and information received in connection with the contract as private and confidential.
Article 6	Telephone assistance	The supplier shall provide, at a minimum, one primary telephone number and one backup telephone number for a representative of the supplier who is authorized to discuss implementation of the contract and to make binding agreements on behalf of the supplier.
Article 7	Payment	All prices quoted should be in USD and should be Inclusive of Value Added Tax (VAT) or other locally applicable taxes. Payment will be authorised and made by Tearfund following receipt of each invoice and other required documentation. Invoices should reflect the purchase orders submitted by Tearfund and no additional fees will be accepted unless they have been agreed by both parties in writing. Payment will be made in cheque or by bank transfer in USD where applicable.
Article 8	Inspection and test	Tearfund will contract an uninterested third party to conduct quality and safety testing of the goods prior to dispatch/transit through from Juba to the contracted delivery location(s).
Article 9	Warranty and repair	The supplier will replace products determined to be unfit for use at the time of distribution, and the cost associated with delivery of replacement goods will be covered by the supplier. The supplier will replace rejected goods within 1 week of receiving written notification from Tearfund.
Article 10	Delivery and Due Date	The supplier will deliver goods in accordance with the timings agreed in the contract, based on the details of the supplier's tender submission. Tearfund may cancel or amend an order within a period agreed to by both parties in the contract.
Article 11	Title and Risk	Title and risk in the goods shall pass to Tearfund on completion of delivery.
Article 12	Packaging requirement	The goods will be packaged specifically as indicated in the tender advertisement, at the supplier's expense. Suitable packaging will be used – environmentally friendly/biodegradable wherever possible.
Article 13	Documentation required	The supplier will issue a written confirmation of receipt of order (email or hard copy). In order to receive payment, the supplier will provide dually signed delivery note, copies of Tearfund waybills, and invoices for each payment request.
Article 14	Insurance	The supplier shall ensure that it has in place liability insurance with a reputable insurance company to cover the actions of its employees. The supplier will have full responsibility of covering the risk to transport goods up to the specified distribution location(s).
Article 15	Loss and indemnity	The supplier shall compensate Tearfund in full on demand for all loss without limitation, damage or injury to Tearfund or its employees, agents or subcontractors. The supplier will also indemnify Tearfund against all liabilities, costs, expenses damages and losses as a result of or in connection with any claim made against the the supplier by a third party in connection with the fulfillment of the contract to the extent that such defects are attributable to the supplier, its employees, agents or subcontractors.
Article 16	Force Majeure	Force Majeure refers to acts of God, war (declared or not), invasion, insurrection or acts similar in nature or force. In the event of any Force Majeure, the supplier must inform Tearfund of the particulars in writing. If the supplier is rendered incapable by reason of Force Majeure to complete its obligations then it should notify Tearfund in writing of the nature of the Force Majeure, the likely duration and the effects. Tearfund will have the right to suspend or terminate the contract. In any events, no payment will be made by Tearfund for goods undelivered as a result of Force Majeure.
Article 17	Liquidated damages clauses	Late deliveries will result in a 1% reduction in payment for each day of delay past the contracted date of delivery, unless prior notification is provided in writing by the supplier and agreed to/accepted by Tearfund in writing.
Article 18	Termination of the contract	Tearfund may terminate the contract in writing with with immediate effect in any of the following cases: 1. the supplier substantially fails to perform its obligations under this contract;

		<p>2. the supplier fails to comply within a reasonable time with a notice given by the Tearfund requiring it to perform its obligations under the contract which seriously affects the proper and timely performance of the work;</p> <p>3. the supplier assigns the contract or subcontracts without the authorisation of Tearfund;</p> <p>5. Tearfund discovers that the supplier has infringed its duty to the non-exploitation of child labour and the respect of basic social rights and working conditions;</p> <p>6. Tearfund discovers that the supplier is linked to fraud, bribery, anti-money laundering, and or counter-terrorism financing;</p> <p>7. the supplier suspends its activities; or</p> <p>8. the supplier encounter solvency problems.</p>
Article 19	Effect of Termination	Upon Termination in accordance with Article 18 above, Tearfund shall only be liable to pay for purchase orders placed and good fully delivered on the date of Termination. Termination of the contract, however arising, shall not affect any of the parties rights and remedies that have accrued as at termination.
Article 20	Third Party Rights and Entire Agreement	No third party shall have any rights to enforce any of the terms of the contract. The contract together with any and all addendums constitutes the entire agreement between the parties and no variation/amendments shall be valid unless signed by both parties.
Article 21	Disputes	Where disagreement arises in the course of performance, the parties will make every effort to settle the dispute by negotiation.
Article 22	Law applicable	South Sudan law shall govern the performance of this contract.

Ethical Code of Conduct for Suppliers

Tearfund International Finance and Logistics seeks to only purchase goods that are produced and delivered under conditions that do not involve the abuse or exploitation of any persons. By responding to this tender the supplier warrants that neither they nor any of their vendors are in breach of this provision.

Suppliers adopting this Code of Conduct should commit to continuous improvement towards compliance with the labour and environmental standards specified, both in their own companies and those of their suppliers.

A) Labour Standards	
The labour standards in this code are based on the conventions of the International Labour Organisation (ILO).	
Employment is freely chosen	There is no forced, bonded or involuntary prison labour. *Workers are not required to lodge 'deposits' or their identity papers with the employer and are free to leave their employer after reasonable notice.
Freedom of association and the right to collective bargaining are respected	Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. *The employer adopts an open attitude towards the legitimate activities of trade unions. *Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace. *Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.
Working conditions are safe and hygienic	A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment. *Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers. *Access to clean toilet facilities and potable water, and, if appropriate, sanitary facilities for food storage shall be provided. *Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers. *The company observing the standards shall assign responsibility for health and safety to a senior management representative.
Child Labour shall not be used	There shall be no new recruitment of child labour. *Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her/him to attend and remain in quality education until no longer a child. *Children and young people under 18 years of age shall not be employed at night or in hazardous conditions. *These policies and procedures shall conform to the provisions of the relevant International Labour Organisation (ILO) standards.
Living wages are paid	Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks, whichever is higher. In any event wages should always be high enough to meet basic needs and to provide some discretionary income. *All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid. *Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.
Working hours are not excessive	Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. *In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 7 day period on average. Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

No discrimination is practised	There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
Regular employment is provided	To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice. *Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.
No harsh or inhumane treatment is allowed	Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

B) Environmental Standards	
Suppliers should as a minimum comply with all statutory and other legal requirements relating to the environmental impacts of their business. Detailed performance standards are a matter for suppliers, but should address at least the following:	
Waste Management	Waste is minimised and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air, and water pollution are adopted. In the case of hazardous materials, emergency response plans are in place.
Packaging and Paper	Undue and unnecessary use of materials is avoided, and recycled materials used whenever appropriate.
Conservation	Processes and activities are monitored and modified as necessary to ensure that conservation of scarce resources, including water, flora and fauna and productive land in certain situations.
Energy Use	All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximise efficient energy use and to minimise harmful emissions.

C) Business Behaviour	
The conduct of the supplier should not violate the basic rights of Tearfund's intended beneficiaries. The supplier should not be engaged:	
1	in the manufacture of arms
2	in the sale of arms to governments which systematically violate the human rights of their citizens; or where there is internal armed conflict or major tensions; or where the sale of arms may jeopardise regional peace and security.
3	in corrupt, fraudulent, collusive and/or coercive practices

OFDA/USAID Principles

OFDA/ USAID is one of the donors which whom Tearfund may have funded contracts. The below activities are prohibited by the Contractor and any of its agents during the fulfilment and activities associated with this Agreement:

Trafficking of persons prohibited.	<ul style="list-style-type: none"> o Trafficking of persons (as defined in the Protocol to Prevent, Suppress and Punish Trafficking in Persons, especially Women and Children, supplementing the UN convention against Transnational Organized Crime) during the period of this Agreement. o Procurement of a commercial sex act during the period of this Agreement. o Use of forced labor in the performance of this Agreement. o Acts that directly support or advance trafficking in persons, including the following acts: <ul style="list-style-type: none"> ≡ i. Destroying, concealing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents; ≡ ii. Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless: <ul style="list-style-type: none"> ≡ a) exempted from the requirement to provide or pay for such return transportation by USAID under this award; or ≡ b) the employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action; ≡ iii. Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretences, representations, or promises regarding that employment; ≡ iv. Charging employees recruitment fees ; or ≡ v. Providing or arranging housing that fails to meet the host country housing and safety standards.
Support of individuals and/or organizations associated with terrorism prohibited.	The Contractor must not engage in transactions with, or provide resources or support to, individuals and organizations associated with terrorism. In addition, the Contractor must verify that no support or resources are provided to individuals or entities that appear on the Specially Designated Nationals and Blocked Persons List maintained by the U.S. Treasury (online at: http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml).
Engaging in drug trafficking or committing narcotics offenses prohibited.	

ECHO Principles

ECHO is one of the donors which whom Tearfund may have funded contracts. ECHO sets out the below requirements that all suppliers Tearfund engages with adheres to these.

The EC or persons mandated by the EC have the right to access all documentation held by both Tearfund and the supplier to verify that the correct procedures have been followed.

Suppliers will be excluded from participation in a procurement procedure if:	a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from similar procedure provided for in national legislation or regulations.
	b) they have been convicted or an offence concerning their professional conduct by a judgment which has the force of res judicata.
	c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify.
	d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed.
	e) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any illegal activity detrimental to the Communities financial interests.
	f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach for failure to comply with their contractual obligations.
A contract shall not be awarded to candidates or tenderers who, during the procurement procedure for this contract:	a) are subject to a conflict of interest
	b) are guilty of a misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply this information.
	c) find themselves in one of the situations of exclusion for this procurement procedure as listed above.

IAPG Corporate & Social Responsibility

Tearfund, as a member of the Inter-Agency Procurement Group (IAPG) strive to purchase goods and services in the supply chain that prioritise Corporate Social Responsibility elements: ethical, environmental and social. Details of these can be found at: http://www.iapg.org.uk/?page_id=29

Tender number: TF-SS-2017-0705(JUBA)

TF-COUNTRY-YEAR-TENDER NO

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Supplier Form - Complete and submit with your Tender

Supplier name:	
Contact person:	
CEO name:	
Office address:	
Telephone number:	
Email address:	
Company Registration Nr.:	

Supplier declaration

YES	NO	I certify that I am the official representative of the company named above.
YES	NO	I have given Tearfund a copy of our company's registration document
YES	NO	I have read and understood all the requirements of Tearfund's Tender.
YES	NO	I agree with Tearfund's Terms and Conditions If NO, I will provide Tearfund a copy of my Terms and Conditions
YES	NO	I have read the Ethical Code of Conduct and Corporate & Social Responsibilities and confirm that my company meets the requirements
YES	NO	I have read and understood the ECHO & OFDA/USAID Principles and confirm that my company meets the requirements
YES	NO	I have enclosed an electronic copy of the company's bid on a usb or cd with the submission

Signature	
Date	
Company Stamp	



Technical Specifications for **MAIZE**

Specification reference: **Maize (general)**

Version: **V13.1**

Date of issue: **20, September, 2013**

Developed: **Van Hoan NGUYEN, OSPFQ-WFP**

Reviewed: **Shane PRIGGE, OSPFQ-WFP**

Approved: **Shane PRIGGE, OSPFQ-WFP**

1. SCOPE

This specification applies to **Maize** grains purchased by WFP for countries where no specification (international, regional or national standard) of the commodity is required.

2. DEFINITION

Broken grains are all pieces of grains and/or grains which, after elimination of all the other components go through a 4.5mm round hole sieve.

Defective grains include discoloured, germinated, immature/shriveled, mouldy, pest damaged, rotten & diseased, stained grains, or otherwise materially damaged, which specifically do not include broken grains.

Discoloured grains are all grains materially discoloured by excessive heat, including that caused by excessive respiration (heat damage) and dried damaged grains. Grains may appear darkened, wrinkled, blistered, puffed or swollen, often with discoloured, damaged germs. The seed coat may be peeling or may have peeled off completely, giving grains a checked appearance.

Germinated grains are those grains showing visible signs of sprouting, such as cracked seed coats through which a sprout has emerged or is just beginning to emerge.

Immature/Shriveled grains are all grains which are underdeveloped, thin and papery in appearance.

Mouldy grains are maize with visible mycelial growth on its tip or surface.

Pest damage grains are all the grains eaten by insects or rodents.

Rotten & Diseased grains are grains that are discoloured, swollen, soft and spongy as a result of decomposition by fungi, bacteria or other causes.

Stained grains are all pieces of grains and/or grains whose natural colour has been altered by external factors. This includes ground or weather damaged grains which may have dark stains or discolorations with a rough external appearance.

Filth includes impurities of animal origin, excluding dead or live insects.

Foreign matter is all of organic and inorganic materials than maize, broken grains, other grains and filth.

Inorganic matter is defined as any inorganic component (stones, dust, ect.)

Organic matter is defined as leaf or cob materials from the maize plant, other vegetable materials such as grass, wood.

Other colour maize is defined as all maize grains whose colour is different than colour of designated maize (Yellow, White and Red) as per follow descriptions:

a/ Yellow maize grains which are yellow and/or light red in colour are considered to be yellow maize. Maize grains which are yellow and dark red in colour, provided the dark red colour covers less than 50% of the surface of the grain, are also considered to be yellow maize.

b/ White maize grains which are white and/or light pink in colour are considered to be white maize. White maize also means maize grains which are white and pink in colour, provided the pink colour covers less than 50% of the surface of the grain.

c/ Red maize grains which are pink and white or dark red and yellow in colour are considered to be red maize, provided the pink or dark red colour covers 50% or more of the surface of the grain.

Other grains are edible grains whole or identifiable broken, other than maize, (i.e. cereals, pluses and other edible legumes).

3. REFERENCE

Codex Standard for Maize grains (Codex Stan 153-1995, rev. 1-1995).

Department of Agriculture of South Africa_ Regulation relating to the grading packing and marking of maize intended for sale in the republic of South Africa (ATC No.119 of 1990).

East African standard for Maize (ES 2:2005).

Quality control of cereals and pulses. SGS, 2004.

Malawi standard for maize (MBS 32:1998).

4. PRODUCT SPECIFICATION

4.1 General requirements

• Organoleptic:	Natural state, smell and colour
• Moisture:	13.5% w/w max.
• Other colour maize:	5.0% w/w max.
• Pest damage grains:	3.0% w/w max.
• Rotten& diseased grains:	4.0% w/w max.
• Discoloured grains:	1.0% w/w max.
• Immature/shrivelled grains:	2.0% w/w max.
• Total defective grain:	5.0% w/w max.
• Inorganic matter:	0.5% w/w max.
• Foreign matter:	1.0% w/w max.
• Other grains:	2.0% w/w max.
• Filth:	0.1% w/w max.
• Live insect:	Nil
• Dead insect:	max 10 dead insects per kg
• Broken grains:	4.0% w/w max.

If required by recipient country, **Maize** needs to be obtained from non-genetically modified varieties.

4.2 Toxic or noxious seeds

Maize shall be free from the following toxic or noxious seeds in amounts which may represent a hazard to human health.

- *Crotalaria* (*Crotalaria* spp.), Corn cockle (*Agrostemma githago* L.), Castor bean (*Ricinus communis* L.), Jimson weed (*Datura* spp.), and other seeds that are commonly recognized as harmful to health.

4.3 Contaminants

4.3.1 Heavy metals

Maize shall be free from heavy metals in amounts which may represent a hazard to health.

4.3.2 Pesticide residues

Maize shall comply with those maximum residue limits established by the Codex Alimentarius Commission for this commodity.

4.3.3 Mycotoxins

Maize shall comply with those maximum mycotoxin limits established by the Codex Alimentarius Commission for this commodity.

Particularly, Total Aflatoxins (B1+B2+G1+G2) shall not exceed 20ppb

4.4 Hygiene

4.4.1 It is recommended that the product covered by the provisions of this standard be prepared and handled in accordance with the appropriate sections of the *Recommended International Code of Practice – General Principles of Food Hygiene* (CAC/RCP 1-1969), and other Codes of Practice recommended by the Codex Alimentarius Commission which are relevant to these products.

4.4.2 To the extent possible in good manufacturing practice, the product shall be free from objectionable matter.

4.4.3 When tested by appropriate methods of sampling and examination, the product:

- shall be free from micro-organisms in amounts which may represent a hazard to health;
- shall be free from parasites which may represent a hazard to health; and
- shall not contain any substance originating from micro-organisms in amounts which may represent a hazard to health.

5. PACKAGING AND MARKING

As per contractual agreement.

6. STORING

Maize must be stored under dry, ventilated and hygienic conditions.

7. SAMPLING REQUIREMENTS

Representative samples can be drawn according to international sampling method standards at the bagging section or in the warehouse.

For packed units, sampling frequency and reference method are showed in *table 2*. One laboratory samples of 10 kg is required by lot or sub-lot of 500MT maximum.

Table 2: Sampling rules

Lot or sub-lot size (MT)	Number of increment samples	Place of sampling	Reference
≤100	3 % of bags and minimum 50 bags (e.g. 60 increment samples for a lot of 100 MT, packed in 50 kg bags)	Warehouse or during production	GAFTA 124-2
101-500	3 % of bags <i>Example:</i> - 120 increment samples for a lot of 200 MT, packed in 50 kg bags - 180 increment samples for a lot of 300 MT, packed in 50 kg bags - 240 increment samples for a lot of 400 MT, packed in 50 kg bags - 300 increment samples for a lot of 500 MT, packed in 50 kg bags		

For the bulk (static and flowing), the sampling must follow the rules described in paragraph 5.2 of ISO 24333-2009.

8. ANALYTICAL REQUIREMENTS

The principal tests in table 3 must be performed in order to check if the quality of the **Maize** meets above requirements. Additional analyses shall be defined in case of further quality assessment.

Table 3: List of compulsory tests and reference methods

No	Analyses/tests	Limits	Reference methods (or equivalent)
1	Organoleptic	Natural state, smell and color	<i>Organoleptic examination</i>
2	Moisture	13.5% w/w max.	ISO 712-2009
3	Other colour maize	5.0% w/w max.	<i>Visual examination</i>
4	Pest damage grains	3.0% w/w max.	<i>Visual examination</i>
5	Rotten and diseased grains	4.0% w/w max.	<i>Visual examination</i>
6	Discoloured grains	1.0% w/w max.	<i>Visual examination</i>
7	Immature/shrivelled grains	2.0% w/w max.	<i>Visual examination</i>
8	Total defective grains	5.0% w/w max.	<i>Visual examination</i>
9	Filth	0.1% w/w max.	<i>Visual examination</i>
10	Inorganic matter	0.5% w/w max.	<i>Visual examination</i>
11	Foreign matter	1.0% w/w max.	<i>Visual examination</i>
12	Other grains	2.0% w/w max.	<i>Visual examination</i>
13	Live insect	Nil	ISO 6639-1, 2, 3 and 4
14	Dead insect	max 10 dead insects per kg	<i>Visual examination</i>
15	Broken grains	4.0% w/w max.	ISO 5223-1995
16	Total Aflatoxins (B1+B2+G1+G2)	20ppb max	AOAC 972.26; AACC 45-16; ISO 16050
17	GMO (only if required)	Negative (<0.9% of GMO material as per EU regulation 1830/2003)	

Annex 1: Method for grading of maize grain

The grading shall be performed as follow:

- Draw a sub sample of about 200g by weighing from representative samples collected from the consignment.
- Place the sub sample on a 4.5mm round hole sieve and sieve it in such a manner that all the material on the sieve passes at least 20 times over the entire surface of the sieve.
- Remove defective grains and all other substances which would be retained by or passed through the sieve by hand picking and weighing (table 4). The grading results shall be calculated by following the manner presented in table 4.

Table 4: Distribution of defective grains, other substances and method for result calculation

	Distribution of defective grains and other substances after sieving	Mass of categories (g)*	Calculation of result
Mass of sub sample (g)= M			
Other colour	<i>Retained by the sieve</i>	<i>a</i>	$= a \times 100/ M$
Pest damage grains	<i>Retained by the sieve</i>	<i>b</i>	$= b \times 100/ M$
Rotten and diseased grains	<i>Retained by the sieve</i>	<i>c</i>	$= c \times 100/ M$
Discoloured grains	<i>Retained by the sieve</i>	<i>d</i>	$= d \times 100/ M$
Immature/shrivelled grains	<i>Retained by the sieve</i>	<i>e</i>	$= e \times 100/ M$
<i>Other defective (e.g. germinated, stained...)</i>	<i>Retained by the sieve</i>	<i>f</i>	
Total defective grain		<i>g</i>	$= (b+c+d+e+f) \times 100/ M$
Broken grains	<i>Passed through the sieve</i>	<i>h</i>	$= h \times 100/ M$
Inorganic matter	<i>May be present in materials retained by and /or passed through the sieve</i>	<i>i</i>	$= i \times 100/ M$
<i>Organic matter</i>	<i>May be present in materials retained by and /or passed through the sieve</i>	<i>j</i>	
Foreign matter	<i>May be present in materials retained by and /or passed through the sieve</i>	<i>k</i>	$= (i+j) \times 100/ M$
Filth	<i>May be present in materials retained by and /or passed through the sieve</i>	<i>l</i>	$= l \times 100/ M$
Live insect	<i>May be present in materials retained by and /or passed through the sieve</i>	<i>m</i>	
Dead insect	<i>May be present in materials retained by and /or passed through the sieve</i>	<i>n</i>	$= n \times 1,000/ M$
Other grains	<i>May be present in materials retained by and /or passed through the sieve</i>	<i>o</i>	$= o \times 100/ M$

* For insect, m is the number of dead or live insect.



Technical Specifications for **ETHIOPIA RED BEANS**

Specification reference: **Red Beans**

Version: **V1.0**

Date of issue: **30th May, 2011**

1. SCOPE

This specification applies to origin Ethiopia **Red Beans** purchased by WFP.

2. DEFINITION

Contrasting colours beans are all whose kernels are distinctly off colour from the characteristic colour of the predominating class.

Damaged beans include whole, split, or broken beans that are sprouted, very immature, perforated, distinctly deteriorated or discoloured by weather or disease and Beans that are otherwise damaged in a way that seriously affects appearance or quality.

Extraneous matter includes all materials other than beans.

Insect damaged beans include all beans that are deteriorated or discoloured by insects.

Mouldy beans are characterized by the presence of dark blue exterior moulds that develop in machine-damaged crevices. Light and dark red kidney beans may develop yellow to black interior moulds in the concave centre area. Heated, rotted, and mouldy are included in the same tolerance.

Splits include split beans, broken pieces of beans that are less than three-quarters of whole kernels, and halves of beans that are loosely held together by cracked seed coats.

3. REFERENCE

Codex Standard for certain pulses grains (Codex Stan 171-1989, rev. 1-1995).

Ethiopian Standard ES 18:2001, Pulses- Grading of chickpeas.

Canadian Grain Commission: <http://www.grainscanada.gc.ca>

4. PRODUCT SPECIFICATION

4.1 General requirements

- Moisture content: **14% max**
- Size **As per contractual agreement**
- Extraneous matter: **1% max**
- Damaged, Split, Broken: **2% max**
- Insect damaged: **2% max**
- Contrasting colours: **2% max**
- Live insects: **Nil**
- Dead weevils **10/kg max**
- Mouldy bean: **Nil**
- Organoleptic: **Clean and bright appearance, Natural smell**
- Cooking time: **60-90 minutes after overnight soaking**
- Production year: **As per contractual agreement**

4.2 Contaminants and Toxins

Red Beans shall not contain contaminants and toxins in amounts which may represent a hazard to human health. Specific limit of some contaminants and toxins is presented in table 1.

Table 1: Limit of contaminants and toxins

No	Contaminant and toxin	Limit
Heavy metal		
1	Arsenic (As)	0.10 ppm max.
2	Copper (Cu)	2.0 ppm max.
3	Lead (Pb)	0.10 ppm max.
4	Cadmium (Cd)	0.02 ppm max.
5	Mercury (Hg)	0.01 ppm max.
Pesticide residues		
6	Carbamate	< 10 ppb
7	Organochlorine	< 10 ppb
8	Organophosphorus	< 10 ppb
9	Pyrethroid	< 10 ppb
Toxic or noxious seeds		
10	Crotolaria (Crotolaria spp.)	0.05 % max.
11	Corn cockle (Agrostemma githago L.)	0.05 % max.
12	Castor bean (Ricinus communis L.)	0.05 % max.
13	Jimson weed (Datura spp.)	0.05 % max.
Radiation		
14	Radiation	10 Bq/Kg max.
Mycotoxins		
15	Aflatoxin (total B1+B2+G1+G2)	20 ppb max.
16	Fumosin	5 ppb max.
17	Zearalenone	100 ppb max.
18	Ochratoxin A	5 ppb max.

5. PACKAGING AND MARKING

As per contractual agreement.

6. STORING

Red Beans must be stored under dry, ventilated and hygienic conditions.

7. SAMPLING REQUIREMENTS

Representative samples can be drawn according to international sampling method standards at the bagging section or in the warehouse.

For packed units, sampling frequency and reference method are showed in *table 2*. One laboratory samples of 3 kg is required by lot or sub-lot of 500MT maximum.

For the bulk (static and flowing), the sampling must follow the rules described in paragraphs 5.2 and 5.3 of ISO 24333-2009.

Table 2: Sampling rules

Lot or sub-lot size (MT)	Number of increment	Place of sampling	Reference
≤100	3 % of bags and minimum 50 bags (e.g. 60 increments for a lot of 100 MT, packed in 50 kg bag)	Warehouse or during production	GAFTA 124-2
101-200	3 % of bags (e.g. 120 increments for a lot of 200 MT, packed in 50 kg bag)		
201-300	3 % of bags (e.g. 180 increments for a lot of 300 MT, packed in 50 kg bag)		
301-400	3 % of bags (e.g. 240 increments for a lot of 400 MT, packed in 50 kg bag)		
401-500	3 % of bags (e.g. 300 increments for a lot of 500 MT, packed in 50 kg bag)		

7. ANALYTICAL REQUIREMENTS

The principal tests in table 3 must be performed in order to check if the quality of the **Red Beans** meets above requirements. Additional analyses shall be defined in case of further quality assessment.

Table 3: List of compulsory tests and reference methods

No	Parameters	Recommended level	Reference methods
1	Moisture content	14% max	ES ISO 605
2	Size	As per contractual agreement	ES ISO 605
3	Extraneous matter	1% max	ES ISO 605
4	Damaged, Split, Broken	2% max	Visual Examination
5	Insect damaged	2% max	Visual Examination
6	Contrasting colours	2% max	Visual Examination
7	Live insects	Nil	ES ISO 605 ES ISO 6639 (1-4)
8	Dead weevils	10/kg max	ES ISO 605 ES ISO 6639 (1-4)
9	Mouldy bean	Nil	Visual Examination
10	Cooking time	60-90 minutes after overnight soaking	
11	Organoleptic	Clean and bright appearance, Natural smell	ES ISO 605

** Or equivalent*



Fortified Refined Sunflower Oil -SUNFLOWER OIL-

Specification reference: **Sunflower Oil**

Version: **2.0**

Date of issue: **20th May 2011**

1. INTRODUCTION

1.1 Product type

Sunflower Oil is derived from the dried seeds of the *Helianthus annuus* L. plant. Refined **Sunflower Oil** distributed by WFP is fortified with vitamin A and vitamin D in proportions described in product specifications.

1.2 Standards and recommendations

Sunflower Oil shall be manufactured in accordance with: “Recommended International Code of Practice: General Principles of Food Hygiene”, CAC/RCP 1-1969 Rev 3 1997 Amended (1999) including Annex “Hazard Analysis and Critical Control Point (HACCP) System and Guidelines for its application”.

2. RAW MATERIALS

2.1 Sunflower seed

The sunflower seed utilized for oil production shall have good quality.

2.2 Vitamins

Fortified vitamins (vitamin A and D) shall conform to Codex Standard CAC/GL 09-1987- General principles for the addition of essential nutrients to foods.

Vitamin premix should be purchased from a WFP approved suppliers: BASF (Stern Vitamin), DSM, Fortitech, Nicholas Piramal, Hexagon Nutrition or their authorized dealers and GAIN premix facility. Addresses of premix suppliers are on <http://foodquality.wfp.org>

Vitamin premix must be stored in a dry, cool and clean place where the temperature is a maximum of 25°C.

3. PROCESSING

Fortified **Sunflower Oil** production must respect the national and international code practice for processing of this commodity.

For compliance with Codex standards, the processor must be able to demonstrate by principle and practice the adoption, implementation and recording of:

- Good Manufacturing Practice
- Hazard Analysis Critical Control Point program

In this context an appointed WFP Inspector / Quality Surveyor is entitled to visit the factory without prior notice during any period when WFP product is being manufactured to check that the GMP and HACCP systems are in place. The Inspector / Quality Surveyor may request to see:

- **Records** (i.e. names of people in charge of the process and quality control, temperatures of the process, mixing times / quantity, cleaning schedules, etc).
- **Procedures** (e.g. cleaning, personnel hygiene, HACCP, sampling and analysis).
- **Instructions** (e.g. process instructions, cleaning instructions).
- The **quality manual** for the process or factory.

The producer must be **registered under national food law** as a processor of foods for human consumption. In addition, the producer must have a **legal authorization** to produce this commodity in the country where the factory is located.

4. PRODUCT SPECIFICATIONS

4.1. Main requirements

Sunflower Oil is manufactured according to a process that should confer to the finished product the following specifications:

Specifications	Recommended value
Organoleptic	Neutral/bland taste; absence of foreign odours and flavours
Moisture and volatile matter	0.2% maximum
Insoluble impurities	0.05% maximum
Free fatty acid	0.15% maximum expressed as oleic acid
Linoleic acid (C18:2)	48.3-74% of total fatty acids
Delta-7-Stigmasterol	6.5-24 % of total sterol
Acid value	0.6 mg maximum of KOH/g oil
Color	5-1/4 inch Lovibond cell Red: 1.5 maximum Yellow: 15 maximum
Soap content	0.005% maximum
Peroxide number	2 milliequivalents maximum of active oxygen per kg oil
Saponification value	188-194 mg KOH/g oil
Iodine value	118– 141 g / 100g oil
Unsaponifiable matter	1.5% maximum
Refractive index (ND 40 °C)	1.461 – 1.468
Relative density (20°C /water at 20°C)	0.918 – 0.923
Authorized additives	
-Butylated hydroxyanisol	- 175 mg/kg maximum
-Butylated Hydroxytoluene	- 75 mg/kg maximum
Vitamin A	24000– 36000 UI per kg oil
Vitamin D	2400 – 3600 UI per kg oil

4.2 Additional Requirements

Sunflower Oil shall meet the following additional requirements:

Shelf life: it shall retain above qualities for at least one year from date of manufacture when stored dry at ambient temperatures prevalent in the country of destination

Safety: it shall be free from objectionable matter; not contain any substances originating from micro-organisms or any other poisonous or deleterious substances such as anti-nutritional factors, heavy metals or pesticide residues, in amounts which may represent a hazard to health.

- Heavy metals
 - Lead (Pb) Max 0.1 ppm
 - Arsenic (As) Max 0.1 ppm
 - Iron (Fe) Max 1.5 ppm
 - Cooper (Cu) Max 0.1 ppm
- Polycyclic Adromatic Hydrocarbures (PAH)
 - PAH heavy Max 5 ppb
 - PAH total Max 25 ppb
 - Benzo(a)pyrene Max 2 ppb
- Free from radioactivity
- Free from Genetically Modified Organisms (GMO) (*if required by the contract*).

5. PACKAGING

Sunflower Oil can either be packaged into 3 to 5 liters jerry cans or bottles of 1 to 1.5 liters, to constitute the primary packaging. The secondary packaging is cartons to facilitate transportation and storage.

5.1 Primary packaging

Jerry cans

The plastic containers must be of High Density Polyethylene (HDPE), with heat-sealed membranes and screw-top lids. They shall be made by blow-molding and be seamless so that they can not leak (except at the closure) unless ruptured. The containers must be suitable for foodstuffs, have stoppers fitted with safety devices and must be hermetically sealed. The containers shall have two flat walls, a built-in handle and a screw top.

Specifications:

- Material: HDPE
- Color: white/translucent
- Net weight per empty jerry can: 200 gm minimum for 5 liters jerry cans.
- Rated capacity: 3.0 or 5.0 liters
- Screw cap with inner plug
- Typical wall thickness: 1.0 mm (middle of side panels)

PET bottles

Bottles for **Sunflower Oil** must be made of Polyethylene Terephtalate (PET). They shall be hermetically closed thanks to a safety device. PET bottles shall be suitable for foodstuff, clean and free from any abnormal odor.

5.2 Carton

Bottles and jerry cans are disposed into cartons.

They should be new, strong cardboard cartons containing either 4 to 6 jerry cans of 3 to 5 liters or 12 to 15 bottles of 1 or 1.5 liters.

Cartons should be manufactured from well constructed single wall, luted paper, corrugated board with a specific weight of approximately 750 grams per square meter. This specific weight corresponds to a carton weight of approximately 560 grams for golding.

- Cartons should have burst strength (edge crush test) of approximately 44 pounds per square inch or 3.2 kg/ cm² or equivalent.
- Carton seams should be glued.
- Substance of cartons 275-120-275 (750 grams per m²).

Dunnage of strong sheets, plywood has to be placed inside each container at every three layer of cartons to provide the required stacking strength.

6. MARKING

6.1 On jerry cans or bottles.

The following information should be available on bottles and cans

- Name of the product:
- Net content:
- Name and address of the supplier (including country of origin).
- Batch number (or SI).
- Production date.
- Additional marking as per contractual agreement.

6.2 On cartons

The following information should be available on each carton:

- Name of the product:
- Number of unit per carton
- Name and address of the supplier (including country of origin).
- Production date.
- Additional marking as per contractual agreement.

7. STORING

Sunflower Oil must be stored under dry, ventilated and hygienic conditions.

8. ANALYTICAL REQUIREMENTS

Table 1: List of compulsory tests and reference methods

N°	Test	Recommended value	Reference method*
1	Organoleptic	Neutral/bland taste; absence of foreign odours and flavours	
2	Moisture and volatile matter	0.2% maximum	ISO 662:1998 AOCS Ca 2d-25 IUPAC 2.601
3	Insoluble impurities	0.05% maximum	ISO 663:2007 AOCS Ca 3a-46 IUPAC 2.604
4	Free fatty acid	0.15% maximum expressed as oleic acid	ISO 18395:2005 AOCS Ca 5a-40 AOAC 940.28
5	Acid value	0.6 mg maximum of KOH/g oil	ISO 660:2009 AOCS Cd 3d-63
6	Color	5-1/4 inch Lovibond cell Red: 1.5 maximum Yellow: 15 maximum	BS 684-1.14:1998 AOCS Cc 13b-45
7	Soap content	0.005% maximum	AOCS Cc 15-60 BS 684 Section 2.5
8	Peroxide number	2 milliequivalents maximum of active oxygen per kg oil	ISO 3960:2007 BS 684-2.14:2001 AOCS Cd 8-53 AOAC 965.33 IUPAC 2.501
9	Saponification value	188-194 mg KOH/g oil	ISO 3657:2002 AOCS Cd 3-25
10	Iodine value	118– 141 g / 100g oil	ISO 3961:2009 AOAC 993.20 IUPAC 2.205
11	Unsaponifiable matter	1.5% maximum	ISO 18609:2000 ISO 3596:2000 AOCS Ca 6a – 40 IUPAC 2.401
12	Refractive index (ND 40 °C)	1.461 – 1.468	ISO 6320:2000 AOCS Cc 7-25 AOAC 921.08 IUPAC 2.102
13	Relative density (20°C /water at 20°C)	0.918 – 0.923	AOCS 10c-95 IUPAC 2.101
14	Vitamin A	24000– 36000 UI per kg oil	
15	Vitamin D	2400 – 3600 UI per kg oil	

* or equivalent