



# DOING BUSINESS WITH THE UNITED NATIONS (UN)

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# Agenda



- UN Procurement & Statistics
- UN System of Organisations
- Supplying the UN
- General UN Procurement Procedures
- Practical Tips





# UN Procurement & Statistics



# Procurement & United Nations ultimate goals

- The Sustainable Development Goals 2015-2030
- 17 goals with 169 targets covering a broad range of sustainable development issues
- <https://sustainabledevelopment.un.org/>



# The UN Global Compact and the Supplier Code of Conduct

- ❖ The UN strongly encourages all vendors to actively participate in the **Global Compact**

The Global Compact promotes principles of human rights, labour, environment and anti-corruption

[www.unglobalcompact.org](http://www.unglobalcompact.org)



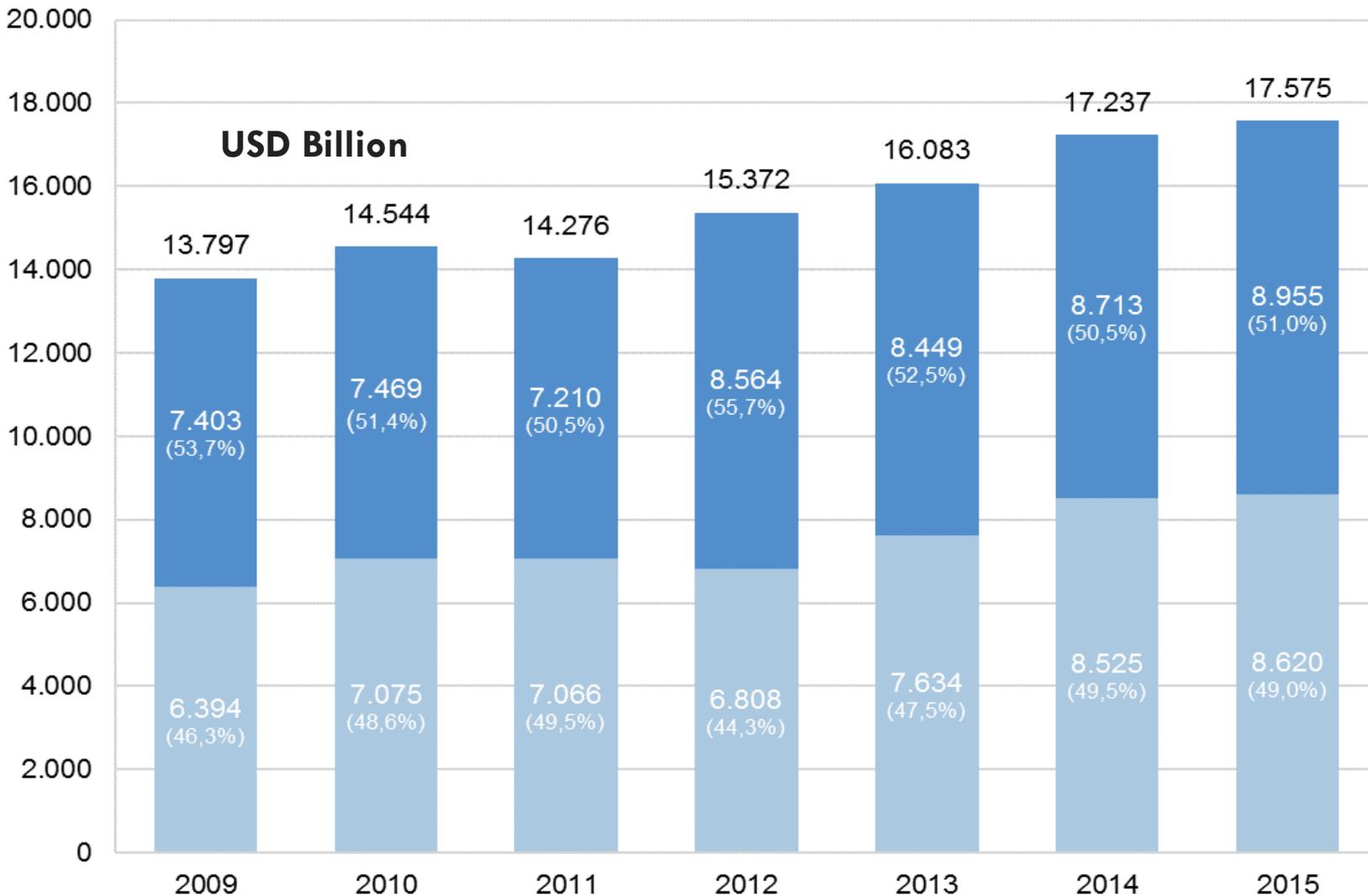
- ❖ The **UN Supplier Code of Conduct** spells out the principles that should inspire the business practice of suppliers

The UN Supplier Code of Conduct provides the minimum standards expected of suppliers to the UN

[www.un.org/depts/ptd/code\\_of\\_conduct](http://www.un.org/depts/ptd/code_of_conduct)



# Total UN procurement of goods and services 2009-2015



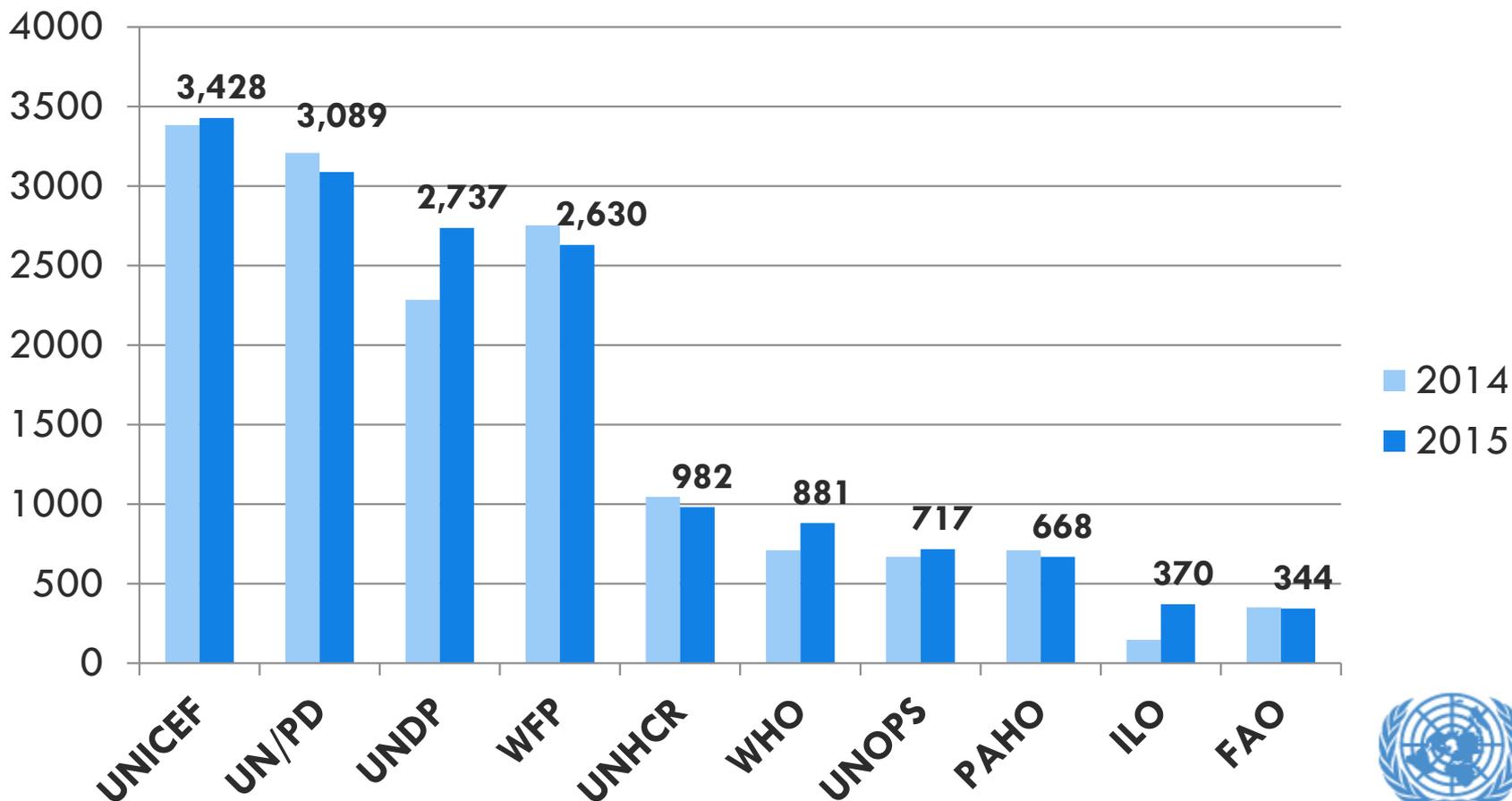
*NOTE: Statistics for 2015 in this slideshow have not yet been published and may be subject to slight amendment before doing so*



# Procurement volume of the 10 principal UN organizations 2014 and 2015

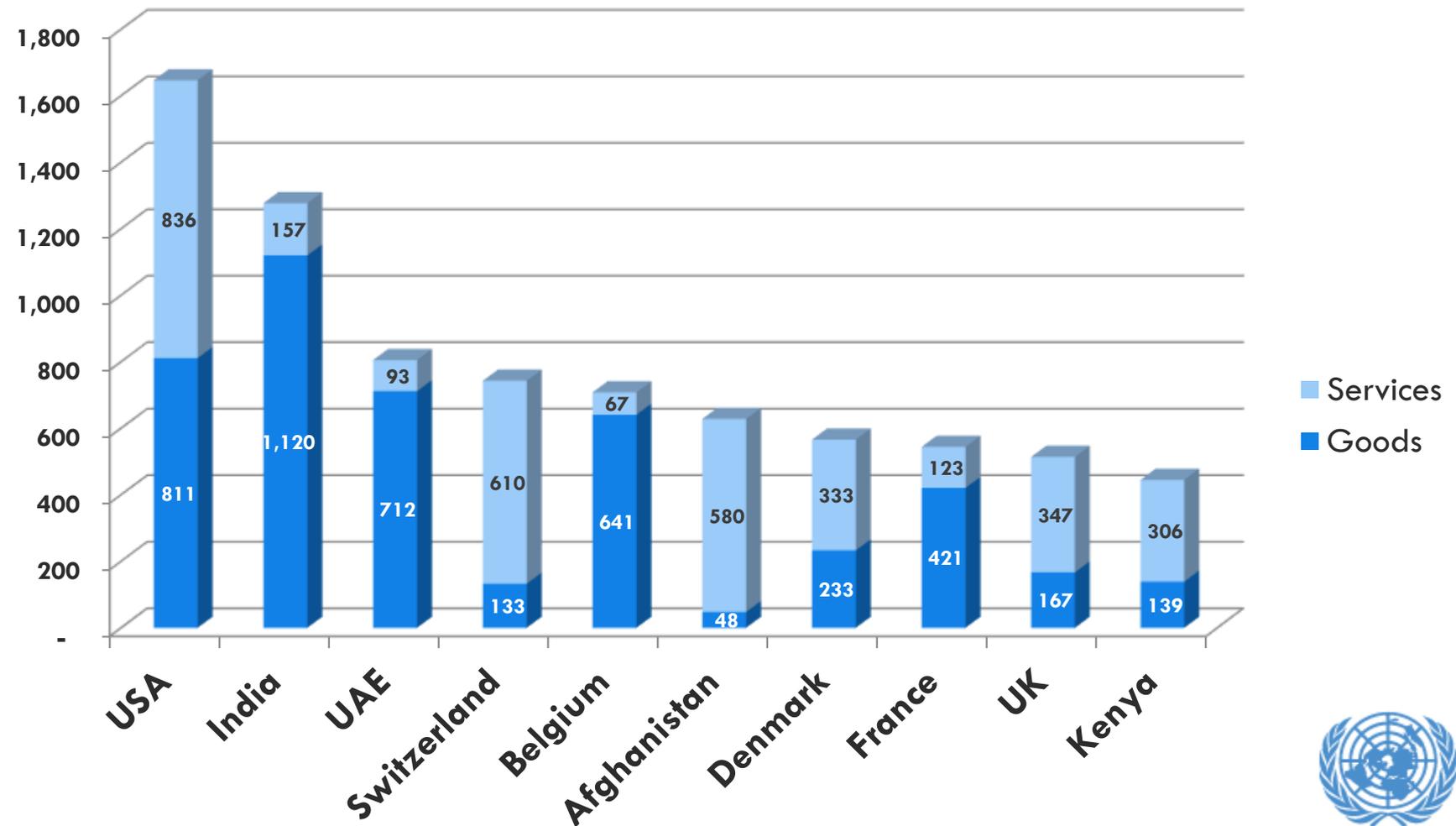
USD Million

(total shown for 2015)



# 10 major countries of supply to the UN System 2015

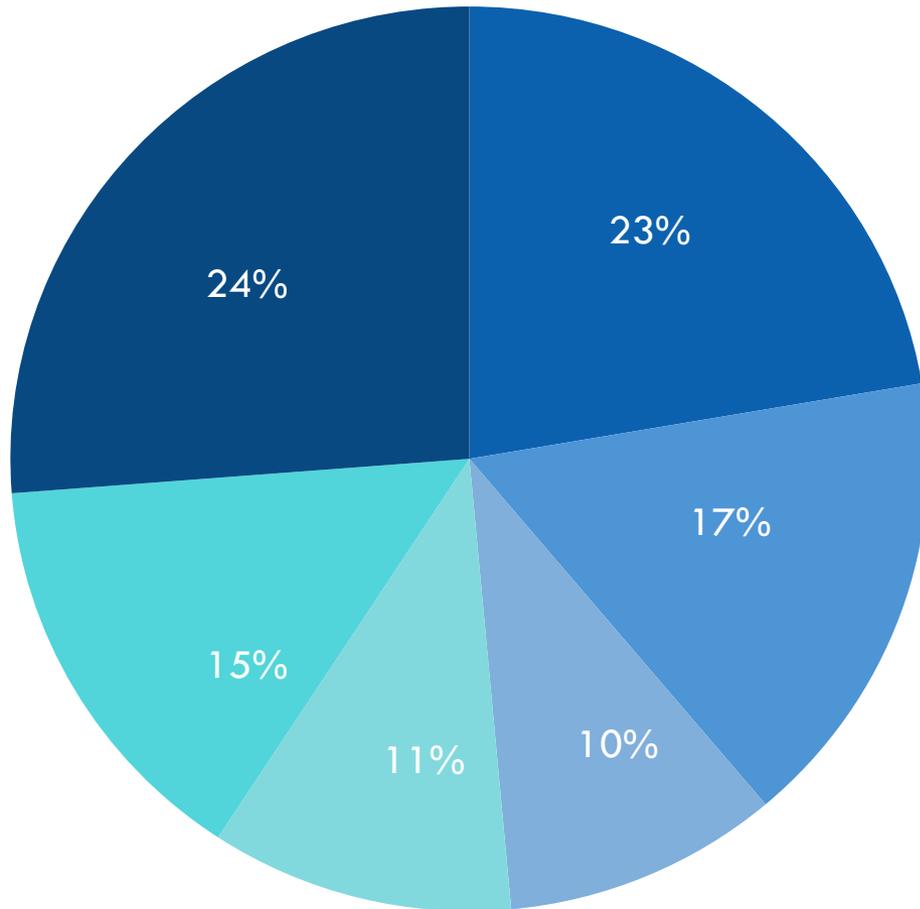
USD Million



# What does the UN buy?

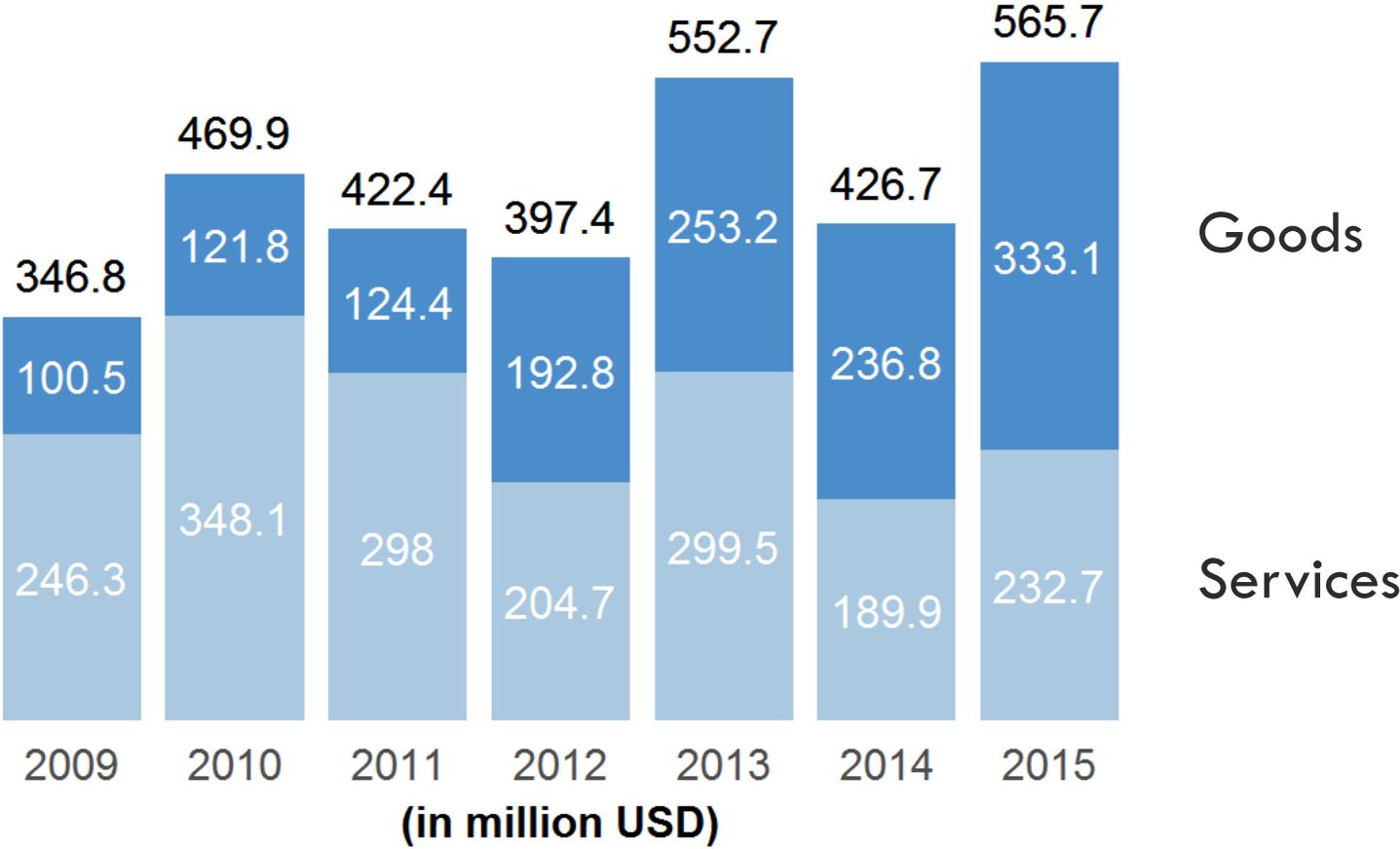


**Top 5 sectors (approx 75% of total UN procurement)**

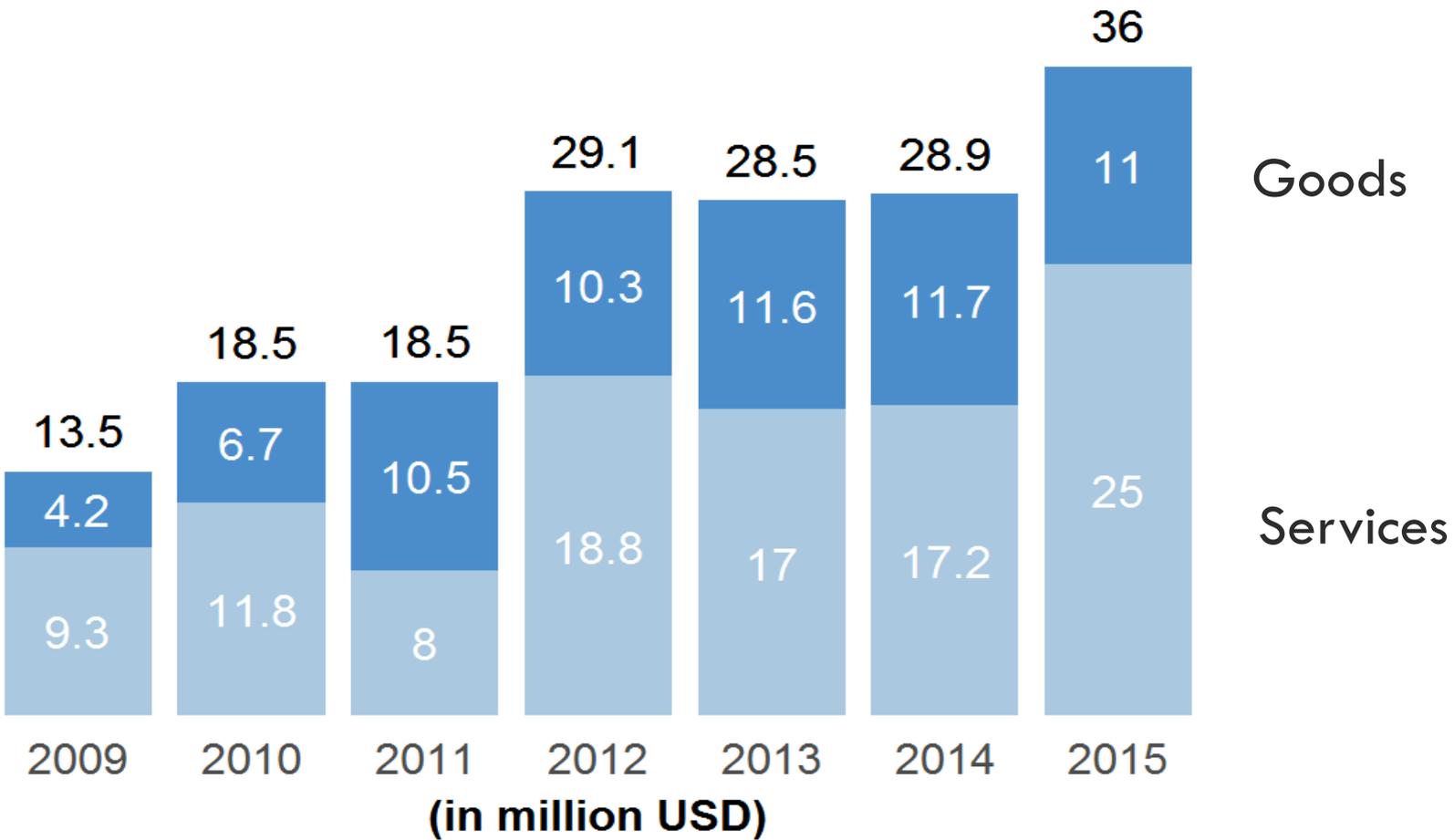


- Health
- Transport
- Food & farming
- Construction & engineering
- Management & administrative services
- Other goods & services

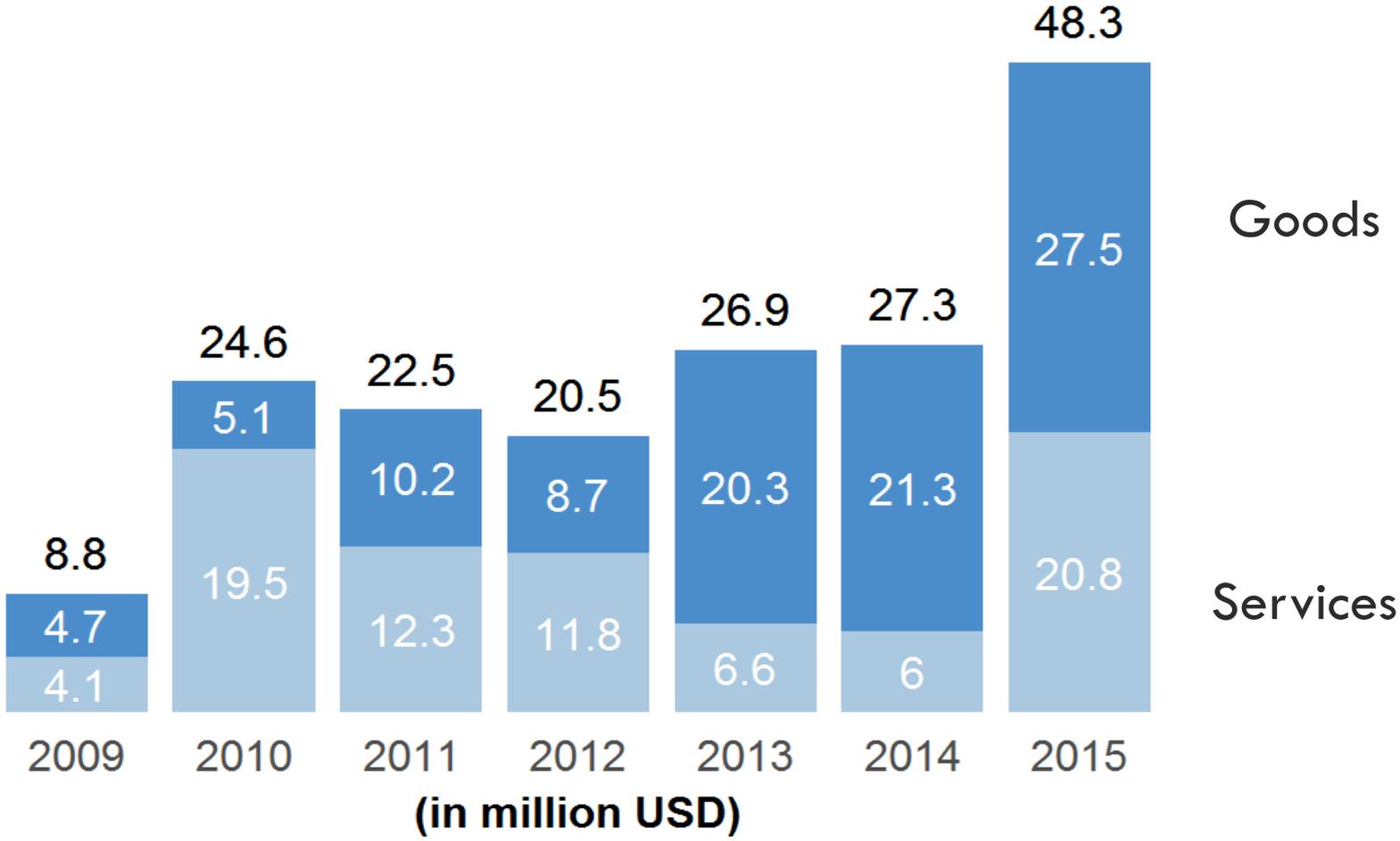
# Procurement from Denmark



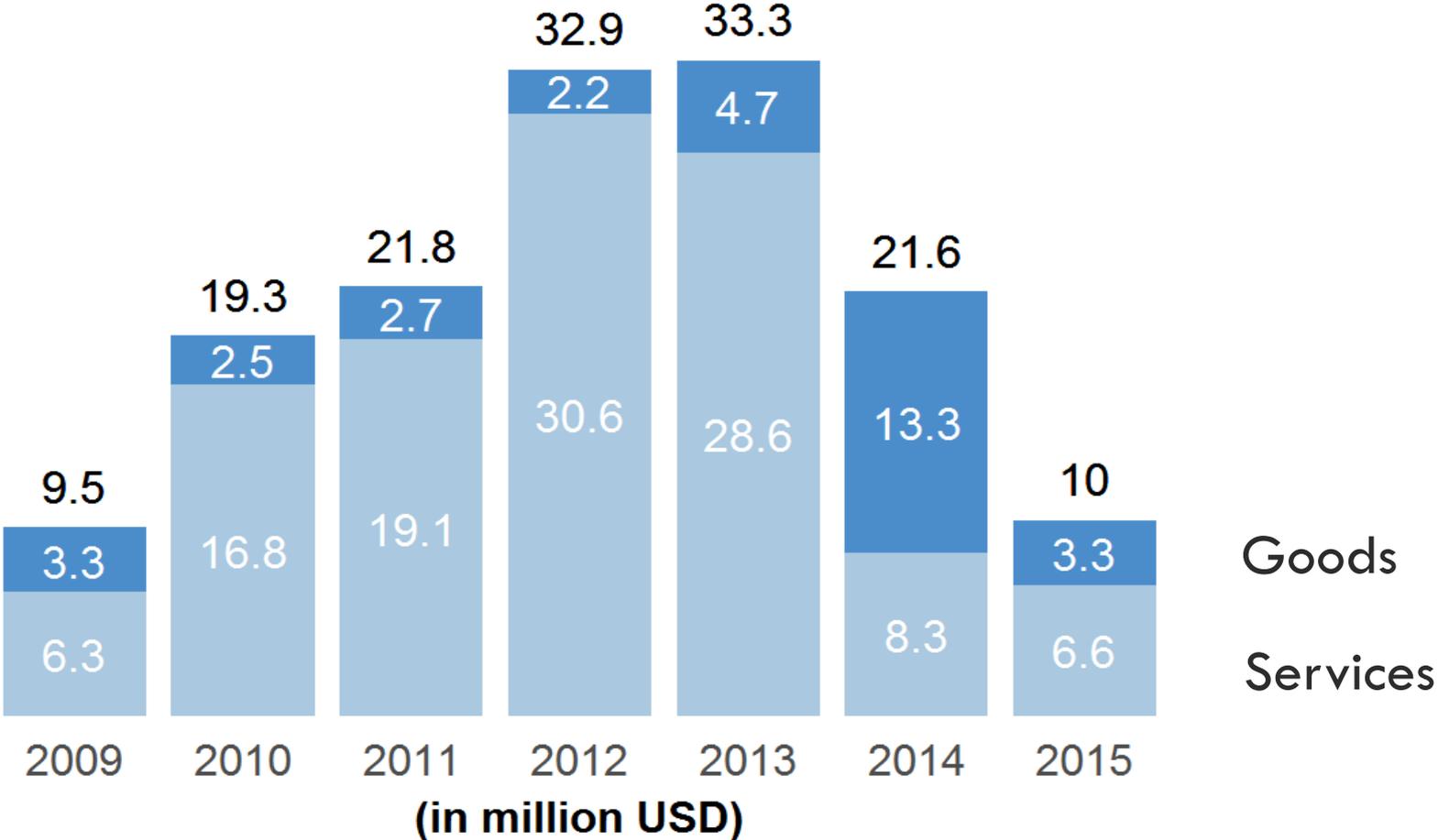
# Procurement from Sweden



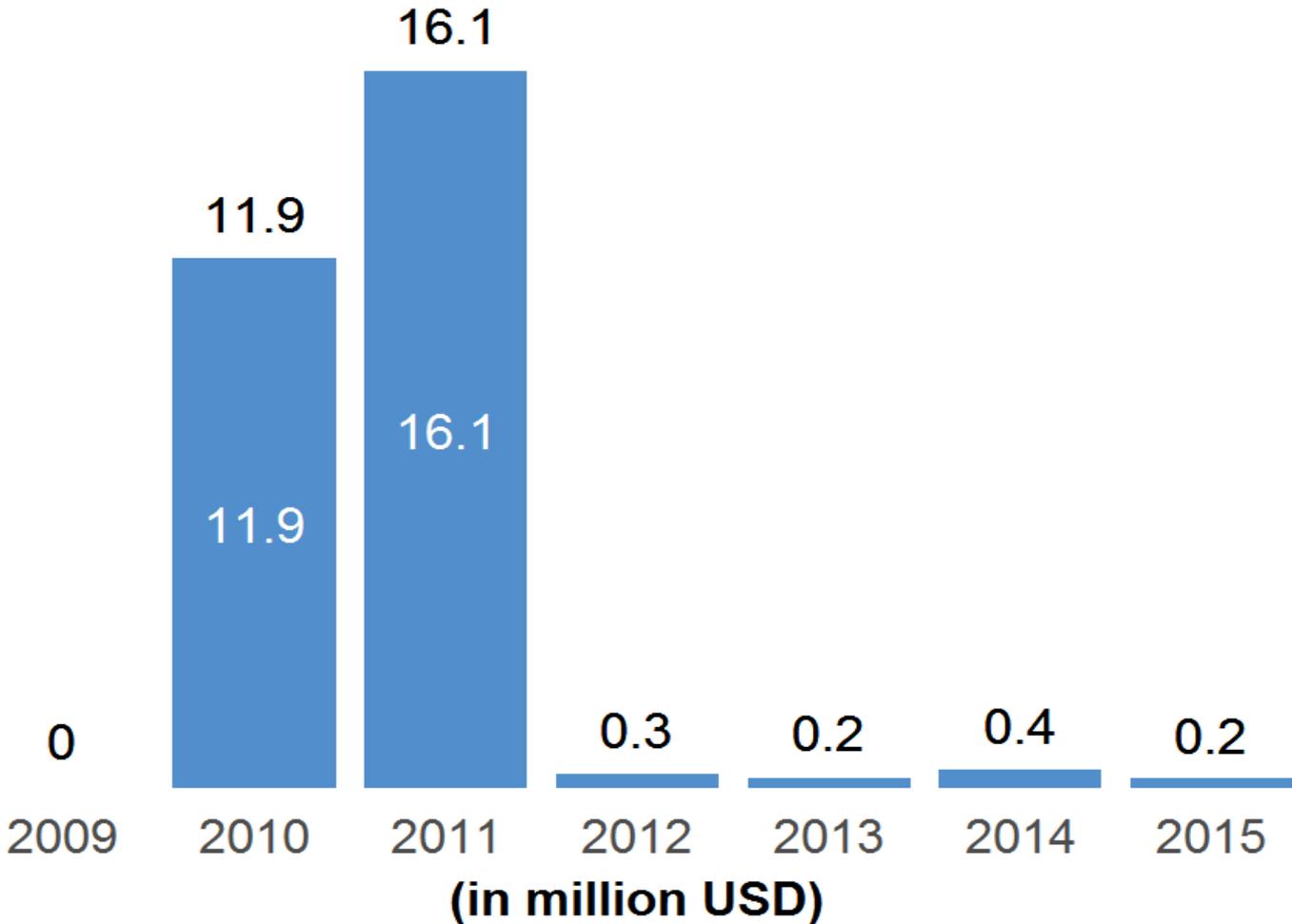
# Procurement from Norway



# Procurement from Finland



# Procurement from Iceland





# UN System of Organisations





# The United Nations System

## UN Principal Organs

- General Assembly
- Security Council
- Economic and Social Council
- Secretariat
- International Court of Justice
- Trusteeship Council<sup>5</sup>

**Subsidiary Bodies**  
Main and other sessional committees  
Disarmament Commission  
Human Rights Council  
International Law Commission  
Standing committees and ad hoc bodies

**Programmes and Funds**  
**UNCTAD** United Nations Conference on Trade and Development  
 • **ITC** International Trade Centre (UNCTAD/WTO)  
**UNDP** United Nations Development Programme  
 • **UNCDF** United Nations Capital Development Fund  
 • **UNV** United Nations Volunteers  
**UNEP** United Nations Environment Programme  
**UNFPA** United Nations Population Fund

**Subsidiary Bodies**  
Counter-terrorism committees  
International Criminal Tribunal for Rwanda (ICTR)  
International Criminal Tribunal for the former Yugoslavia (ICTY)  
Military Staff Committee  
Peacekeeping operations and political missions  
Sanctions committees (ad hoc)  
Standing committees and ad hoc bodies

**Advisory Subsidiary Body**  
UN Peacebuilding Commission

**Functional Commissions**  
Crime Prevention and Criminal Justice  
Narcotic Drugs  
Population and Development  
Science and Technology for Development  
Social Development  
Statistics  
Status of Women  
Sustainable Development  
United Nations Forum on Forests

**Regional Commissions**  
**ECA** Economic Commission for Africa  
**ECE** Economic Commission for Europe  
**ECLAC** Economic Commission for Latin America and the Caribbean  
**ESCAP** Economic and Social Commission for Asia and the Pacific  
**ESCWA** Economic and Social Commission for Western Asia

**Other Bodies**  
Committee for Development Policy  
Committee of Experts on Public Administration  
Committee on Non-Governmental Organizations  
Permanent Forum on Indigenous Issues  
United Nations Group of Experts on Geographical Names  
Other sessional and standing committees and expert, ad hoc and related bodies

**Departments and Offices**  
**EOSG** Executive Office of the Secretary-General  
**DESA** Department of Economic and Social Affairs  
**DFS** Department of Field Support  
**DGACM** Department for General Assembly and Conference Management

**DM** Department of Management  
**DPA** Department of Political Affairs  
**DPI** Department of Public Information  
**DPKO** Department of Peacekeeping Operations  
**DSS** Department of Safety and Security  
**OCHA** Office for the Coordination of Humanitarian Affairs

**OHCHR** Office of the United Nations High Commissioner for Human Rights  
**OIOS** Office of Internal Oversight Services  
**OLA** Office of Legal Affairs  
**OSAA** Office of the Special Adviser on Africa  
**OSRSG/CAAC** Office of the Special Representative of the Secretary-General for Children and Armed Conflict

**UNODA** Office for Disarmament Affairs  
**UNOG** United Nations Office at Geneva  
**UN-OHRLS** Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States  
**UNON** United Nations Office at Nairobi  
**UNOV** United Nations Office at Vienna

**UN-HABITAT** United Nations Human Settlements Programme  
**UNHCR** Office of the United Nations High Commissioner for Refugees  
**UNICEF** United Nations Children's Fund  
**UNODC** United Nations Office on Drugs and Crime  
**UNRWA**<sup>1</sup> United Nations Relief and Works Agency for Palestine Refugees in the Near East  
**UN-Women** United Nations Entity for Gender Equality and the Empowerment of Women  
**WFP** World Food Programme  
**UNITAR** United Nations Institute for Training and Research  
**UNRISD** United Nations Research Institute for Social Development  
**UNSSC** United Nations System Staff College  
**UNU** United Nations University

**Other Entities**  
**UNAIDS** Joint United Nations Programme on HIV/AIDS  
**UNISDR** United Nations International Strategy for Disaster Reduction  
**UNOPS** United Nations Office for Project Services

**Research and Training Institutes**  
**UNICRI** United Nations Interregional Crime and Justice Research Institute  
**UNIDIR**<sup>1</sup> United Nations Institute for Disarmament Research

**Related Organizations**  
**CTBTO PrepCom** Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization  
**IAEA**<sup>2</sup> International Atomic Energy Agency  
**OPCW** Organisation for the Prohibition of Chemical Weapons  
**WTO**<sup>3</sup> World Trade Organization

**Specialized Agencies<sup>4</sup>**  
**ILO** International Labour Organization  
**FAO** Food and Agriculture Organization of the United Nations  
**UNESCO** United Nations Educational, Scientific and Cultural Organization  
**WHO** World Health Organization  
**World Bank Group**  
 • **IBRD** International Bank for Reconstruction and Development  
 • **IDA** International Development Association  
 • **IFC** International Finance Corporation  
 • **MIGA** Multilateral Investment Guarantee Agency  
 • **ICSID** International Centre for Settlement of Investment Disputes  
**IMF** International Monetary Fund  
**ICAO** International Civil Aviation Organization  
**IMO** International Maritime Organization  
**ITU** International Telecommunication Union  
**UPU** Universal Postal Union  
**WMO** World Meteorological Organization  
**WIPO** World Intellectual Property Organization  
**IFAD** International Fund for Agricultural Development  
**UNIDO** United Nations Industrial Development Organization  
**UNWTO** World Tourism Organization

**NOTES:**  
<sup>1</sup> UNRWA and UNHCR report only to the General Assembly.  
<sup>2</sup> IAEA reports to the Security Council and the General Assembly.  
<sup>3</sup> WTO has no reporting obligation to the General Assembly (GA) but contributes on an ad hoc basis to GA and ECOSOC work in areas on finance and developmental issues.  
<sup>4</sup> Specialized agencies are various treaty organizations working with the UN and each other through the coordinating machinery of ECOSOC at the intergovernmental level, and through the Chief Executive Board for Coordination (CEB) at the inter-organizational level. This section is listed in order of establishment of these organizations or specialized agencies of the United Nations.  
<sup>5</sup> The Trusteeship Council suspended operations on 1 November 1994 with the independence of Palau, the last remaining United Nations Trust Territory, on 1 October 1994.

# UN System of Organisations

- The United Nations is not a single organisation
- Each organisation is a market in itself - different functions, characteristics and requirements
- Important to recognise the above if you wish to do business with the UN





# Supplying the UN



# Are you ready to supply the UN?

- ❑ Market knowledge (UN structure and culture)
- ❑ Suitable products/services
- ❑ Export experience/references
- ❑ Languages
- ❑ Competitive prices
- ❑ Networks/partners (country knowledge, after-sales services etc.)
- ❑ Capacity (financial, personnel)
- ❑ Intercultural skills
- ❑ Flexibility
- ❑ Accuracy
- ❑ Persistence and patience



# Step-by-step towards success

- Market research, identify relevant UN Organisations, register
- Understand the procurement practices, seek opportunities
- Bid according to tender documents, observe norms and standards, seek clarification
- Performance



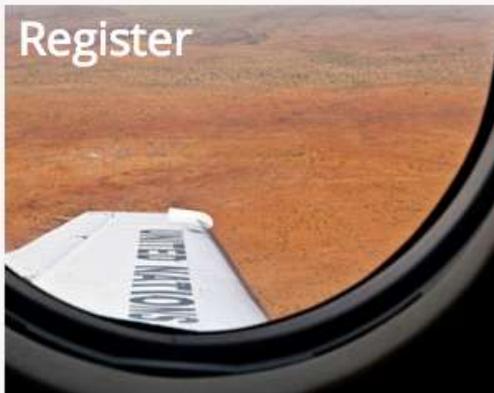
# Web-based information

**UN Procurement's single commercial and procurement portal:**  
**United Nations Global Marketplace (UNGM) [www.ungm.org](http://www.ungm.org)**



UNITED NATIONS  
GLOBAL MARKETPLACE

Welcome to the UNGM





# UN Procurement Procedures



# Common Guidelines for UN Procurement

Procurement activities of the UN system are based on the following:

- The objectives of the UN Organisation
- Fairness
- Integrity & accountability
- Transparency
- Effective competition
- Best value for money

The common guidelines cover procurement stages from sourcing to execution of a contract - [www.ungm.org](http://www.ungm.org)



# Common General Terms & Conditions

- Cover both the procurement of goods and the contracting of services
- Most provisions are common within the UN system
- Potential suppliers are encouraged to familiarise themselves with the UN General Terms & Conditions.

Available at [www.ungm.org](http://www.ungm.org)



# How is the procurement method decided?

- the value of the procurement
- the nature of the goods and services to be procured
- critical dates for delivery



# Types of solicitation

- Expression of Interest (EOI)** - interested suppliers requested to provide information on their products, resources, qualification etc.
- Request for Quotation (RFQ)** - less formal solicitation used for lower value procurement (< USD 30,000\*)
- Invitation to Bid (ITB)** - formal solicitation method for well-defined goods (or services); contract award is based on lowest acceptable bid (> USD 30,000)
- Request for Proposal (RFP)** - formal solicitation, generally for services, whereby the contract award is based on a combined (weighted) evaluation of both the technical solution and price (> USD 30,000)

\* Thresholds may vary



# In addition . . .

## Long Term Agreement/Frame Agreement

Based on ITB or RFP process

2-4 years period

Potentially more than one LTA for same goods/service

Single tendering exercise **reduces administrative effort**

The supplier benefits in terms of **continuity of supply**

## Direct Contracting

Exception to the rule

Extreme emergency

Sole source

If competitive bidding process has failed for valid reason

Very stringent controls and has to be well justified



# Evaluation Criteria

- Acceptance of UN payment terms, terms & conditions etc.
- Technical requirements being met
- Delivery terms & delivery time
- Supply according to recognised international/national standards
- Supporting documentation provided incl. references
- Proven production capacity & financial strength
- Warranty conditions & appropriate after-sales service
- Price



# Practical Tips

## General

- Always respond to bid invitations – if you cannot submit an offer, inform accordingly

## Bid Preparation

- Study bid documents, conditions and requirements carefully
- Ask for clarification if uncertain
- Ensure that your offer meets ALL bidding requirements
- Technical specifications – read carefully and meet minimum requirements
- Provide quality statements – international/national standards



# Practical Tips

- Submit bid, catalogues etc. in requested language
- Prepare bid to facilitate work of procurement officer - requested format, use submission forms

## Bid Submission

- Meet deadline
- Attend public bid openings, whenever called

## Remember

- Learning process





Thank you!

