

# UN Procurement



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# Principles for UN Procurement

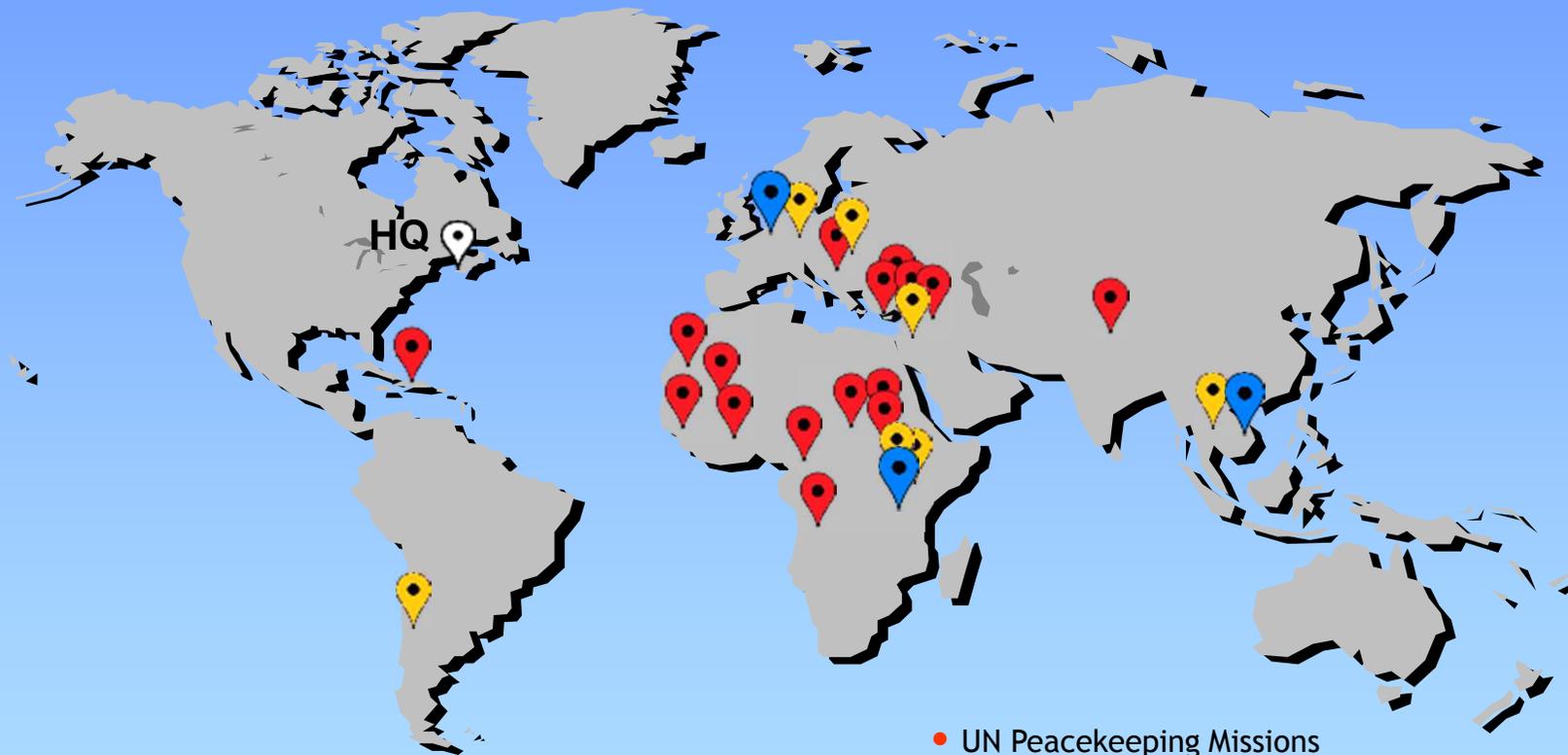
Procurement activities of the UN system are based on the following principles:

- The objectives/needs of the UN Organization
- Fairness, integrity & transparency
- Effective **international** competition
- Best value for money

These principles cover procurement stages from sourcing to execution of a procurement contract.



# The United Nations Secretariat - Area of operation

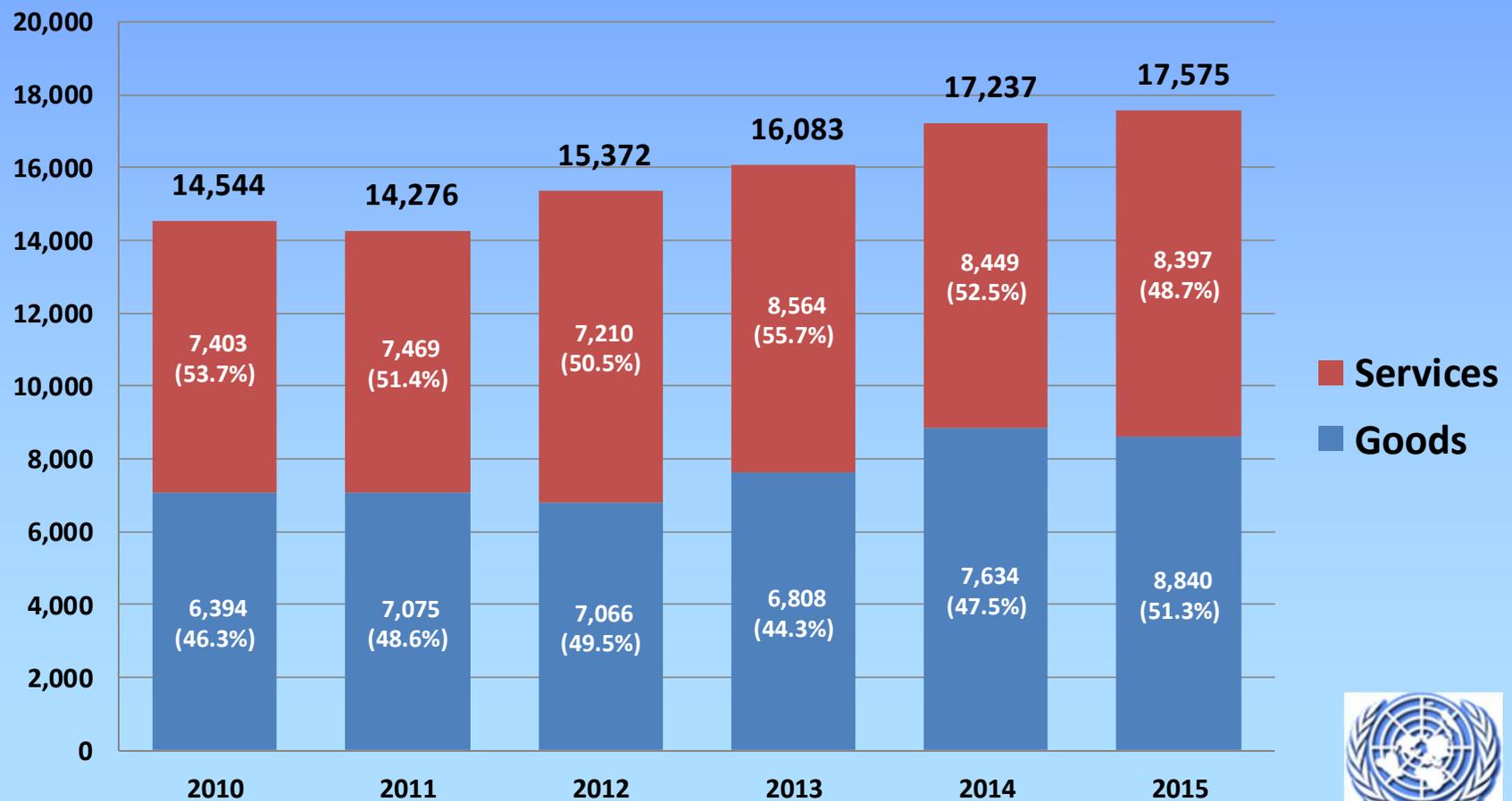


- UN Peacekeeping Missions
- UN Economic and Social Commissions and OAHs
- International Criminal Tribunal

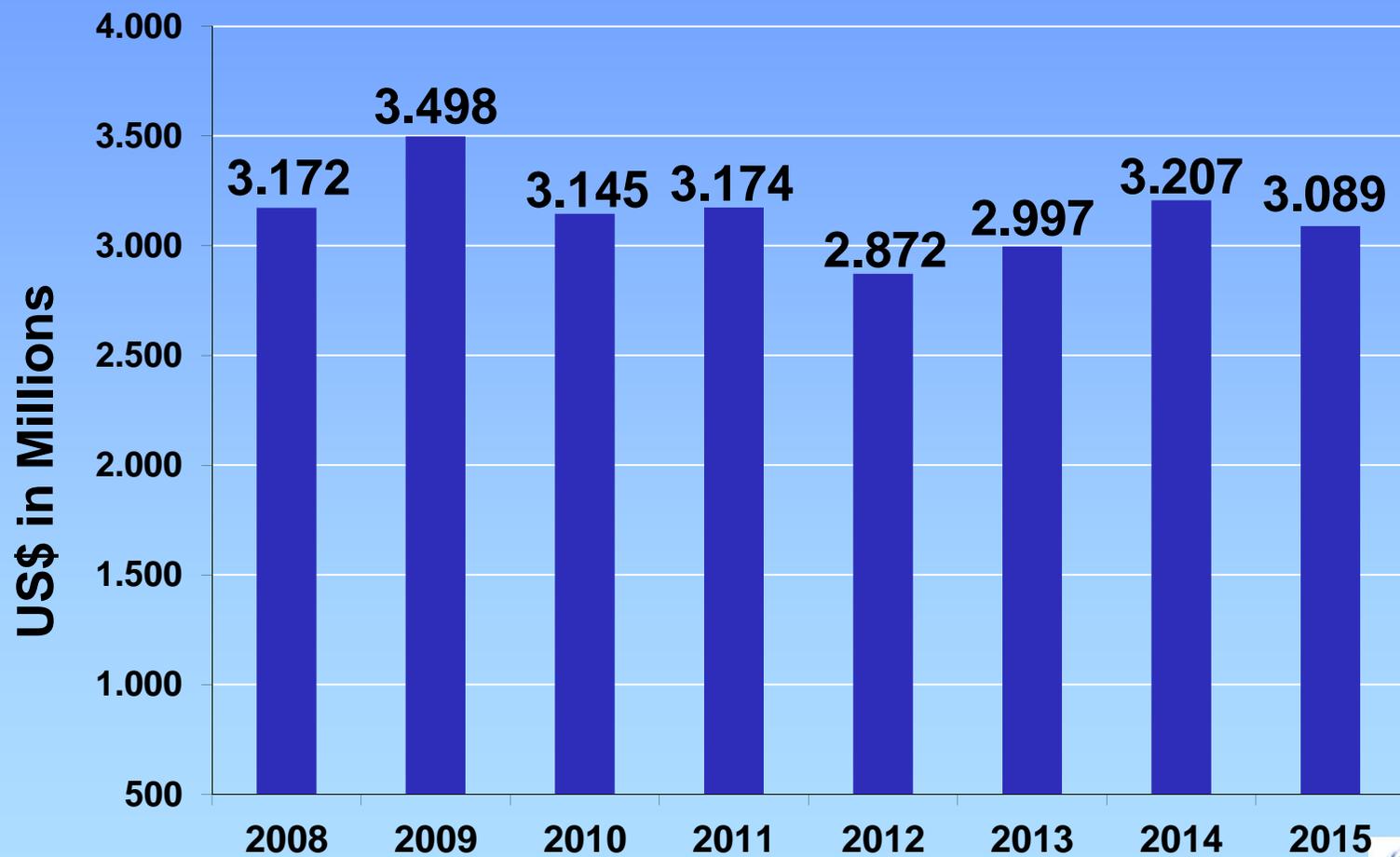




## Total UN Procurement of Goods and Services (US\$ M), 2010-2015

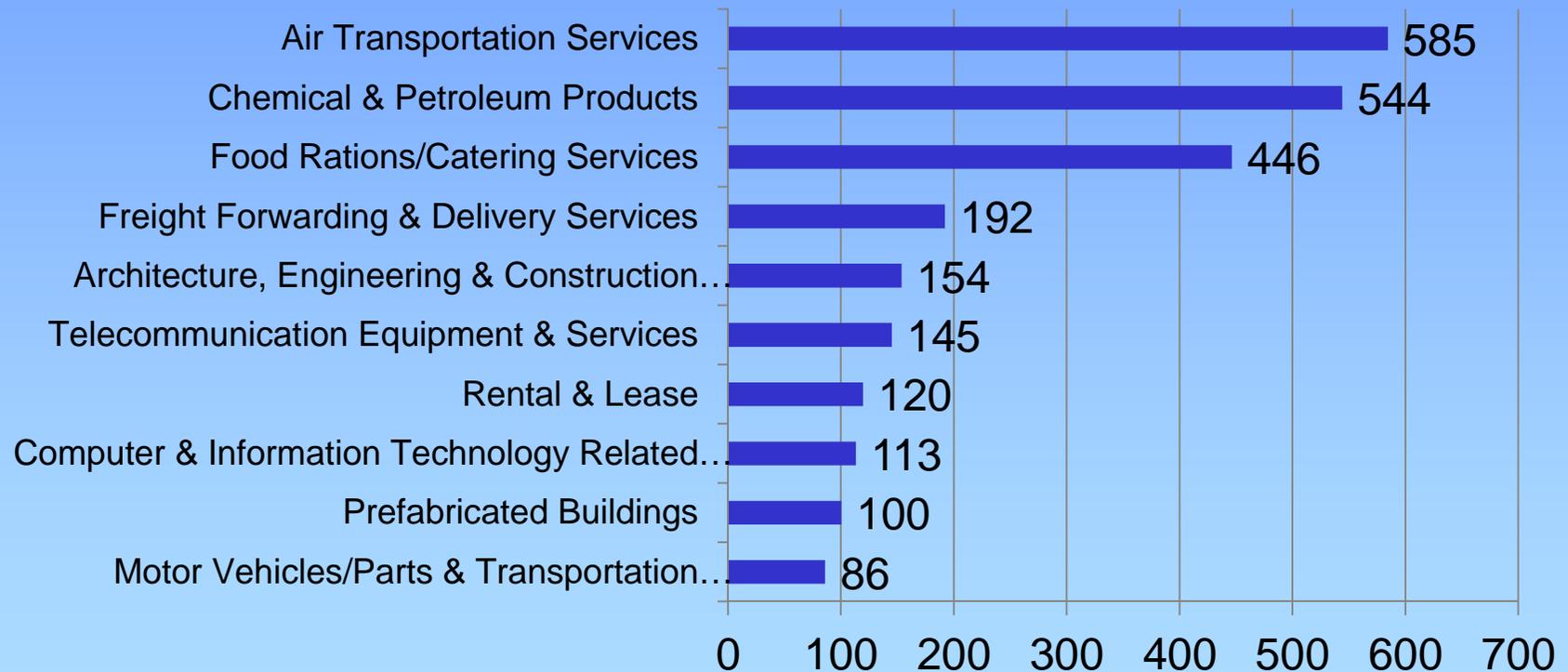


## Procurement Trend of UN/PD 2008-2015



## Major Commodities Procured by UN/PD 2015

US\$ in Millions



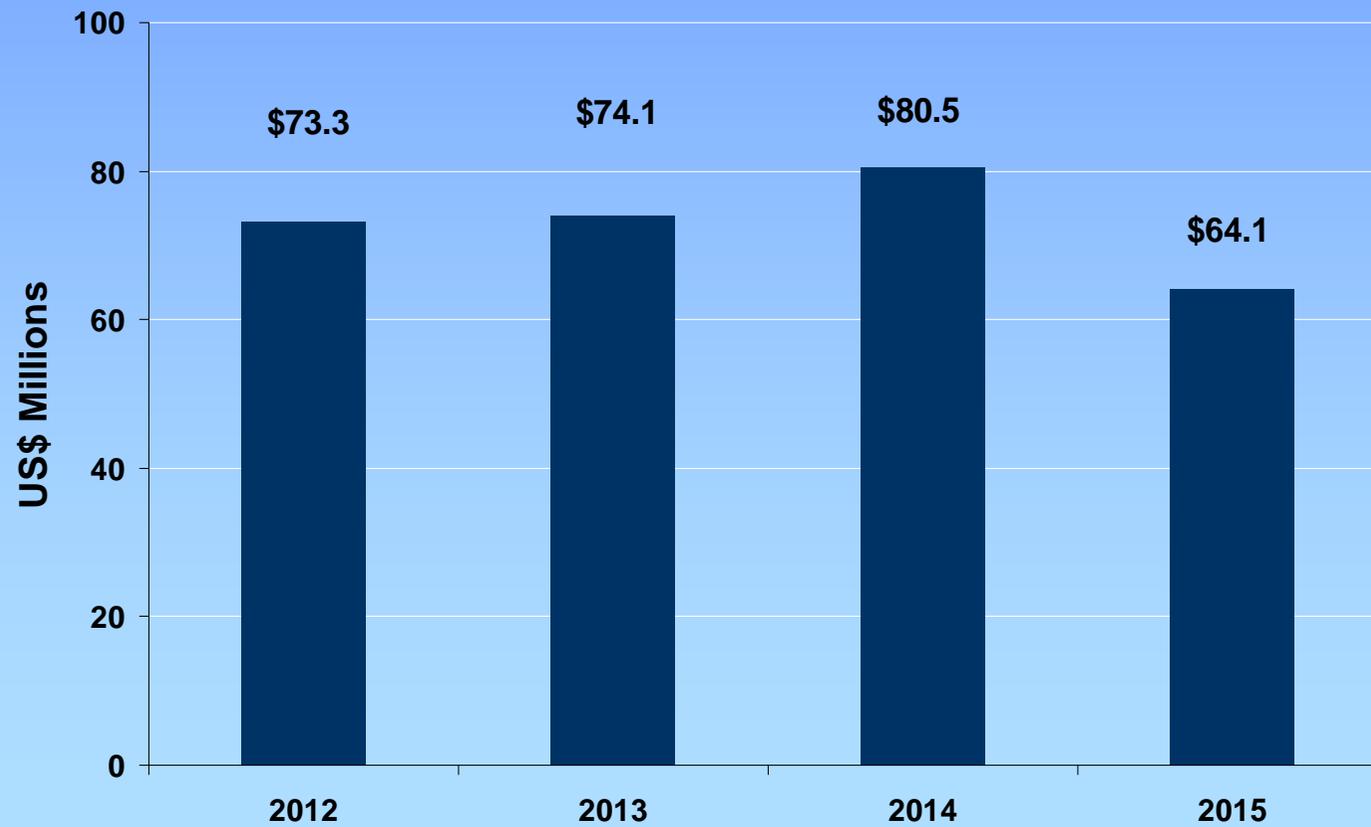


## Business Placed with Spanish Suppliers 2011-2015 (in US \$ Millions – UN Secretariat)



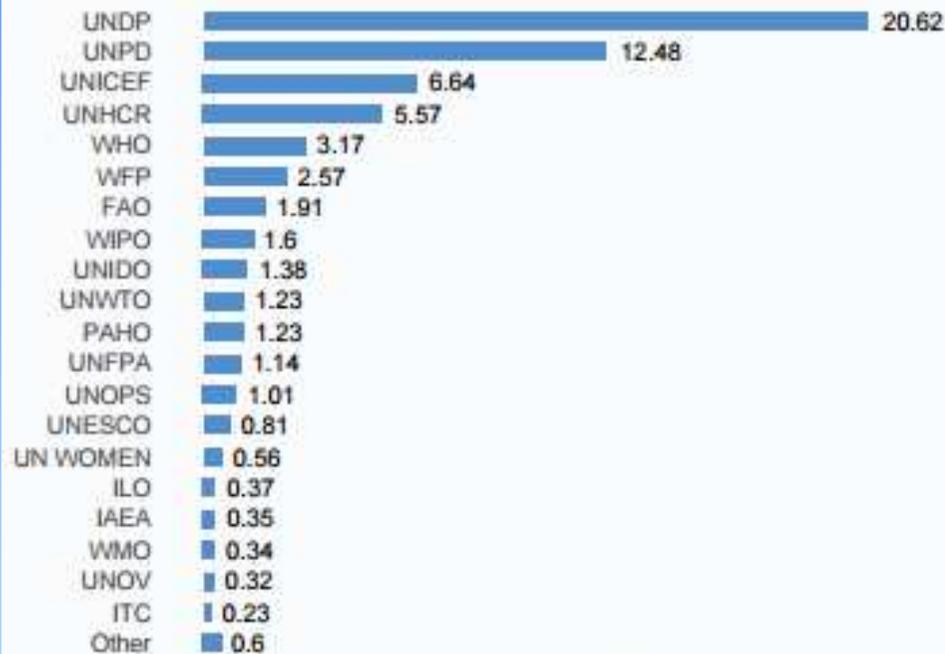


**Business Placed with Spanish Suppliers – UN System – 2012-2015  
(in US \$ Millions)**



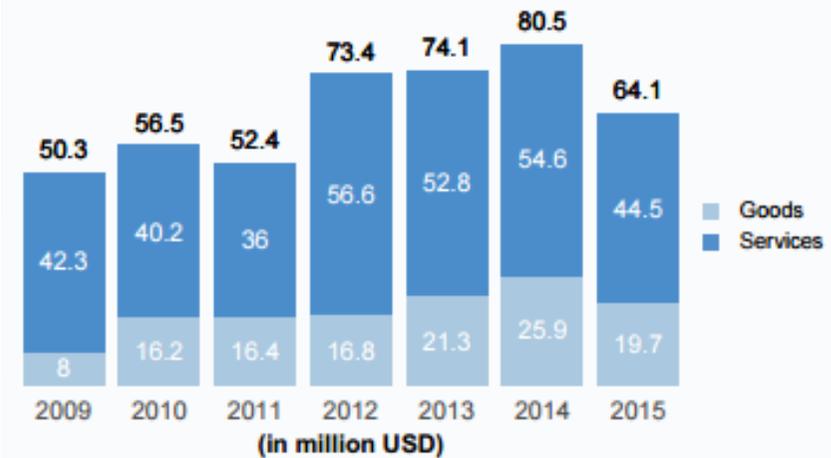
# 2015 Procurement from Spain – UN System

## Procurement by UN organizations



(in million USD)

## Goods and services distribution



from 2015 Annual Statistical Report



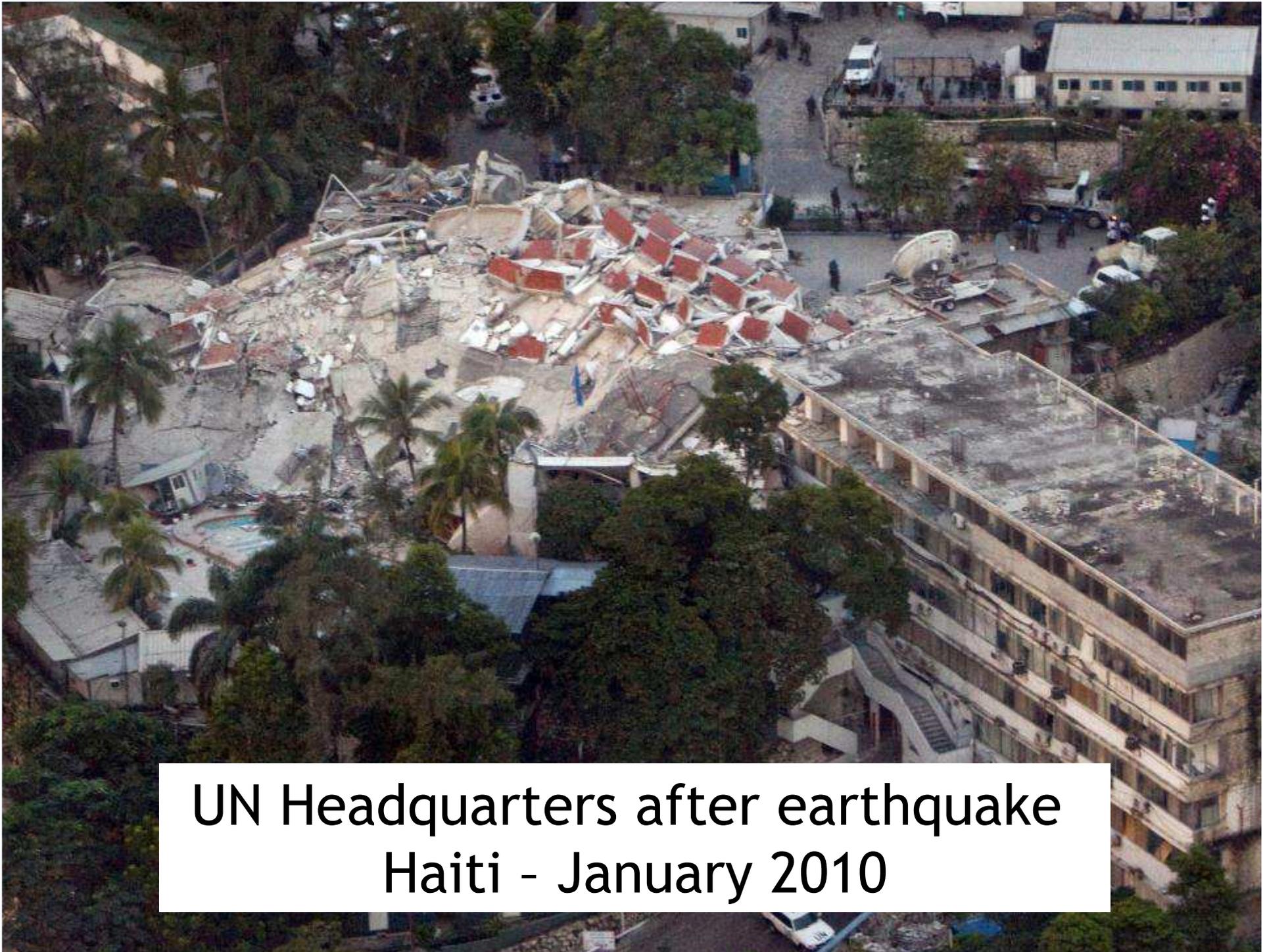
# Challenges



Lots of sand and no water



Delivery time? After the monsoon is over!



UN Headquarters after earthquake  
Haiti - January 2010



## Peacekeeping Environment

- Little or no infrastructure
- Limited resources
- Harsh environment
- Dynamic
- Complex operation
- Volatile





## Push towards modular solutions

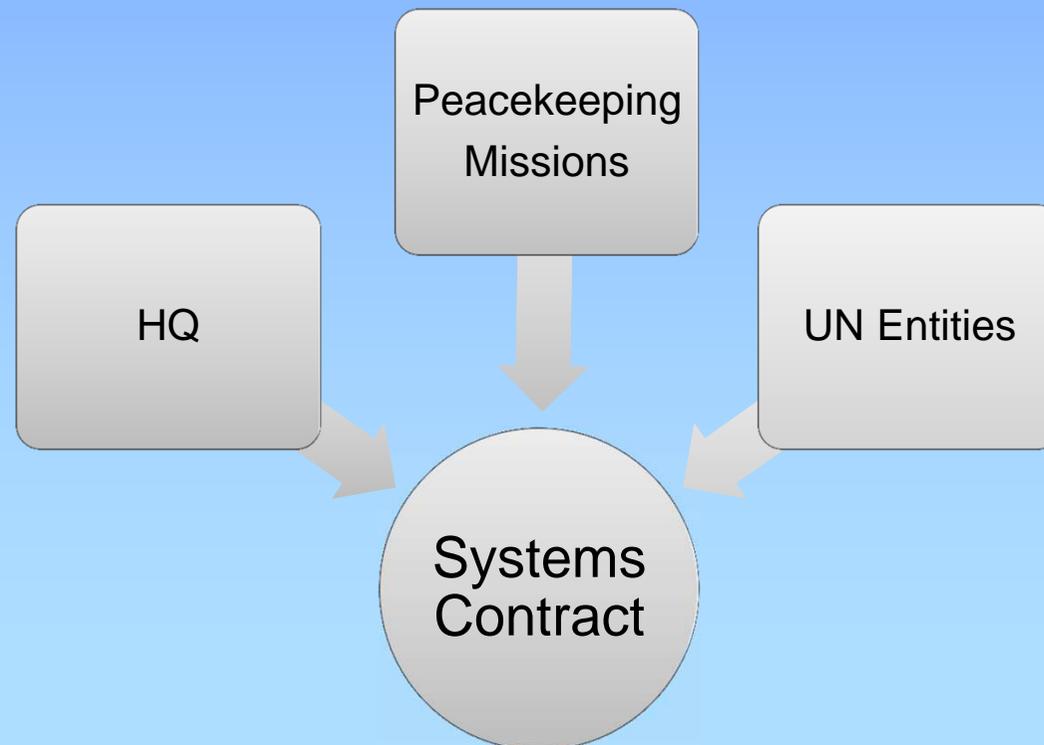
- Easy assembly
- Easy installation and operation
- Rapid deployment
- Mobile
- Light footprint
- Scalable
- Interconnectivity





## Systems Contracts

- Utilized when deliverables to be procured are required on a recurring basis over an extended period of time.





## Update and Trend for UN/PD

- ITB to RFP for Aviation Requirement
- Inter-agency Cooperation e.g. Vehicles
- Harmonization of Vendor Registration Process
- ERP Implementation and E-Tendering
- ...





**4 Steps to get a contract with the UN**



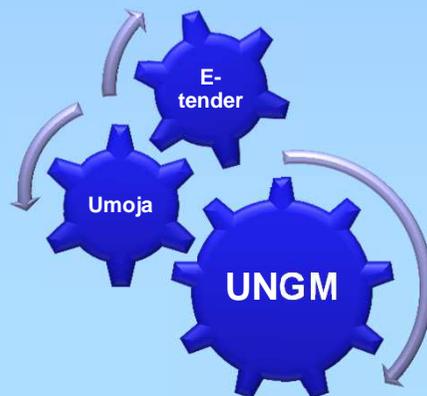
**Step 1: Register**

# UNGM Registration is Mandatory for UN/PD



UNITED NATIONS  
GLOBAL MARKETPLACE

## Welcome to the UNGM



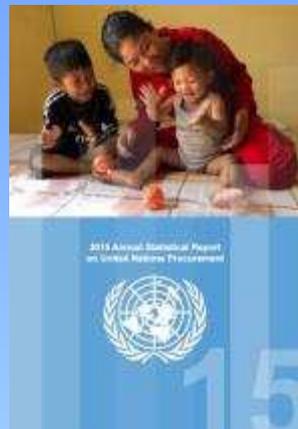
[www.ungm.org](http://www.ungm.org)



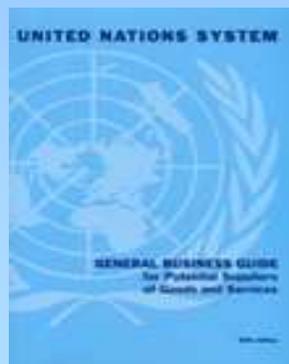


# Identify Relevant Agencies

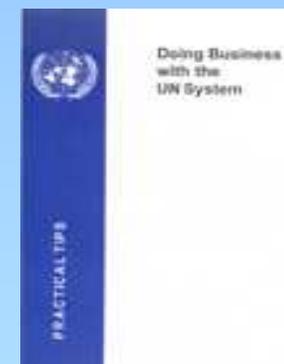
Annual Statistical Report on United Nations Procurement



General Business Guide



Practical Tips



<https://www.ungm.org/Public/KnowledgeCentre/Publications>





## Useful General Addresses

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

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

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

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

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

[www.unhcr.ch](http://www.unhcr.ch)

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

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

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

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

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

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

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

[www.wipo.int](http://www.wipo.int)

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

[www.itu.int](http://www.itu.int)

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

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

International Atomic Energy Agency

International Labour Organisation

International Trade Centre

UN Educational, Scientific and Cultural Organization

UN Populations Fund

UN High Commissioner for Refugees

UN Children's Fund

UN Industrial Development Organisation

UN Office for Project Services

UN Development Program

**UN Secretariat**

UN Relief and Works Agency

World Food Programme

World Intellectual Property Organisation

Food and Agricultural Organization

International Telecommunications Union

International Fund for Agricultural Development

United Nations Economic Commission for Africa





**Step 2: Identify business opportunities**



## Expression of Interest

United Nations Global Marketplace - Windows Internet Explorer

http://www.ungm.org/

United Nations Global Marketplace

 **United Nations Global Marketplace**  
guest

Home | Registration | Notices | UNCCS Codes | Member States | Knowledge Centre | About/Contact

**Login**

Username

Password

Remember me next time.

[Forgotten Password?](#)

**Links**

Supplying the UN Publications  
UN Useful Links  
UN System of Organizations  
Global Compact

### Welcome on the UNGM - United Nations Global Marketplace

- **REGISTER**  
Submit your company's details to UN agencies for approval to become a **potential supplier**. By registering on UNGM you ensure to be in the database that UN buyers use when searching for suppliers.
- **ACCESS BUSINESS OPPORTUNITIES**  
Access online to all **tender opportunities** published by UN agencies on UNGM as well as contract awards.
- **SUBSCRIBE TO THE TENDER ALERT SERVICE**  
Get **business opportunities** with the United Nations that match your company's goods or services delivered directly to your inbox

  
For UN Procurement Staff  
[Click here to register](#)

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





## Expression of Interest

UN Procurement Division

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Home
About Us
Vendors
Business Opportunities
Conditions of Contract
Awards

- Contacts
- Statistics
- Global Compact
- Employment
- FAQ
- Complaints
- Procurement Links
- Supplier Resources
- UN Procurement Mobile App

### Welcome to the United Nations Procurement Division (UNPD)

Welcome to the United Nations Procurement Division's website. To learn more [About Us](#) and the many opportunities this site offers please see the key features of each of the above listed options. The menu is specifically designed to meet the increasing demands of Vendors seeking registration and Business Opportunities with the UN. Information about the UN General [Conditions of Contract](#) and contract Awards is equally available at this site.

NEW **New version of UN Procurement Mobile App for iPhone/iPad/iPod launched**

The United Nations Procurement Division has launched the new version of its UN Procurement Mobile App for the iOS platform (iPhone/iPad/iPod) which should be available on your iOS device as an application update.

This new version adds access to statistics such as procurement volume by major commodity and top 20 countries. The added functionality will soon be made available to Android and BlackBerry users also.

Back 2011 Major Commodities

Commodity	Value	Percentage
Air Transportation Services	583M	27%
Architecture, Engineering & Construction Related Services	429	
Chemical & Petroleum Products	397	
Food Rations/Catering Services	242	
Hotel Accommodation & Services	242	

#### Procurement Division Bulletins

- ◆ Exhibit B to SOW Part I for RFPS-1706 Provision of Food Rations and Related Services to the United Nations Peacekeeping Force in Cyprus (UNFICYP)
- ◆ Exhibit B to SOW Part I for RFPS-1690 Provision of Food Rations and Related Services to the United Nations Disengagement Observer Force (UNDOF)
- ◆ Guidelines and Complaint Form
- ◆ Procurement Manual Rev. 6 (March 2010)
- ◆ **IMPORTANT VENDOR ALERT!**
- ◆ Debriefing and Procurement Challenges
- ◆ Vendor Letter
- ◆ Separation of the Financial and Technical Proposals
- ◆ New Developments - New Information Products on Business Opportunities/ Registration
- ◆ Article outlining the evolution of UN Secretariat Procurement practices
- ◆ Doing Business with the United Nations Secretariat
- ◆ Open Letter to Vendors - Zero Tolerance Policy for Gifts/Hospitality
- ◆ Vendor Registration "One-Step" fully "On-Line"

www.un.org/depts/ptd



## UN Procurement Mobile App

- Real-Time access to business opportunities such as EOIs.
- Procurement Statistics.
- Convenient sharing and contact functionality.
- Mobile access to resources such as the Procurement Manual.



<https://market.android.com/details?id=org.UN.PD.MobileApp>



<http://itunes.apple.com/us/app/un-procurement/id473333632>



# Example

EOIUNMICT10981	Supply and Installation of Fence Security Topping	Safety & Security	15 April 2015	20 May 2015	<a href="#">Download PDF file</a>
EOIUNMISS11008	Provision of Inmarsat BGAN and SIM Card Services to UNMISS	Information Technology	27 April 2015	20 May 2015	<a href="#">Download PDF file</a>
EOIUNMICT10982	Supply and Installation of Road Barriers	Safety & Security	15 April 2015	21 May 2015	<a href="#">Download PDF file</a>
EOIMONUSCO11046	Provision of Tractors (Grass Cutter) to be delivered in Entebbe, Uganda	Vehicles	07 May 2015	21 May 2015	<a href="#">Download PDF file</a>
EOIUNGSC11050	Provision of Warehouse equipment and miscellaneous to UNGSC, Brindisi- Italy	Miscellaneous	07 May 2015	21 May 2015	<a href="#">Download PDF file</a>
EOIUNAMI11043	Provision of Installation, Maintenance and Repair of X-ray Machines and Walk Through Metal Detectors in UNAMI Premises, BIAP, Iraq	Safety & Security	08 May 2015	22 May 2015	<a href="#">Download PDF file</a>
EOIJM611005	Provision of an Aero-medical Team (excluding plane) in Bamako, Mali	Safety & Security	24 April 2015	22 May 2015	<a href="#">Download PDF file</a>
EOIUNMICT10979	Supply and Installation of Blast Resistant Anti-Shatter Film (ASF)	Miscellaneous	15 April 2015	22 May 2015	<a href="#">Download PDF file</a>
EOICP11006	Interior Construction Services for Flexible Workplace Project in Secretariat Building and 304 E 45th Street Building (FF) at United Nations Headquarters in New York	Construction	23 April 2015	22 May 2015	<a href="#">Download PDF file</a>
EOIUNMISS11039	Supply and Delivery of HIV PEP Test kits to UNMISS HIV/AIDS Units	Safety & Security	06 May 2015	22 May 2015	<a href="#">Download PDF file</a>
EOIUNIFIL11073	Request for Expression of Interest for the Provision of SIM Cards for Voice and Data Services:	Communications	12 May 2015	23 May 2015	<a href="#">Download PDF file</a>
EOIUNAMI11070	Provision of Maintenance, Testing and Refilling/Services of Fire Extinguishers at UNAMI Compound in Baghdad, Iraq.	Miscellaneous	11 May 2015	25 May 2015	<a href="#">Download PDF file</a>
EOIUNFICYP11023	Provision of Mobile GSM Voice, Data and Associated Support Services, including provision of handsets.	Communications	04 May 2015	25 May 2015	<a href="#">Download PDF file</a>
EOIUNDOF11082	Supply and delivery of various house appliances to UNDOF	Miscellaneous	12 May 2015	25 May 2015	<a href="#">Download PDF file</a>
EOIUNGSC11022	Long Term Contract for the Provision of Cleaning Services at the UNGSC/UNSB premises in Valencia, Spain	Building Maintenance	04 May 2015	25 May 2015	<a href="#">Download PDF file</a>
EOIMINUSMA11100	Provision of Promotional Items for Public Information Furniture de Mat&u00e9riaux et	Miscellaneous	15 May	25 May	<a href="#">Download</a>

# Example

**Title of the EOI:**

Provision of an Aero-medical Team (excluding plane) in Bamako, Mali

**Date of this EOI:** 24 April 2015

**Closing Date for Receipt of EOI at PD:** 22 May 2015

**EOI Number:** EOIJM611005

**Address EOI response by fax or e-mail for the Attention of:** Jonathan Morgan

**Fax Number:**

**E-mail Address:** morgan8@un.org

**UNSPSC Code:** 85101600, 85121600, 85121700

## DESCRIPTION OF REQUIREMENTS

The United Nations Multidimensional Integrated Stabilization Mission in Mali (MINUSMA) is seeking services from a qualified Aero Medical Evacuation Team (AMET) service provider, with a proven track record, to support its operational requirements. This service is to be available on a 24/7 “as and when required” basis, based in Bamako, in support of deployed MINUSMA troops, police, civilian staff in Mali and any other authorized personnel into any medical facilities within the country or any other countries authorized by MINUSMA.

The Mission will provide a dedicated plane (and pilot). The vendor would need to provide a minimum service requirement of two (2) Doctors and two (2) nurses and three (3) paramedics. The vendor will also be expected to provide the relevant equipment needed for an air ambulance (stretcher, ventilator, oxygen etc).

The vendor must be able to deploy within a short time frame. The proposed Contract would be for a period of twelve months with two optional extension periods of a further twelve months each.



# Example

**Title of the EOI:**

Long Term Contract for the Provision of Cleaning Services at the UNGSC/UNSB premises in Valencia, Spain

**Date of this EOI:** 4 May 2015

**Closing Date for Receipt of EOI:** 25 May 2015

**EOI Number:** EOIUNGSC11022

**Address EOI response by fax or e-mail for the Attention of:** Graziella Baldassarre

**Fax Number:** +39 0831 056034

**E-mail Address:** unlb-procurement@un.org

**UNSPSC Code:** 76111500

## DESCRIPTION OF REQUIREMENTS

The United Nations Global Service Centre/United Nations Logistics Base (UNSGC/UNLB) requires the services of an appropriately qualified contractor for a Long term Contract (initial 3 year period with two optional 1 year extensions for a maximum 5 year period) for the Provision of Cleaning Services at the United Nations Support Base (UNSB) in Valencia, Spain.

The provision of cleaning services includes labour, supervision, materials, Cleaning Supplies (minimum stock of two months of supplies shall be kept at the UNGSC/UNSB such as disinfection, disinfectant, sanitization, antiseptic products) and the relevant Equipment (tools, kits, apparatus, appliances etc., i.e. mop-tanks, waste paper hampers, mops, pails, brooms, window cleaner belts, chamois, squeegees, rags, sponges, power driven floor scrubbing machines, back pack vacuum, high dusting equipment, industrial floor and upholstery vacuum cleaners and all necessary motor trucks) necessary to maintain cleanliness of the Premises which shall not be limited to the following spaces:

- Internal Office Space and Data Center (including cleaning of bathrooms and windows): Approximately 8000 sqmts



# Example

## COMPANY INFORMATION

UN Global Market Place (UNGM) Vendor ID Number\*:

Legal Company Name (Not trade name or DBA name) \*:

Company Contact \*:

Address \*:

City \*:

State :

Postal Code \* :

Country \*:

Phone Number \*:

Fax Number \*:

Email Address \*:

Company Website:

We declare that our company fully meets the prerequisites A, B, C, D, E and F, for eligibility to register with the United Nations as outlined in the paragraph 1 of the EOI INSTRUCTIONS page.

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

Name and Title : \_\_\_\_\_





**Step 3: Prepare a good proposal**



## Thresholds/Award for types of solicitation

- Up to [40,000 USD]  
Local, informal, simplified acquisition procedure  
**Requests for Quotation (RFQ)**
- Above [40,000 USD]  
**Invitation to Bid (ITB) and Request for Proposal (RFP)**  
Open and formal: advertised (on the web) generally larger shortlist  
(minimum 6 potential bidders)  
Public bid opening





## ITB

- Standard and clear specs
- Over USD 40,000
- FR105.15(a): Qualified bidder with lowest cost
- Examples:
  - Body armour
  - Helmets
  - Metal detectors





## RFP

- Goods and Services that cannot be quantitatively or qualitatively Expressed in sufficient detail.
- Over USD 40,000
- FR105.15(b): qualified proposer with the most responsive proposal
- Examples:
  - Any turnkey Contract
  - Construction
  - Consultancies





**Step 4: If unsuccessful, ask for a debrief**



## Summary

- The UN is a complex system of many independent customers
- Business opportunities are poured into [www.ungm.org](http://www.ungm.org)
- Vendors should be proactive when looking for business opportunities at the various sites
- It is important to know the differences between an ITB and an RFP in order to put together a proposal successfully





**Any Questions ?**