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United Nations Secretariat
Procurement Division
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OVERVIEW OF THE UN SYSTEM & PROCUREMENT PROCEDURES

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A. Overview of the United Nations Procurement System

UN Procurement System

UN Procurement Division Statistics

B. Overview of the UN Procurement Procedures

C. Questions



A. Overview



A.1 UN System of Organisations





Overview

- The United Nations is not a single organisation, it is made up of a variety of organizational entities:
 - Funds & Programmes
 - Specialised Agencies,
 - Secretariat: UNHQs, Offices Away From Headquarters, commissions, tribunals and field peacekeeping missions.
- Each organization has a distinct and separate mandate covering the political, economic, social, scientific, humanitarian, and technical fields.
- Each organisation is a market in itself - different functions, characteristics and requirements





The United Nations System

UN Principal Organs

General Assembly

Security Council

Economic and Social Council

Secretariat

International Court of Justice

Trusteeship Council⁵

Subsidiary Bodies

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

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

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

EOSSG 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

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

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
UNRWA¹ 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

Research and Training Institutes

UNICRI United Nations Interregional Crime and Justice Research Institute
UNIDIR¹ United Nations Institute for Disarmament Research

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

Related Organizations

CTBTO PrepCom Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization
IAEA² International Atomic Energy Agency
OPCW Organisation for the Prohibition of Chemical Weapons
WTO³ World Trade Organization

Specialized Agencies⁴

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:

¹ UNRWA and UNIDIR report only to the General Assembly.

² IAEA reports to the Security Council and the General Assembly.

³ WTO has no reporting obligation to the General Assembly (GA) but contributes on an ad hoc basis to GA and ECOSOC work inter alia on finance and developmental issues.

⁴ Specialized agencies are autonomous organizations working with the UN and each other through the coordinating machinery of ECOSOC at the inter-governmental level, and through the Chief Executive Board for Coordination (CEB) at the inter-secretariat level. This section is listed in order of establishment of these organizations as specialized agencies of the United Nations.

⁵ The Trusteeship Council suspended operation on 1 November 1994 with the independence of Palau, the last remaining United Nations Trust Territory, on 1 October 1994.



- **United Nations Development Programme (UNDP)**

Major goods/services: Telecommunications, electrical, laboratory and agricultural equipment, Medical supplies and equipment, Water supply systems, Pharmaceuticals, Educational, training and social services

- **United Nations Children's Fund (UNICEF)**

Major goods/services: Vaccines/biologicals, Pharmaceuticals, Educational supplies
Medical supplies and equipment, Water and sanitation, Bed nets

- **World Food Programme (WFP)**

Major goods/services: Food, Transport, Warehousing and Logistics, Vehicles, IT Equipment, Communication Equipment

UN Funds & Programmes



- **Food and Agriculture Organization (FAO)**

Major goods and services: Chemicals, Grain mill products, starches & starch products, Agricultural produce, Machinery, special purpose, Transport equipment, Animals and animal products

- **World Health Organization (WHO)**

Major goods and services: Pharmaceutical products & Vaccines, X-ray/Radiological apparatus, Administrative supplies, office furniture, Laboratory supplies, equipment and instruments, Medical and surgical equipment, Transport, HIV Test Kits, Dental instruments and appliances

UN Specialized Agencies



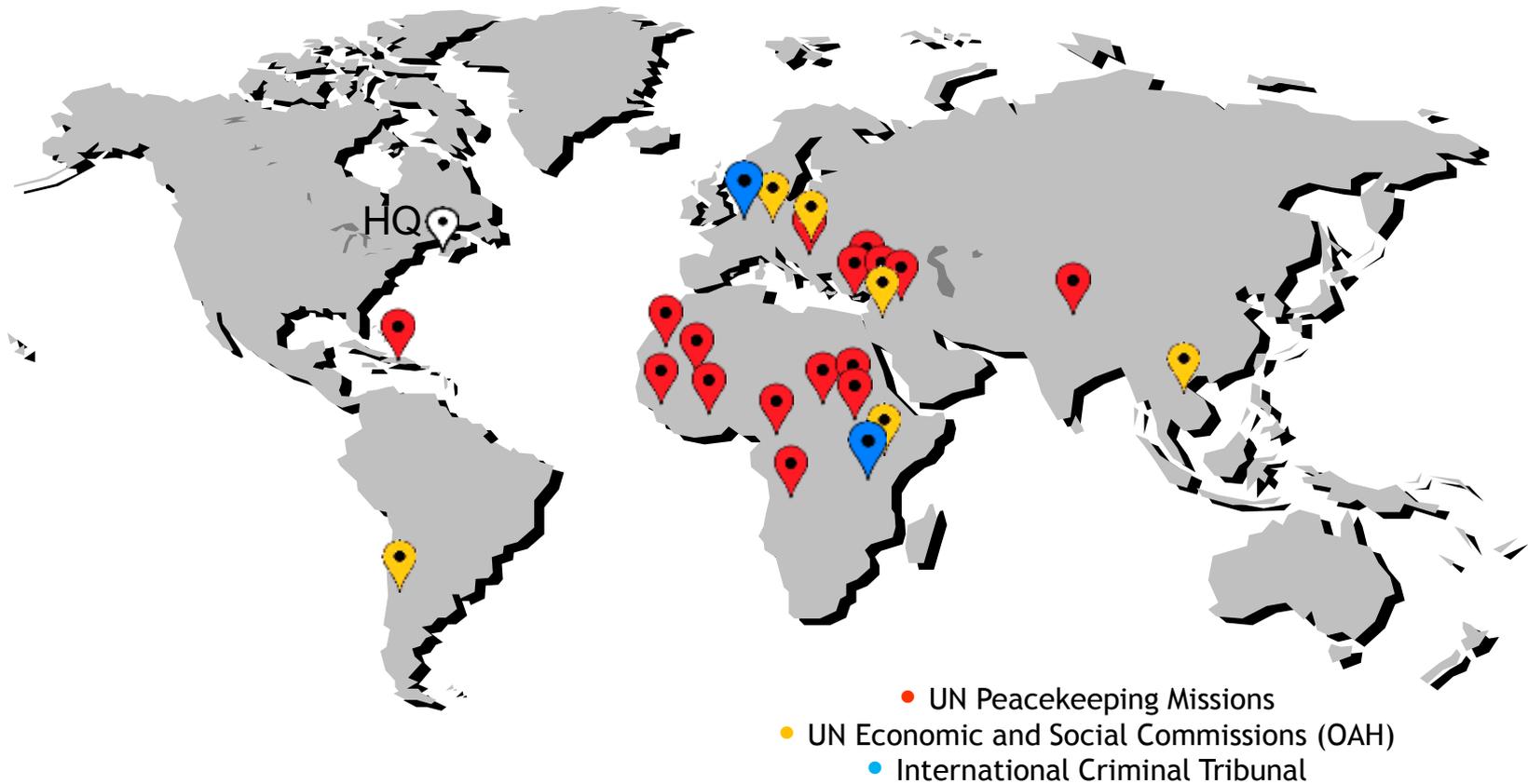
Useful General Addresses

www.iaea.org
www.ilo.org
www.intracen.org
www.unesco.org
www.unfpa.org
www.unhcr.ch
www.unicef.org
www.unido.org
www.unops.org
www.undp.org
www.un.org
www.unrwa.org
www.wfp.org
www.wipo.int
www.fao.org
www.itu.int
www.ifad.org
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



The United Nations Secretariat - Area of operation





Overview

EACH ORGANISATION.....

- has its own specific requirements for goods and services
- may conduct its own procurement activities
- follows, in general, common principles for procurement rules and regulations
- constitutes a separate and distinct customer/partner
- has its own tempo, portfolio, specific characteristics

YOU MUST LEARN ABOUT IT





A.2 Statistics (UN Procurement Division)



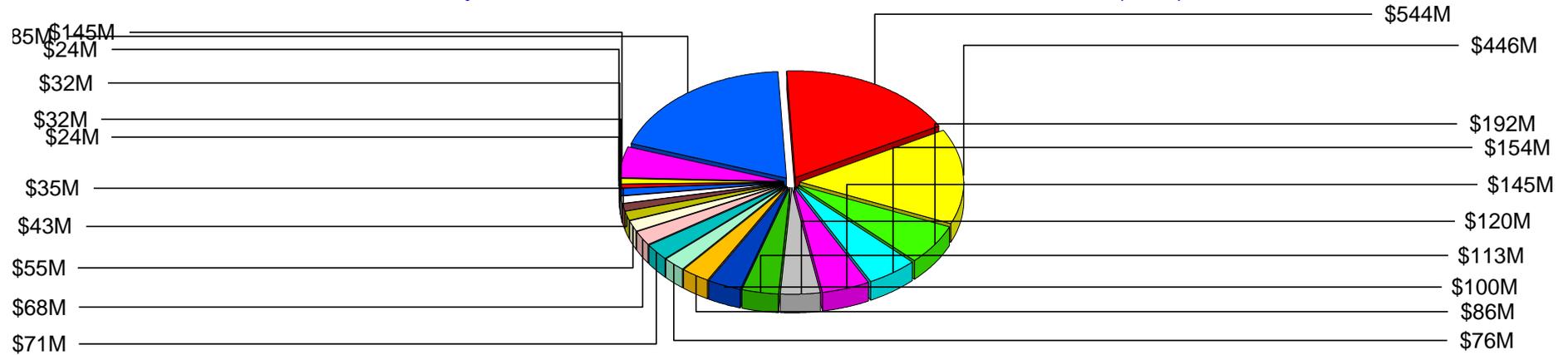
New York HQs and Field Missions: types of Goods and Services

- Air Transportation Services
- Chemical & Petroleum Products
- Telecommunication Equipment & Services
- Food Rations & Catering Services
- Motor Vehicles/Parts & Transportation Equipment
- Computer Equipment and Services
- Logistics & Freight Forwarding
- Prefabricated Buildings
- Inspection & Related Services
- Architecture, Engineering & Construction Related Services
- Electrical Apparatus & electronic component
- Real Estate Lease & rental
- Banking & Investment
- Security Equipment
- Pharmaceutical products and vaccines
- Medical Equipment



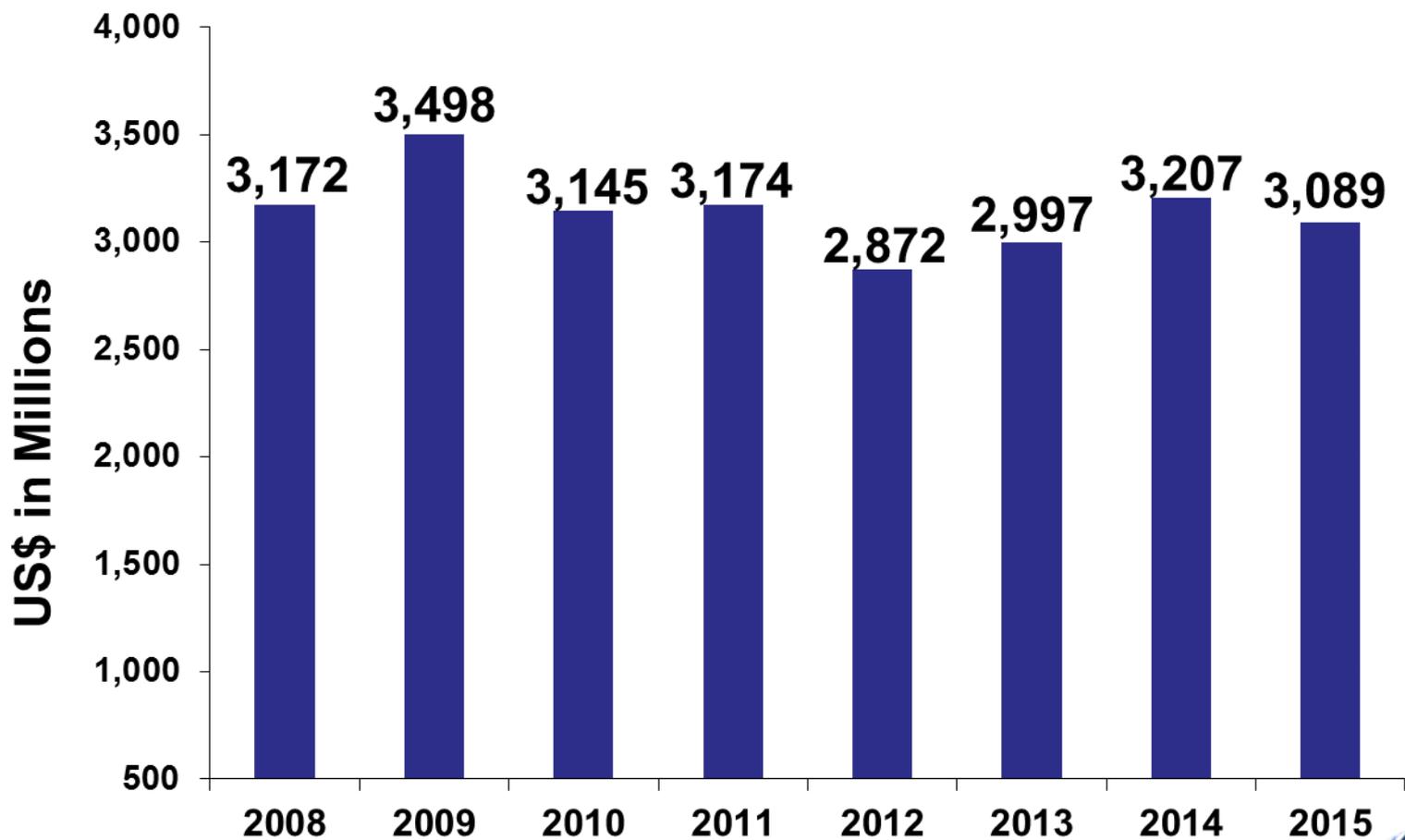
Procurement Division

Major Goods and Services Purchased in 2015 in Millions (US\$)



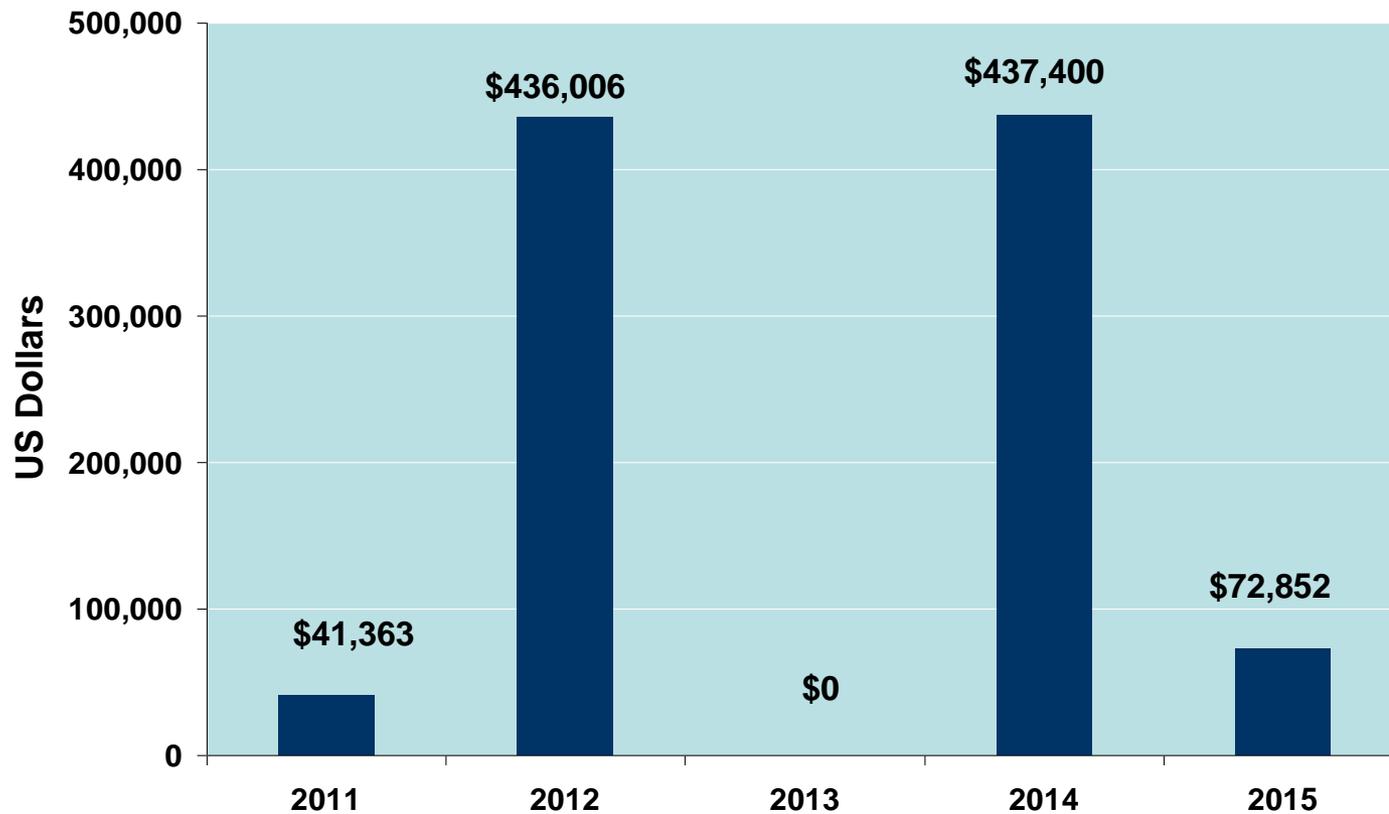
■ Air Transportation Services	\$585M	18.9%
■ Chemical & Petroleum Products	\$544M	17.6%
■ Food Rations/Catering Services	\$446M	14.4%
■ Freight Forwarding & Delivery Services	\$192M	6.2%
■ Architecture, Engineering & Construction Related Services	\$154M	5.0%
■ Telecommunication Equipment & Services	\$145M	4.7%
■ Rental & Lease	\$120M	3.9%
■ Computer & Information Technology Related Services	\$113M	3.7%
■ Prefabricated Buildings	\$100M	3.2%
■ Motor Vehicles/Parts & Transportation Equipment	\$86M	2.8%
■ EDP Equipment and Maintenance Services	\$76M	2.5%
■ Security & Safety Equipment & Services	\$71M	2.3%
■ Cleaning & Waste Disposal Services	\$68M	2.2%
■ Building Management & Maintenance	\$55M	1.8%
■ Travel and Related Services	\$43M	1.4%
■ Management Services	\$35M	1.1%
■ Miscellaneous	\$32M	1.0%
■ Medical Items, Precision & Measuring Instruments	\$32M	1.0%
■ Electrical Apparatus; Electronic Components	\$24M	0.8%
■ Machinery & Parts	\$24M	0.8%
■ Others	\$145M	4.7%
Total:	\$3,089M	100.0%

Procurement Trend of UN/PD 2008-2015





Business Placed with Polish Suppliers with UNPD, 2011-2015 (in US \$)





B. Overview of UN Procurement System Procedure



Common Guidelines for UN Procurement system

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

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

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





UN Vendor Sourcing

- Competitive suppliers of previous procurement exercises
- Past performance
- Suppliers of the required goods or services, found on the UN Global Market (UNGM)
- Codification (UNSPSC)
- Automatic tender reference for UN Procurement Division
- Through calls for Expression of Interest (EOI)
- Search of World Wide Web
- Trade Missions, Chambers of Commerce
- Information exchange with other UN Agencies



SAMPLE OF EXPRESSION OF INTEREST (EOI) FORM

To be filled by the Vendor (All fields marked with an '*' are mandatory)

COMPANY INFORMATION

UN Vendor ID Number**:	UNGM Vendor ID Number*:
Company Name *:	
Company Contact *:	
Address *:	
City *:	
Country *:	
Telephone Number *:	
Fax Number *:	
Email Address:	
Company Website:	

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

Signature: _____

Date: _____

Name and Title: _____

**** If not already registered with UN Procurement Division, please use the following URL to register at United Nations Global Marketplace (UNGM): www.ungm.org. Registration at UNGM is mandatory for responding to this EOI. The following information is available about the registration process.**





Expression of Interest and Types of Solicitation

- **Expression of Interest (EOI)**
- **Request for Quotation (RFQ)**
- **Invitation to Bid (ITB)**
- **Request for Proposal (RFP)**





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
- Contract award – Contract authority
Review and recommendation by independent body for higher value contracts





Bid Evaluation Criteria (not exhaustive list)

- Acceptance of UN payment terms, terms & conditions, contract template, liability, legal capacity, etc.
- Delivery Terms
- Delivery Time
- Technical Requirements
- Recognized International Standards or similar
- Supporting Documentation
- Proven Production Capacity & Financial Strength
- Warranty Conditions
- Appropriate After-sales Service
- Previous Contract References
- Price (life cycle cost)





Common General Terms & Conditions

- UN General Clauses Conditions of Contracts for Goods, Services, Combination, Construction
- Most provisions are common within the UN procurement system, however some provisions may vary in text depending on individual agency requirements.
- Potential suppliers are encouraged to familiarise themselves with the UN Terms & Conditions (UNGCC)
 - Immunity & Privileges
 - Bid and Performance bonds
- UN Supplier Code of Conduct



Practical Tips

General

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

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
- 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, indicate page number for the required document

Bid Submission

- Meet deadline
- Attend public bid openings

Remember

- Learning process
- At EOI stage – if not fully compliant partner with other companies
- Check Contract Award Notices

Contract Award Notices



UNITED NATIONS
GLOBAL MARKETPLACE

Search contract awards

- Home
- About UNGM
- Registration process
- Code of conduct
- Terms & Conditions
- Tender notices
- > [Contract awards](#)
- Centre de connaissances
- UNSPSC
- FAQs
- Press release

Title

Description

Reference

Supplier

Award Date between and

Showing awards 1 to 15 of 2061

Title	Vendor
For the provision of Video Animation for Polar Prediction	ROOFTOP VIDEO PRODUCTIONS CC



Procurement Division

HOME ▾ VENDORS ▾ BUSINESS OPPORTUNITIES ▾ AWARDS ▾ STATISTICS ABOUT

you are here > Awards > HQ Contracts

HQ Contracts

in the HQ Contracts and the Peacekeeping Contracts web pages, the

Year of Start Date: 2016 ▾ Month of Start Date: Oct ▾

Commodity Group: - Any - ▾ Items per page: 10 ▾

Vendor Name	Country	Contract No.	Commodity Group	Start Date
AVIACON ZITOTRANS AIR COMPANY	Russian Federation	PD/C0167/16	Air Transportation	01 Octob 2016
BAKER TILLY VIRG				Octob

- AWARDS
- HQ Purchase Orders
- HQ Contracts
- Peacekeeping Purchase Orders
- Peacekeeping Contracts

www.ungm.org

www.un.org/Depts/ptd



Key Features of the UN Secretariat

- Generalist procurement organization
- World wide operation
- Previous procurement principles apply plus “zero tolerance policy”
- Additional provisions for internal control, e.g. post employment and risk management
- Easy registration process (next brief)
- Detailed general and specific information available at: <http://www.un.org/depts/ptd/contact.htm>

Your commitment – Our Support - Your success !





Bid & Vendor Review

The United Nations Secretariat Procurement Division is committed to the continuous improvement of its operations and relationships with the vendor community.

- Award Review Board
- Senior Vendor Review Committee





UNPD launches new website

The United Nations Procurement Division website is a meeting point for current and potential UN Suppliers, Requisitioning Offices, UN Member States and UN staff members, and other parties...

[Read more](#)

UNPD launches new website

Chief Procurement Officers meet in New York for annual conference

Business Seminars: learn more about business opportunities with the UN

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.

Top Stories

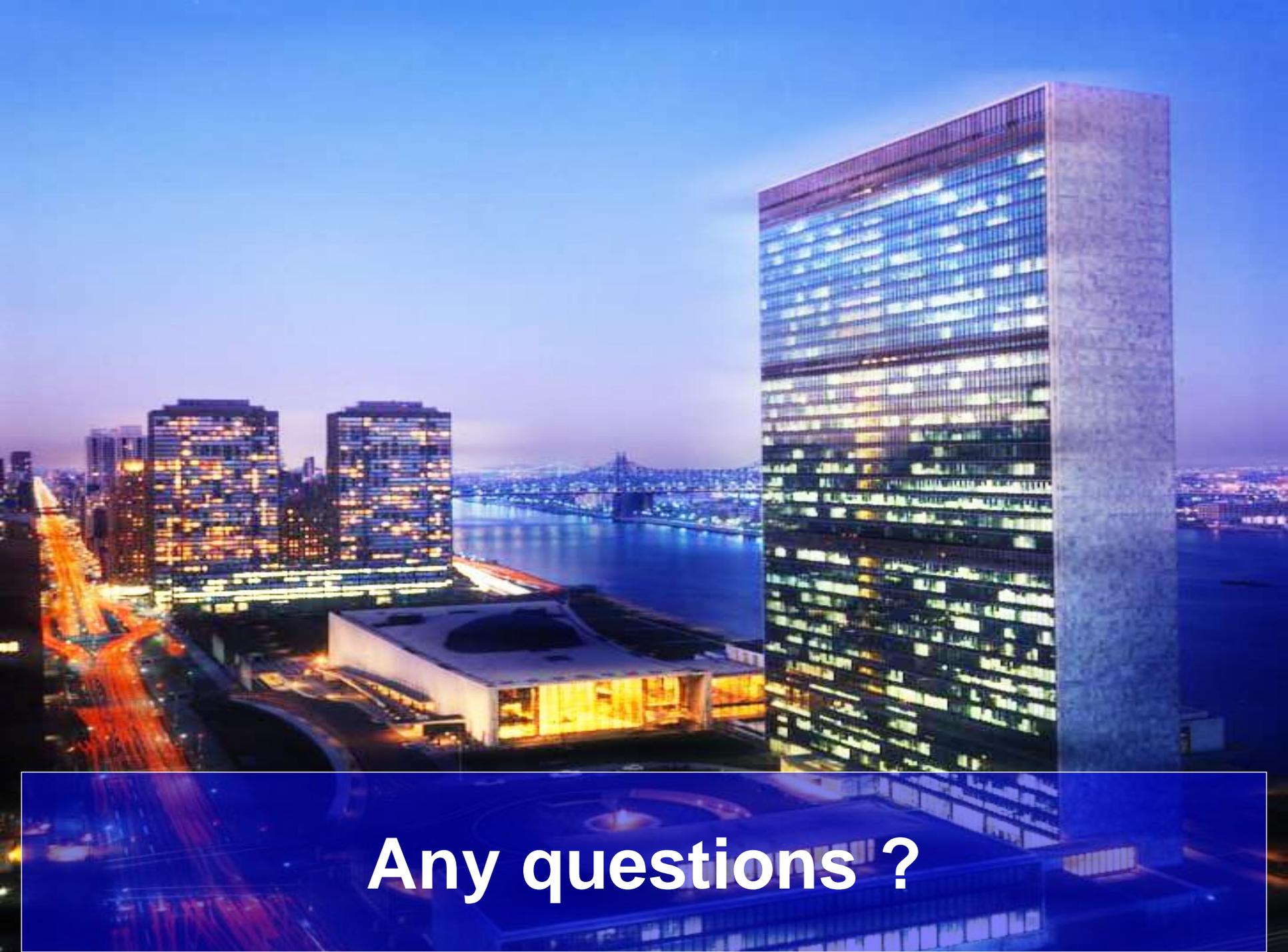
UNPD launches new website

Thursday, 3 July 2014

The United Nations Procurement Division website is a meeting point for current and potential UN Suppliers, Requisitioning Offices, UN Member States and UN staff members, and other parties...

Latest Bulletins

- 23 Apr 14 - Updated UN responses to the questions from Air Charter Conference (18 Dec 2013):...
- 03 Apr 14 - Registration for Air Transportation Companies (01 December 2013):...
- 18 Dec 13 - Air Charter Conference (18 Dec 2013): presentation and form for...
- 03 Oct 13 - Updated: Transition in solicitation methodology for long-term air...
- 30 Jul 13 - ICAO Study on transition in solicitation methodology for air charter...



Any questions ?