

Dear Registered and Potential Vendors,

As we approach the end of the year, it is appropriate that we reflect on key issues that are of paramount importance to the UN Secretariat Procurement Division and its operations around the globe.

In this regard, we would like to bring to your attention the following policy, publications and tools:

- The provisions of the UN Supplier Code of Conduct to ensure successful working relations with the United Nations at: http://www.un.org/depts/ptd/pdf/conduct_english.pdf.
 - The “**zero tolerance**” that strictly prohibits the acceptance of any type of gift (calendar, pens, mug, etc.) and/or hospitality by UN Staff members participating in the procurement process.
 - The General Bulletin on “Post Employment Restrictions”.
- The revised terms and conditions of UN General Clauses on Contract (UNGCC) at: <http://www.un.org/depts/ptd/conditions.htm>
- The pre-requisites of vendor registration in the UN Global Market Place (UNGM) at: <http://www.ungm.org>.
- The vendor outreach programmes conducted by the UN Secretariat: Vendors from developing countries and countries with economies in transition are encouraged to register via the UNGM website and select the UN Secretariat - Procurement Division (UN/PD). A Cooperation Agreement with the International Chamber of Commerce - World Chamber Federation (ICC WCF) has been signed and should facilitate contacts between local ICC and the vendors. Vendors are therefore encouraged to contact their ICC Representatives for assistance with the vendor registration process.
http://www.un.org/Depts/ptd/new_developments.htm
- Vendors should know by now about the new streamlined registration process that the UN Secretariat has institutionalized to ease the process. The revised process is posted on the PD web site and UNGM. We would also like to remind and encourage all vendors who are interested to bid in response to Expressions Of Interest (EOI) or tender documents to upgrade their registration levels (Level 1 to 4) to the level that matches the

estimated value of contract award that they contemplate. Updating of registration information is a must and should be a continuous effort on the part of vendors so as to ensure that information on file reflects the latest commercial, technical and capacity status of the vendors.

The UN Secretariat Procurement Division is committed to the continuous improvement of its operations and relationships with the vendor community. We are therefore pleased to announce a number of new initiatives which will be launched in 2010:

- Revised and simplified language for the Request for Quotation (RFQ), Request for Proposal (RFP) and Invitation to Bid (ITB) solicitations;
- Establishment of a pilot Award Review Board for procurement challenges;
- Greater cooperation between the ICC-WCF and the UN Secretariat Procurement Division, in training ICC-WCF Staff about registration process and requirements;
- Establishment of a Senior Vendor Review Board to review cases and provide independent advice in cases of allegations of fraud, corruption or unethical behavior.

Your attention and continued interest in supporting the United Nations Secretariat Procurement is valued and highly appreciated.

Yours sincerely,

(original signed)

Paul Buades
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Procurement Division