

➤ Registration of Suppliers

All potential suppliers in the UN University are encouraged to register in the United Nations Global Marketplace (UNGM) at <http://www.ungm.org>. The advantage of being an official UN Supplier is that the UN University will be able to seek purchases from your company. As a registered UN Supplier, your company will automatically be a recipient of solicitation documents which are related to your scope of business.

Local suppliers anticipated to be awarded contracts under the informal solicitation process and low value/direct procurement may contact your local UN University office to find out how to register as a UN Supplier.

For formal solicitation processes (e.g. Invitation to Bid or Request for Proposal), Suppliers may be requested under the solicitation documents to complete a Supplier Registration Form and provide the following information and documents in the English language:

1. Certified/audited copy of your Company's latest Balance Sheet and Income Statement or Annual Report to Shareholders
2. Current and valid copy of certificate of incorporation/business certificate or national equivalent
3. Confirmation of Payment terms
4. Letters of reference from at least two (2) clients to whom your company has provided goods/services over the past 12 months
5. Year established (minimum of 3 years required)
6. Copy of latest ISO Certificate or equivalent (if any)

Each application will be evaluated by the UN University on the basis of experience, ability to perform, relevance of the goods or services and financial soundness of the vendor. Applicants may provide one set of catalogues or short-form specifications concerning its products, if required.