OVERVIEW OF THE UN SYSTEM
& PROCUREMENT PROCEDURES

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Procurement Division
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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
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.
- **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

  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
- **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
Useful General Addresses

www.iaea.org  International Atomic Energy Agency
www.ilo.org  International Labour Organisation
www.intracen.org  International Trade Centre
www.unesco.org  UN Educational, Scientific and Cultural Organization
www.unfpa.org  UN Populations Fund
www.unhcr.ch  UN High Commissioner for Refugees
www.unicef.org  UN Children’s Fund
www.unido.org  UN Industrial Development Organisation
www.unops.org  UN Office for Project Services
www UNDP  UN Development Program
www.UN  UN Secretariat
www.unrwa.org  UN Relief and Works Agency
www.wfp.org  World Food Programme
www.wipo.int  World Intellectual Property Organisation
www.fao.org  Food and Agricultural Organization
www.itu.int  International Telecommunications Union
www.ifad.org  International Fund for Agricultural Development
www.uneca.org  United Nations Economic Commission for Africa
The United Nations Secretariat - Area of operation

- UN Peacekeeping Missions
- UN Economic and Social Commissions (OAH)
- International Criminal Tribunal
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$)

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount (US$)</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Transportation Services</td>
<td>$585M</td>
<td>18.9%</td>
</tr>
<tr>
<td>Chemical &amp; Petroleum Products</td>
<td>$544M</td>
<td>17.6%</td>
</tr>
<tr>
<td>Food Rations/Catering Services</td>
<td>$446M</td>
<td>14.4%</td>
</tr>
<tr>
<td>Freight Forwarding &amp; Delivery Services</td>
<td>$192M</td>
<td>6.2%</td>
</tr>
<tr>
<td>Architecture, Engineering &amp; Construction Related Services</td>
<td>$154M</td>
<td>5.0%</td>
</tr>
<tr>
<td>Telecommunication Equipment &amp; Services</td>
<td>$145M</td>
<td>4.7%</td>
</tr>
<tr>
<td>Rental &amp; Lease</td>
<td>$120M</td>
<td>3.9%</td>
</tr>
<tr>
<td>Computer &amp; Information Technology Related Services</td>
<td>$113M</td>
<td>3.7%</td>
</tr>
<tr>
<td>Prefabricated Buildings</td>
<td>$100M</td>
<td>3.2%</td>
</tr>
<tr>
<td>Motor Vehicles/Parts &amp; Transportation Equipment</td>
<td>$86M</td>
<td>2.8%</td>
</tr>
<tr>
<td>EDP Equipment and Maintenance Services</td>
<td>$76M</td>
<td>2.5%</td>
</tr>
<tr>
<td>Security &amp; Safety Equipment &amp; Services</td>
<td>$71M</td>
<td>2.3%</td>
</tr>
<tr>
<td>Cleaning &amp; Waste Disposal Services</td>
<td>$68M</td>
<td>2.2%</td>
</tr>
<tr>
<td>Building Management &amp; Maintenance</td>
<td>$55M</td>
<td>1.8%</td>
</tr>
<tr>
<td>Travel and Related Services</td>
<td>$43M</td>
<td>1.4%</td>
</tr>
<tr>
<td>Management Services</td>
<td>$35M</td>
<td>1.1%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$32M</td>
<td>1.0%</td>
</tr>
<tr>
<td>Medical Items, Precision &amp; Measuring Instruments</td>
<td>$32M</td>
<td>1.0%</td>
</tr>
<tr>
<td>Electrical Apparatus; Electronic Components</td>
<td>$24M</td>
<td>0.8%</td>
</tr>
<tr>
<td>Machinery &amp; Parts</td>
<td>$24M</td>
<td>0.8%</td>
</tr>
<tr>
<td>Others</td>
<td>$145M</td>
<td>4.7%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$3,089M</td>
<td>100.0%</td>
</tr>
</tbody>
</table>
Procurement Trend of UN/PD 2008-2015

<table>
<thead>
<tr>
<th>Year</th>
<th>Procurement in Millions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td>3,172</td>
</tr>
<tr>
<td>2009</td>
<td>3,498</td>
</tr>
<tr>
<td>2010</td>
<td>3,145</td>
</tr>
<tr>
<td>2011</td>
<td>3,174</td>
</tr>
<tr>
<td>2012</td>
<td>2,872</td>
</tr>
<tr>
<td>2013</td>
<td>2,997</td>
</tr>
<tr>
<td>2014</td>
<td>3,207</td>
</tr>
<tr>
<td>2015</td>
<td>3,089</td>
</tr>
</tbody>
</table>
Business Placed with Polish Suppliers with UNPD, 2011-2015 (in US $)

- 2011: $41,363
- 2012: $436,006
- 2013: $0
- 2014: $437,400
- 2015: $72,852

US Dollars
B. Overview of UN Procurement System Procedures
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

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

Clear All

Showing awards 1 to 15 of 2061

Title
Vendor

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

www.ungm.org

Procurement Division

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

You are here > Awards > HQ Contracts

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

NAVIACON ZITOTRANS AIR COMPANY
Russian Federation
PD/C0167/16
Air Transportation
01 October 2016

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](http://www.un.org/depts/ptd/contact.htm)

Your commitment – Our Support - Your success!
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
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...
Any questions?