A. Overview of the UN Procurement
   A.1. UN Procurement Statistics
   A.2. How to Identify Opportunities
   A.3. General UN Procurement Procedures

B. United Nations Secretariat Procurement Division

C. The UN Global Compact
A. Overview
Overview

- The United Nations 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.
- 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
- **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
Identify Relevant Agencies

Annual Statistical Report on United Nations Procurement

https://www.ungm.org/Public/KnowledgeCentre
The United Nations Secretariat - Area of operation

- UN Peacekeeping Missions
- UN Economic and Social Commissions (OAH)
- International Criminal Tribunal
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.org  UN Development Program
www.un.org  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
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.1 Statistics (UN procurement system)
Total UN Procurement of Goods and Services – UN system (US$ M), 2011-2017

<table>
<thead>
<tr>
<th>Year</th>
<th>Goods</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>14,276</td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td>15,372</td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td>16,083</td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td>17,237</td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td>17,575</td>
<td></td>
</tr>
<tr>
<td>2016</td>
<td>17,713</td>
<td></td>
</tr>
<tr>
<td>2017</td>
<td>18,622</td>
<td></td>
</tr>
</tbody>
</table>
UNPD Procurement Volume 2012 to 2018

Volume

In USD (Millions)

Year

2012: 2,872
2013: 2,997
2014: 3,207
2015: 3,089
2016: 3,233
2017: 3,070
2018: 3,026
Major commodities procured by UNPD in 2018

In USD (Millions)

- Air Transport: 461.7
- Fuels: 41...
- Food & Catering: 379.1
- ICT: 369.1
- Building & Construction: 249.6
- Transportation & Storage: 157.8
- Travel: 157.4
- Real Estate: 156.2
- Security: 91.8
- Vehicles: 80.0
Major Items procured by the UN procurement system

<table>
<thead>
<tr>
<th>Goods</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food</td>
<td>Air Charter Services</td>
</tr>
<tr>
<td>Pharmaceutical Supplies</td>
<td>Security &amp; Safety Services</td>
</tr>
<tr>
<td>Vehicles</td>
<td>Engineering Services</td>
</tr>
<tr>
<td>Computers and Software</td>
<td>Construction</td>
</tr>
<tr>
<td>Shelter and Housing</td>
<td>Corporate Services</td>
</tr>
<tr>
<td>Telecommunications Equipment</td>
<td>Freight Services</td>
</tr>
<tr>
<td>Laboratory Equipment</td>
<td>Printing Services and Equipment Rental</td>
</tr>
<tr>
<td>Fuel (POL)</td>
<td>Consultancy Services</td>
</tr>
<tr>
<td>Building Materials</td>
<td>Telecommunication Services</td>
</tr>
</tbody>
</table>
A.2 How to Identify Business Opportunities
Pre-registration – Are you ready to supply to the UN (1/2)

UN market knowledge

- UN structure
- UN procurement procedures
- UN requirements
- Range of goods and services
- International experience
- Existing customers/references

Languages

- English primary language
- Local languages

Standards

- International standards
- Best value for money
Pre-registration – Are you ready to supply to the UN (2/2)

- Country knowledge, after sales services
- Capacities: Financial, personnel, equipment

Mobilization

Acquisition project size

- Persistence, endurance, patience

- Supplier code of conduct:

- Analysis, feedback and adjustment
Register on-line at: www.ungm.org

Registration is Mandatory!!!

Welcome to the UNGM
UNGM Tender Alert Service

- Value-added service offered by UNGM
- Online and easy subscription to the Tender Alert Service on www.ungm.org
- Receive relevant business opportunities
- Automatic e-mail tender alerts
- UNGM Interactive Guide available to guide potential suppliers to subscribe to this valuable service.
Registration and Post registration process

- Registration with the UNGM
- Continue UN market research
- Thorough information about procurement
- Obtain systematic / regular information about current procurement activities / opportunities
- Keep yourself up-to-date and update regularly your vendor profile
Post registration process

Bid according to tender documents & instructions

▪ Administrative mistakes may lead to rejection of bid
▪ Observe international norms and standards or equivalent
▪ Seek clarification in case of questions
▪ If unsuccessful obtain debrief for your strength & weakness
▪ If successful – perform according to contract
▪ UN requires highest standards of performance!
A.3 General UN Procurement Procedures
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 (UNCCS)
- 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
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
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!
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
**SAMPLE OF EXPRESSION OF INTEREST (EOI) FORM**

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

<table>
<thead>
<tr>
<th>COMPANY INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>UN Vendor ID Number**:</td>
</tr>
<tr>
<td>Company Name *:</td>
</tr>
<tr>
<td>Company Contact *:</td>
</tr>
<tr>
<td>Address *:</td>
</tr>
<tr>
<td>City *:</td>
</tr>
<tr>
<td>Country *:</td>
</tr>
<tr>
<td>Telephone Number *:</td>
</tr>
<tr>
<td>Fax Number *:</td>
</tr>
<tr>
<td>Email Address:</td>
</tr>
<tr>
<td>Company Website:</td>
</tr>
</tbody>
</table>

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](http://www.ungm.org). Registration at UNGM is mandatory for responding to this EOI. The following information is available about the registration process.**
B. United Nations Secretariat Procurement Division (PD)
Entebbe, Uganda and New York, USA
Global Procurement Support Section
Formerly Regional Procurement Office (RPO), Entebbe, Uganda

- Established to create peacekeeping procurement capacity in a conflict-free location close to large UN Missions in order to attract and retain qualified and experienced procurement staff and reduce the footprint and exposure to individual missions.

- Conducts cross-cutting regional acquisition activities;

- Consolidates requirements from several UN Missions to set up regional contracts;

- Streamline acquisition process;

- Provide technical assistance to UN Missions;

- Provide stand-by acquisition capability for UN Missions at start-up.
C. THE UN GLOBAL COMPACT
UNITED NATIONS GLOBAL COMPACT

8,000+
BUSINESS PARTICIPANTS

4,000+
NON-BUSINESS PARTICIPANTS

35,000+
DISCLOSURE REPORTS SUBMITTED

Stakeholders
- Business
- Industry Associations
- Investors
- Civil Society
- Labour
- Academia
- Government

Global Network
- Europe
- Latin America
- North America
- Asia & Oceania
- Africa
- MENA

160+
COUNTRIES

85+
LOCAL NETWORKS

Platforms & Programmes
- Human Rights & Labour
- Women's Empowerment Principles
- Children's Rights and Business Principles
- Child Labour Platform
- Caring for Climate
- CEO Water Mandate
- Food + Agriculture Business Principles
- Anti-Corruption
- Business for Peace
- Business for the Rule of Law
- Business and Education
- Supply Chain Sustainability
- Global Compact LEAD

Business Partnership Hubs
- Water
- Climate and Energy
- Social Enterprise
- Anti-Corruption Collective Action
- UN-Business Partnership

Sister Initiatives
- Global Compact Cities Programme
- Principles for Responsible Investment (PRI)
- Principles for Responsible Management Education (PRME)
- Sustainable Stock Exchanges (SSE)
UN Procurement Mobile App for iOS (new release) and Android

https://market.android.com/details?id=org.UN.PD.MobileApp
Any questions?