DOING BUSINESS WITH THE UNITED NATIONS
1. Overview of the UN Procurement System
   - United Nations System
   - Statistics
   - United Nations Global Marketplace
   - UN procurement procedures

2. United Nations Office in Geneva (UNOG)
   - UNOG clients
   - UNOG Statistics
   - UNOG Internet Site

3. Strategic Heritage Plan (SHP)
A. Overview of the UN Procurement System
The UN is made up of a variety of organizational entities:

- Funds & Programmes
- Specialised Agencies
- Secretariat: UNHQs, Offices Away from Headquarters (OAHs), Commissions, Tribunals and Field Peacekeeping Missions.

Each organization has a distinct and separate mandate covering the political, economic, social, scientific, humanitarian, and technical fields.
2009 – 2015
Increase of 27%
STATISTICS - CATEGORIES

- Health: 27%
- Transport: 21%
- Food and farming: 16%
- Construction and engineering: 11%
- Management and administrative services: 11%
- Fuels and fuel additives: 10%
- Other goods and services: 4%

5 categories >70%

<table>
<thead>
<tr>
<th>Sectors of goods and services</th>
<th>Total</th>
<th>% of total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health</td>
<td>4,032.87</td>
<td>22.95%</td>
</tr>
<tr>
<td>Transport</td>
<td>2,937.44</td>
<td>16.71%</td>
</tr>
<tr>
<td>Consultancy, administration and operation</td>
<td>2,646.10</td>
<td>15.06%</td>
</tr>
<tr>
<td>Construction and engineering</td>
<td>1,862.56</td>
<td>10.60%</td>
</tr>
<tr>
<td>Food and farming</td>
<td>1,774.98</td>
<td>10.10%</td>
</tr>
<tr>
<td>Humanitarian aid</td>
<td>242.21</td>
<td>1.38%</td>
</tr>
<tr>
<td>Peace and security</td>
<td>225.14</td>
<td>1.28%</td>
</tr>
<tr>
<td>Climate action</td>
<td>96.16</td>
<td>0.55%</td>
</tr>
<tr>
<td>Energy</td>
<td>72.19</td>
<td>0.41%</td>
</tr>
<tr>
<td>Education</td>
<td>60.44</td>
<td>0.34%</td>
</tr>
<tr>
<td>Clean water and sanitation</td>
<td>28.86</td>
<td>0.16%</td>
</tr>
<tr>
<td>Other goods and services</td>
<td>3,596.34</td>
<td>20.46%</td>
</tr>
<tr>
<td>Grand Total</td>
<td>17,575.30</td>
<td></td>
</tr>
</tbody>
</table>
## TOP 10 Countries Supplying UN

<table>
<thead>
<tr>
<th>Countries</th>
<th>Goods</th>
<th>Services</th>
<th>Total</th>
<th>% of total</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States of America</td>
<td>810.64</td>
<td>836.48</td>
<td>1,647.12</td>
<td>9.37%</td>
</tr>
<tr>
<td>India</td>
<td>1,119.74</td>
<td>157.28</td>
<td>1,277.03</td>
<td>7.27%</td>
</tr>
<tr>
<td>United Arab Emirates</td>
<td>712.23</td>
<td>92.91</td>
<td>805.14</td>
<td>4.58%</td>
</tr>
<tr>
<td>Switzerland</td>
<td>133.09</td>
<td>610.18</td>
<td>743.27</td>
<td>4.23%</td>
</tr>
<tr>
<td>Belgium</td>
<td>641.10</td>
<td>67.14</td>
<td>708.23</td>
<td>4.03%</td>
</tr>
<tr>
<td>Afghanistan</td>
<td>47.82</td>
<td>580.21</td>
<td>628.03</td>
<td>3.57%</td>
</tr>
<tr>
<td>Denmark</td>
<td>232.69</td>
<td>333.06</td>
<td>565.75</td>
<td>3.22%</td>
</tr>
<tr>
<td>France</td>
<td>421.26</td>
<td>123.12</td>
<td>544.38</td>
<td>3.10%</td>
</tr>
<tr>
<td>United Kingdom of Great Britain and Northern</td>
<td>167.23</td>
<td>346.75</td>
<td>513.98</td>
<td>2.92%</td>
</tr>
<tr>
<td>Ireland</td>
<td>139.36</td>
<td>305.96</td>
<td>445.32</td>
<td>2.53%</td>
</tr>
<tr>
<td><strong>Top 10 total</strong></td>
<td><strong>4,425.17</strong></td>
<td><strong>3,453.09</strong></td>
<td><strong>7,878.26</strong></td>
<td><strong>44.83%</strong></td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>8,620.06</strong></td>
<td><strong>8,955.24</strong></td>
<td><strong>17,575.30</strong></td>
<td></td>
</tr>
</tbody>
</table>
2253 companies are registered on UNGM as potential suppliers for the UN.

Procurement value: $64.12 million USD
Growth over previous year: -20.35%
% of total UN procurement: 0.36%

32 different UN organizations procured goods and services from this country in 2015.

57th largest country supplier to the UN system in 2015.

### Goods and services distribution

<table>
<thead>
<tr>
<th>Year</th>
<th>Goods (in million USD)</th>
<th>Services (in million USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>8</td>
<td>42.3</td>
</tr>
<tr>
<td>2010</td>
<td>16.2</td>
<td>40.2</td>
</tr>
<tr>
<td>2011</td>
<td>16.4</td>
<td>36</td>
</tr>
<tr>
<td>2012</td>
<td>16.8</td>
<td>56.6</td>
</tr>
<tr>
<td>2013</td>
<td>21.3</td>
<td>52.8</td>
</tr>
<tr>
<td>2014</td>
<td>25.9</td>
<td>54.6</td>
</tr>
<tr>
<td>2015</td>
<td>19.7</td>
<td>64.1</td>
</tr>
</tbody>
</table>

### Categories distribution

**Goods**
- Apparel, luggage and personal care: 22.7%
- Pharmaceuticals incl contraceptives: 36.9%
- Unspecified goods: 13.2%
- Tools and general machinery: 10.2%
- Medical equipment: 9.7%
- Other: 7.2%

**Services**
- Transportation and storage services: 23.0%
- Engineering and research services: 21.4%
- Unspecified services: 11.2%
- Management and admin services: 19.0%
- Editorial, design, graphic services: 18.8%
- Other: 5.7%
Registration is Mandatory for UN Secretariat !!!
Three levels of registration:

- **BASIC LEVEL**: < 40,000 USD
- **LEVEL 1**: < 500,000 USD
- **LEVEL 2**: > 500,000 USD
Basic registration requirements

Contract awards up to USD 40,000

1. General information (name of company, licence number, address, telephone, details of contact persons).

2. Information on countries in which you do business.

3. Classification of your goods and services (UNSPSC Codes)

A - Raw Materials, Chemicals, Paper, Fuel
B - Industrial Equipment & Tools
C - Components & Supplies
D - Construction, Transportation & Facility Equipment & Supplies
E - Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals
   - 41000000 - Laboratory and Measuring and Observing and Testing Equipment
     - 41100000 - Laboratory and scientific equipment
     - 41110000 - Measuring and observing and testing instruments
     - 41120000 - Laboratory supplies and Fixtures
     - 42000000 - Medical Equipment and Accessories and Supplies
     - 51000000 - Drugs and Pharmaceutical Products
F - Food, Cleaning & Service Industry Equipment & Supplies
G - Business, Communication & Technology Equipment & Supplies
H - Defense, Security & Safety Equipment & Supplies
   - 48000000 - Defense and Law Enforcement and Security and Safety Equipment and Supplies
I - Personal, Domestic & Consumer Equipment & Supplies
J - Services
Level 1 requirements
Contract awards between 40,000 USD and 500,000 USD

4. Criteria 1-3 of basic level plus:

5. Certificate of incorporation or equivalent document verifying legal status/capacity (vendor has been in business minimum 3 years).

6. Details and email addresses of at least three independent, non-affiliated references whom you have done business with.

7. Names of owner(s) and principals (including parent company, subsidiaries/affiliates, CEO/Managing Director and those with controlling interests. The names of intermediaries, agents and/or consultants.
Level 2 requirements

Contract awards over 500 000 USD

8. Criteria 1-7 of basic and level 1, plus:

9. Reference letters from three independent, non-affiliated clients/companies, you have done business with during the last 12 months, describing the project/work and the value. Reference letters should be prepared/signed on the referee’s letterhead paper, should refer to the entity that is seeking registration and should be in English or French only.

10. Financial documents (audited/certified financial statements or equivalent) for the last three years.
In order to do business with UNOG, select «UN Secretariat»

Official translation *(English or French only)* of the certificate of incorporation

**Level 1 and 2**: Vendor has been in business for a minimum of 3 years

Generic email address(es)

For any queries regarding vendor registration please contact: procurement@unog.ch
<table>
<thead>
<tr>
<th>Title</th>
<th>Deadline</th>
<th>Published</th>
<th>UN organization</th>
<th>Type of notice</th>
<th>Reference</th>
<th>Beneficiary country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for information - Adult Diapers</td>
<td>06-Dec-2016 12:00 (GMT 2:00)</td>
<td>22-Nov-2016</td>
<td>UNRWA</td>
<td>Request for information</td>
<td>RFI 1/2016- Adult Diapers</td>
<td>Jordan</td>
</tr>
<tr>
<td>RFO for Supply &amp; Delivery of Footwear to UNOPS Office in Gipir, Nairobi</td>
<td>28-Nov-2016 07:00 (GMT 0:00)</td>
<td>22-Nov-2016</td>
<td>UNOPS</td>
<td>Request for quotation</td>
<td>RFO/2016/270</td>
<td>South Sudan</td>
</tr>
<tr>
<td>Construction of Mexico Sports Center located at the Marion Jones Sport Complex in Belize City, Belize</td>
<td>09-Jan-2017 12:00 (GMT -7:00)</td>
<td>22-Nov-2016</td>
<td>UNOPS</td>
<td>Invitation to bid</td>
<td>ITB-BELIZE-95311-16-004(JFC)</td>
<td>Belize</td>
</tr>
<tr>
<td>Provision of three (3) Armored Containers to Bangui, Central African Republic</td>
<td>07-Dec-2016 11:00 (GMT 0:00)</td>
<td>22-Nov-2016</td>
<td>UNOPS</td>
<td>Invitation to bid</td>
<td>ITB/2016/282</td>
<td>Central African Republic</td>
</tr>
<tr>
<td>Photovoltaic solar panel and sealed valve regulated lead acid batteries</td>
<td>19-Dec-2016 15:00 (GMT 0:00)</td>
<td>22-Nov-2016</td>
<td>WMO</td>
<td>Invitation to bid</td>
<td>ITB 1261-16 (DRA)</td>
<td>Brazil</td>
</tr>
</tbody>
</table>
TYPES OF SOLICITATIONS

- Request for Expression Of Interest (REOI)
- Request For Quotation (RFQ)
- Invitation to Bid (ITB)
- Request For Proposal (RFP)
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>UNGM 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: ______________________________
- Local, informal, simplified acquisition procedure

- Value of goods / services from USD 4,000 to USD 40,000

- Award made to the lowest priced technically compliant offer
INVITATION TO BID - ITB

- Formal solicitation with estimated value higher than USD 40,000
- Goods / Services with limited / medium complexity
- Lowest technically compliant bid awarded (pass / fail criteria)
- Bidders can attend the public opening (prices read out loud)
REQUEST FOR PROPOSAL - RFP

- Formal solicitation, estimated value higher than USD 40 000
- Goods / Services with medium to high complexity
- Most responsive proposal considering all factors being awarded (not necessarily the lowest cost proposal)
- Evaluation of proposals based on both Mandatory Requirements and Scoring methodology
RECOMMENDATIONS

- Read the tender documents carefully and ask questions, if necessary.

- Respond to all questions asked. If you do not provide information, it cannot be scored.

- Provide ALL documents requested.

- Separate Commercial from Technical documents in RFP.

- Send your offer in good time. Do not wait until the last minute.
2. United Nations Office in Geneva (UNOG)
Procurement and Contracts unit (PCU)

PCU procures for UNOG and the following entities:

- United Nations Conference on Trade and Development (UNCTAD)
- Economic Commission for Europe (UNECE)
- Office for the Coordination of Humanitarian Affairs (OCHA)
- United Nations Environment Programme (UNEP) - Regional Office for Europe
- United Nations Institute for Training and Research (UNITAR)
- Department of Economic and Social Affairs (DESA)
- United Nations International Strategy for Disaster Reduction Secretariat (UNISDR)
- Office of the High Commissioner for Human Rights (OHCHR)
- United Nations Joint Staff Pension Fund Secretariat (UNJSPF)
- United Nations Institute for Disarmament Research (UNIDR)
- United Nations Research Institute for Social Development (UNRISD)
- Chief Executive Board for Coordination (CEB) Secretariat
- Joint Inspection Unit (JIU)
### GOODS

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textile products</td>
<td>325'767</td>
</tr>
<tr>
<td>Paper and paper products</td>
<td>752'808</td>
</tr>
<tr>
<td>Fuel</td>
<td>49'998</td>
</tr>
<tr>
<td>Plastic and packaging products</td>
<td>403'163</td>
</tr>
<tr>
<td>Furniture</td>
<td>3'062'390</td>
</tr>
<tr>
<td>Machinery and metal products</td>
<td>646'286</td>
</tr>
<tr>
<td>EDP equipment, supplies and software</td>
<td>7'258'179</td>
</tr>
<tr>
<td>Telecommunication equipment</td>
<td>1'387'922</td>
</tr>
<tr>
<td>Radio and Audio-visual equipment</td>
<td>721'689</td>
</tr>
<tr>
<td>Medical appliances</td>
<td>139'930</td>
</tr>
<tr>
<td>Transport equipment, parts and accessories</td>
<td>2'478'286</td>
</tr>
<tr>
<td>Other goods</td>
<td>63'076</td>
</tr>
</tbody>
</table>

**Total volume of goods bought in 2015: USD 17,289,494**
<table>
<thead>
<tr>
<th>SERVICES</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural, engineering, construction and other technical services</td>
<td>40,232,491</td>
</tr>
<tr>
<td>Maintenance, rental and cleaning of premises, utilities</td>
<td>14,944,302</td>
</tr>
<tr>
<td>Travel</td>
<td>17,220,037</td>
</tr>
<tr>
<td>Insurance policies</td>
<td>2,089,114</td>
</tr>
<tr>
<td>Project management services</td>
<td>684,814</td>
</tr>
<tr>
<td>Rental services</td>
<td>12,473,631</td>
</tr>
<tr>
<td>Transportation storage services</td>
<td>659,464</td>
</tr>
<tr>
<td>Communication services</td>
<td>6,459,363</td>
</tr>
<tr>
<td>Training</td>
<td>230,251</td>
</tr>
<tr>
<td>Information technology services</td>
<td>5,875,256</td>
</tr>
<tr>
<td>Printing and publishing services</td>
<td>1,505,029</td>
</tr>
<tr>
<td>Manufacturing services (furniture, textiles..)</td>
<td>1,075,040</td>
</tr>
<tr>
<td>Human resources management</td>
<td>1,136,044</td>
</tr>
<tr>
<td>Other services</td>
<td>4,973,403</td>
</tr>
</tbody>
</table>

Total volume of services bought in 2015: USD 109,558,239
Upcoming Business Opportunities

1. The notice(s) below is/are posted for information only and do(es) not constitute an invitation to bid or to submit proposals.
2. The information contained in this page is intended primarily to encourage new vendors of relevant products and services to register in the United Nations Global Marketplace (UNGMI) with the UN Secretariat.
3. Vendors who are interested in participating in these or any future solicitations, are requested to register in UNGMI as a first step to potentially do business with the UN Secretariat.
4. Vendors who are registered in UNGMI, and who are interested in participating in any of the advertised solicitations below, are encouraged to express their interest to the Purchase and Transportation Section in writing as soon as possible, to the following fax number +41(0)22 917 00 13 and email to tenders@unog.ch.
5. To know more about the United Nations Secretariat and the UN agencies business opportunities, please visit the United Nations Global Marketplace (UNGMI).

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITB 2016-035</td>
<td>Webcast Services for UNFCCC conference COP 22/CMP 12 taking place from Monday, 6 November to Sunday 20 November 2016 (13 out of 14 Days). Location: Marrakech, Morocco</td>
<td>21 September 2016</td>
</tr>
<tr>
<td>EO1UNOG12854</td>
<td>Construction of a new office building (&quot;Building H&quot;) at the Palais des Nations in Geneva, Switzerland.</td>
<td>26 August 2016</td>
</tr>
</tbody>
</table>
I am a ...
- Member of a Permanent Mission
- Delegate
- Student or Researcher
- Member of a Non-governmental Organization
- Journalist
- Vendor or Supplier
- Visitor

About UNOG
Management Structure
Annual Report
Sustainable Development at UNOG
Procurement
Overview
CPAG
SHP Procurement
Global Compact
Vendor Registration
Vendor Code of Conduct
Award Procedure
Conditions of Contract
Upcoming Business Opportunities
Acquisition Plan
Awards
Complaints
Statistics
Supplier Resources

UNOG
THE UNITED NATIONS OFFICE AT GENEVA

I AM A ...
ABOUT UNOG
THE PALAIS DES NATIONS
WHO IS WHO?
WHAT'S ON?
DISARMAMENT

Working for Peace, Rights and Well-being

Email Alerts

Your personal details
First Name* mona
Last Name* manolescu
Email* mmanolescu@unog.ch
Password* *********
Frequency* Monthly
Format* Monthly
Preferred Language*

Email alert subscriptions
Please select which sections of the UNOG website you would like to receive updates from.

- Conference Management
- Cultural Activities
- News & Media
- Library & Archives
- Disarmament
- The United Nations & Civil Society
- The Calendar
- About UNOG
- The Palais des Nations
- UN Family in Geneva
- Permanent Missions
- The Director-General
- UNOG Bookshop
- Upcoming Business Opportunities

Address: Palais des Nations, 1211 Geneva 10, Switzerland. | P: +41 (0) 22 917 1234 | F: +41 (0) 22 917 0123 | E: webmaster@unog.ch
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## Awards

### 2016

**November**

**MINERG-APPELSA SA**

Address:

Description: La maintenance du groupe d'eau glacée Trane au Palais des Nations

Contract Value: CHF 42,525

Reference No.: UNOG2016-4700009937

Destination: Switzerland

### October

### September

### August

### July

### June

### May

### April

### March

### February

### January

### 2015

### 2014

### 2013
3. Strategic Heritage Plan (SHP)
The Strategic Heritage Plan (SHP) scope, schedule and budget has now been approved for the following:

- Enabling /Site preparation works
- Construction of a new office building
- Renovation of existing Palais des Nations buildings
- Dismantling of E building office tower
- Final Completion in 2023
- **CHF 836.5 M** Approved Total cost
- Including use of Swiss loan for **CHF 400 M**
Strategic Heritage Plan

Cost:
Projected cost: CHF 837 million
Construction phase: from 2017 to 2023
Initial planning phase: CHF 15.6 million

Impact:
Greater energy efficiencies
Additional 700 workspaces
Accessability and technologies for people with disabilities
Preliminary Phasing and Timeline

New building complete, swings start 2017-2019

New PERMANENT BUILDING

Maximum capacity
1400 workstations

BUILDING B
ARCHIVES

BUILDING A
CAFETERIA AND
CONFERENCE ROOMS
Remaining staff moves temporarily into the new building during the existing buildings renovation.

Approximately 550 staff moving permanently into new building.

Detailed swing space schedule to be determined.

2019 - 2021
• DISMANTLING AND/OR RELOCATION OF THE ANTENNAS
• RELOCATION OF BELOW-GRADE SUPPLIES (ANTENNAS, ELEC., FIRE WATER NETWORK)
• CONSTRUCTION OF THE FENCES
• DEMOLITION OF THE PERIPHERIC WALL ON THE CHEMIN FOR THE GATE “A” OF THE WORKSITE
• INSTALLATION OF FACILITY FOR TRUCK WASHING
• REMOVAL OF TREES AND PROTECTION OF THE HERITAGE TREES
• ENABLING WORKS ON THE TENNIS CLUB AREA
• CONNECTION TO EXISTING SUPPLIES AND SEWAGE
• WIDENING OF THE EXISTING GATES FOR NEW SITE GATES
• SOLDIER PILE WALLS
• EXCAVATIONS (43’000 m³)
• RELOCATION OF THE EXCAVATED SOIL
• STORAGE OF EXCAVATED SOIL FOR BERMS INFILL (TO BE DONE BY MAIN CONTRACTOR)
Upcoming SHP procurement

- Insurances
- Site Security
- Furniture
- Audio visual
- Conferencing equipment
- Waste disposal
- Moving contractor
- ICT Migration
- Artwork specialist
- Commissioning Agent
- Demolition - Building E
- Energy supply
Any questions?