



DOING BUSINESS WITH THE UNITED NATIONS

(Country Name)
UN Procurement Service
(Month) 2007

How to do Business with the United Nations System of Organizations

Overview of the United Nations



Procurement Statistics



How to Identify Business Opportunities



UN Procurement Procedures



Practical Tips



United Nations Procurement Service



The UN Global Compact





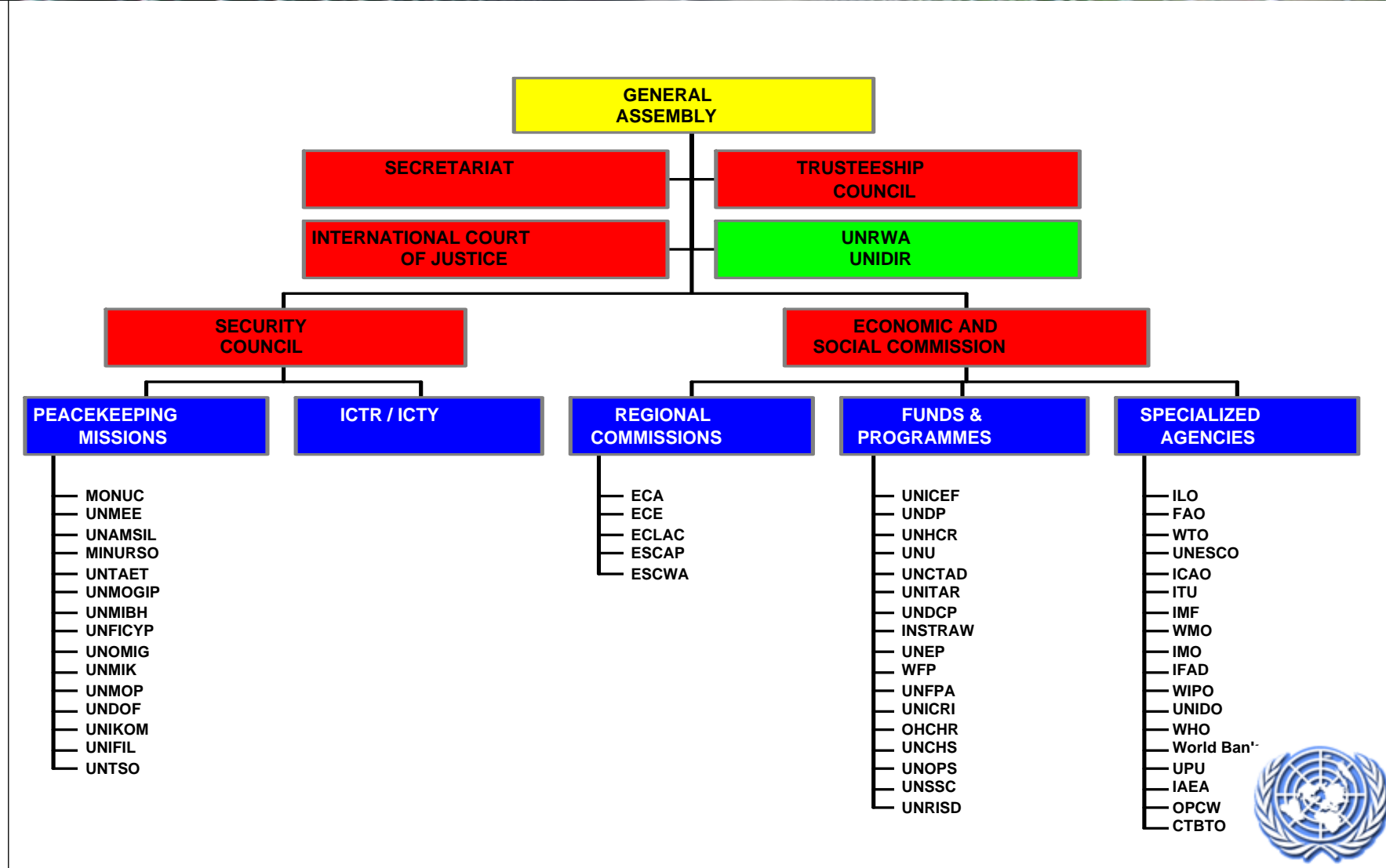
Overview



Overview

- The United Nations is made up of a variety of organizational entities (agencies, organizations, commissions, programmes, funds, etc).
- Each entity has a distinct and separate mandate (covering the political, economic, social, scientific and technical fields).







Overview

EACH ORGANISATION.....

- has its own special 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





Useful Addresses

www.unbiz.un.int	(Hyperlinks to UN Agencies)
www.ungm.org	(UN Global Marketplace)
www.unsystem.org	(UN Web Site Locator)
www.iaea.org	(International Atomic Energy Agency)
www.iapso.org	(Inter-Agency Procurement Services Office)
www.ilo.org	(International Labour Organisation)
www.intracen.org	(International Trade Centre)
www.un.org/Depts/ptd/	(UN Procurement Services)
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.unrwa.org	(UN Relief and Works Agency)
www.wfp.org	(World Food Programme)
www.wipo.int	(World Intellectual Property Organisation)
tellus@iapso.org	(e-mail based helpdesk service)

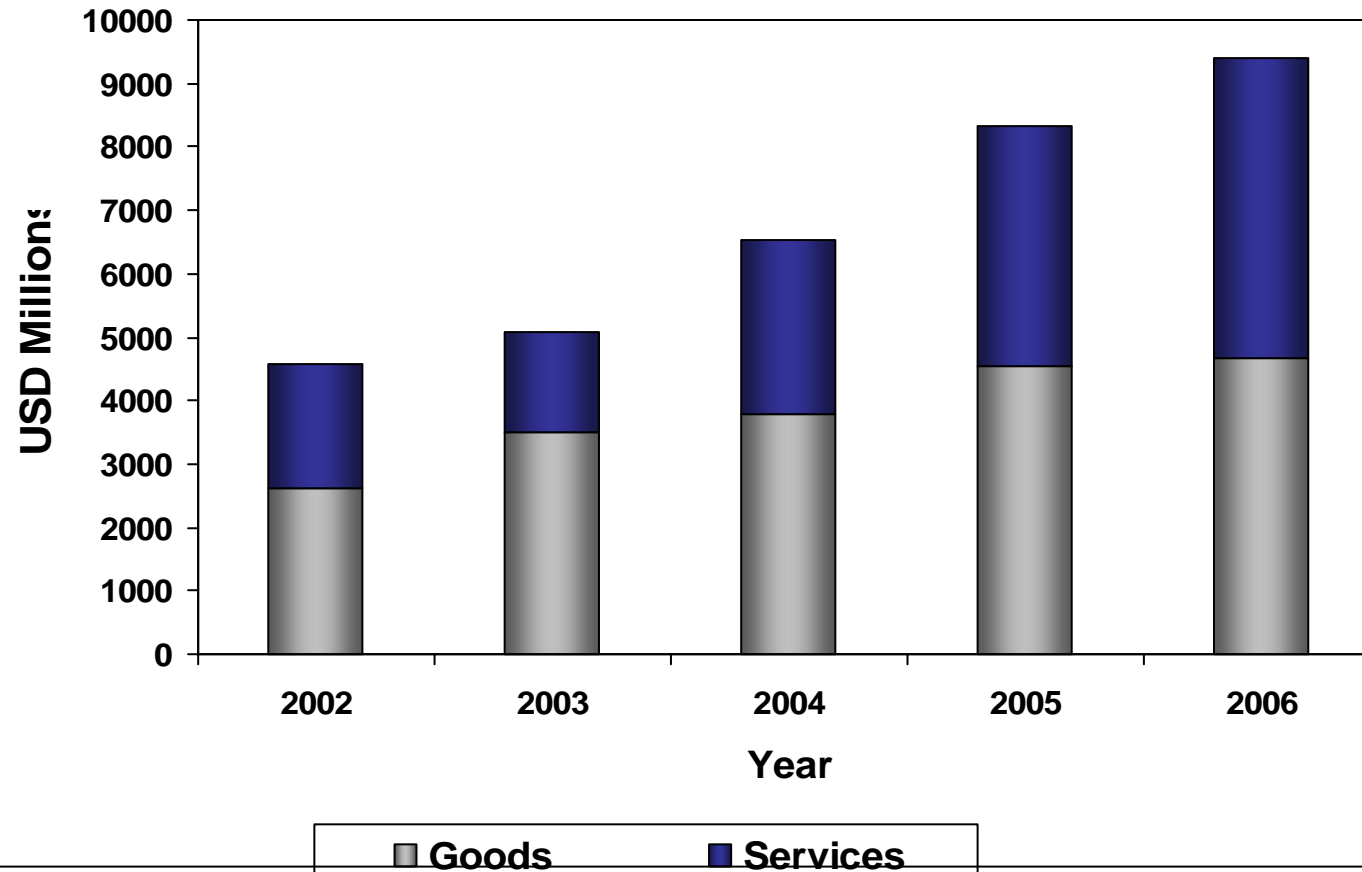




Statistics

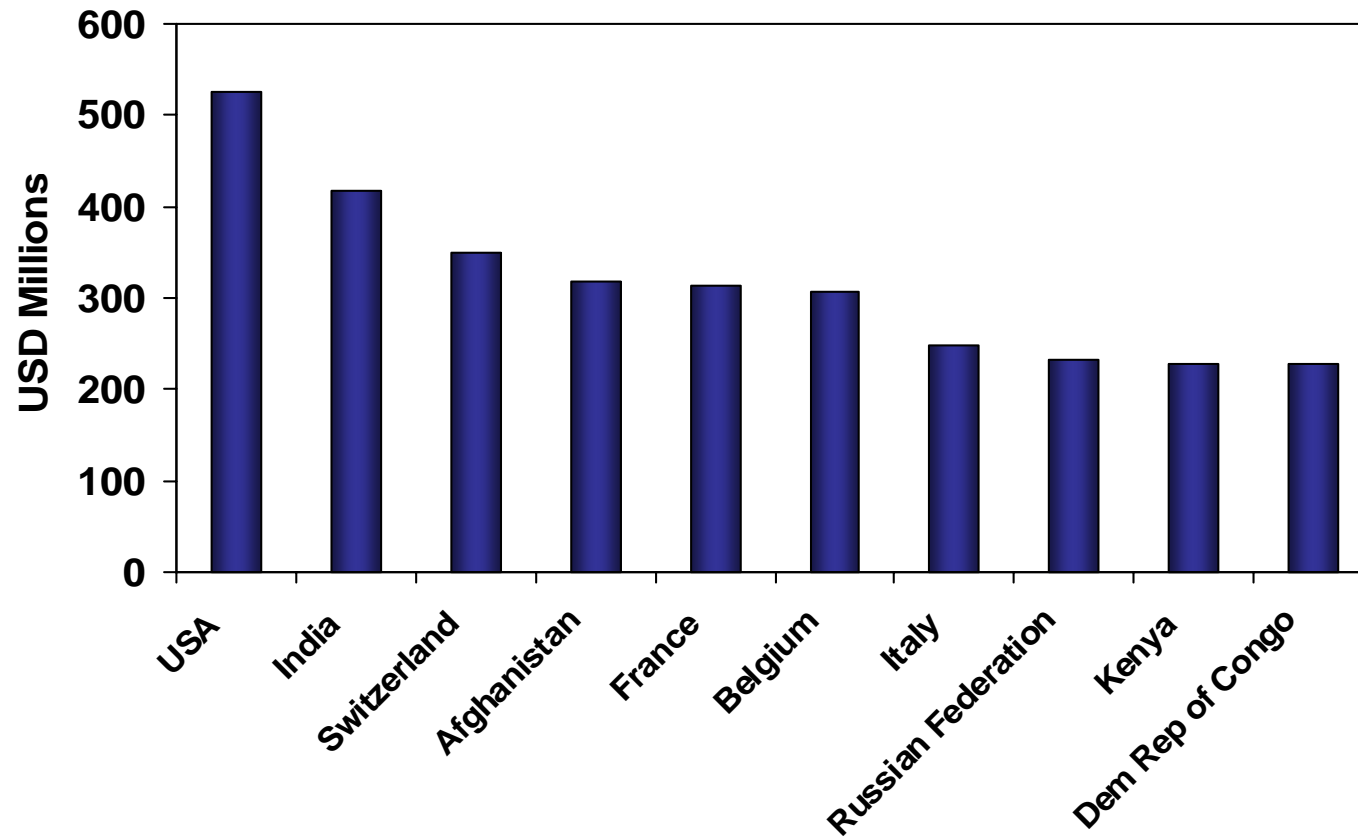


Total UN Procurement of Goods and Services (UN System) 2006





Ten Major Countries of Supply to the UN System 2006





Major Items procured by the UN System

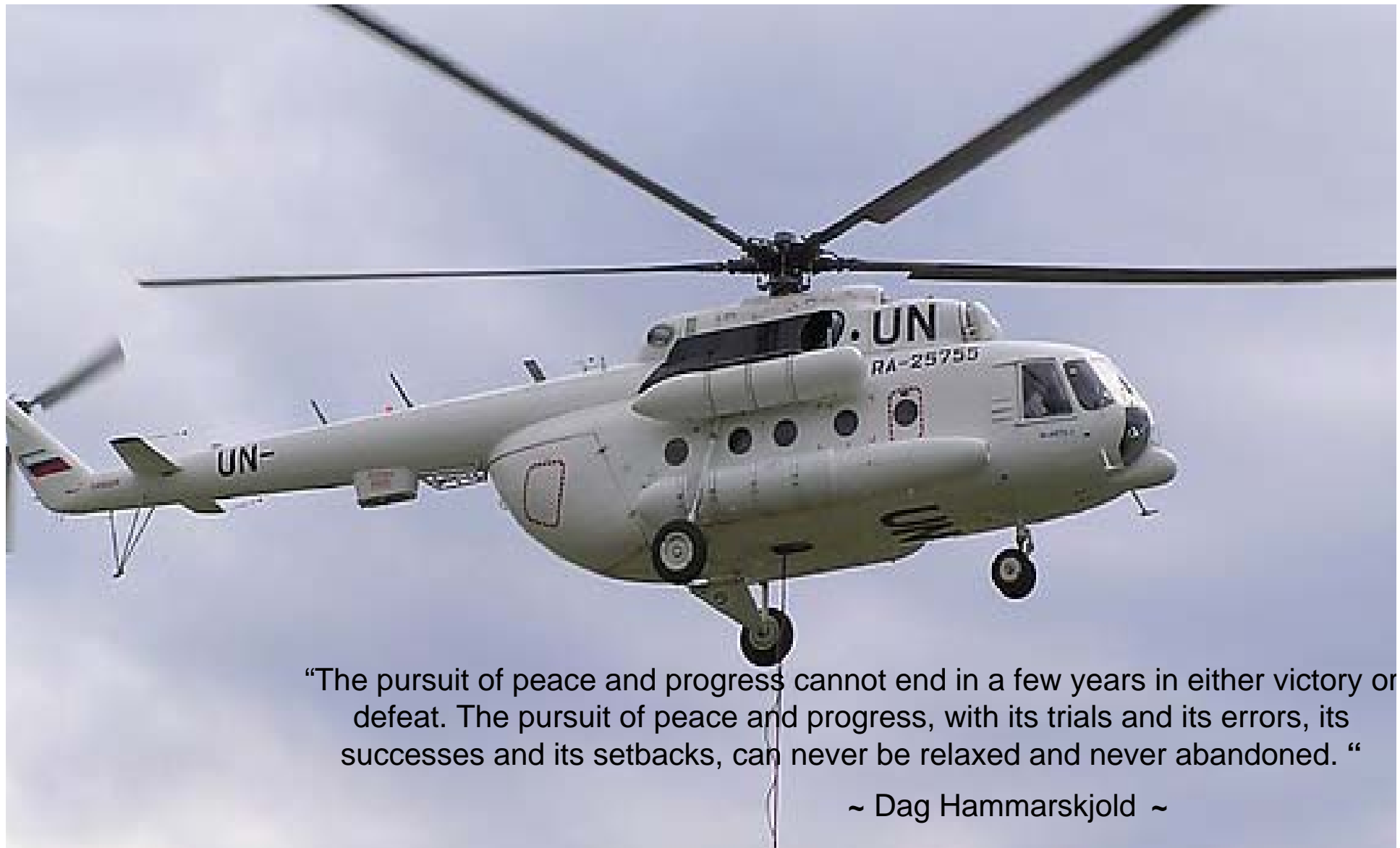
Equipment

- Food
- Pharmaceutical Supplies
- Vehicles
- Computers and Software
- Shelter and Housing
- Telecommunications Equipment
- Laboratory Equipment
- Chemicals (POL)
- Building Materials

Services

- Security Services
- Outsourced Personnel Services
- Engineering Services
- Construction
- Corporate Services
- Freight Services
- Printing Services and Equipment Rental
- Consultancy Services
- Telecommunication Services





“The pursuit of peace and progress cannot end in a few years in either victory or defeat. The pursuit of peace and progress, with its trials and its errors, its successes and its setbacks, can never be relaxed and never abandoned. “

~ Dag Hammarskjold ~

How to Identify Business Opportunities



Are you ready to supply the UN (1/2)?

- Market knowledge
 - UN structure, procedure and value
- Export experience / references
 - Global and/or Local operation
- Languages
 - Employees, documents
- Competitive prices - Quality
 - International competition – best value





Are you ready to supply the UN (2/2)?

- Networks / partner
 - Country knowledge, after sales services
- Capacities
 - Financial, personnel
- Flexibility and accuracy
 - Operational tempo
- Persistence, endurance, patience
 - Analysis, feedback





Step-by-Step Towards Success (1/2)

- Extensive market research
 - Planning acquisition, contract award, UN information
- Identification of relevant UN Organization
 - Match capacity and requirements
- Registration
 - Mandatory
- Thorough information about procurement
 - Principles, procedures
- Obtain systematic / regular information about current procurement activities / opportunities
 - Keep yourself up-to-date





Step-by-Step Towards Success (2/2)

- Bid according to tender documents & instructions
 - Administrative mistakes: Rejection
- Observe norms and standards
 - International
- Seek clarification in case of questions
 - Recommended & suggested
- Performance
 - Highest standards



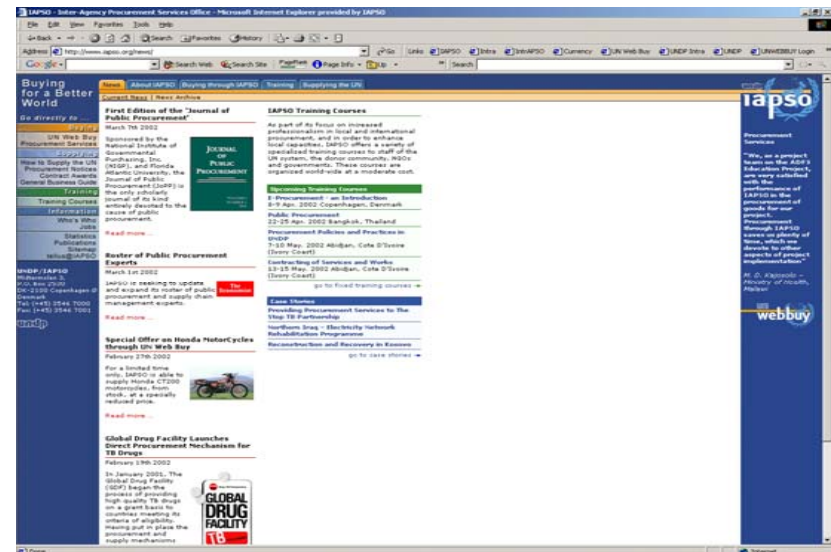


Web Based Information

Towards one single commercial and procurement portal: UN Global Market Place (UNGMP)

Additional information: www.iapso.org

- The Annual Statistical Report
- The General Business Guide (GBG)
- Practical Tips-Doing Business with the UN
- Procurement notices





Business Information

The Annual Statistical Report

UN procurement by country

- UN Agency procurement by country, commodity or service
- Purchase orders and Contracts (over USD 30,000) placed by agency, by country of vendor, value and description of goods or services
- Top Ten items procured by Agency

The General Business Guide

- Lists all UN Organizations, fields of activity, contact persons, procurement activities and requirements and registration procedures

Available from www.iapso.org

Both publications are updated on an annual basis





UN Procurement Procedures



Common Guidelines for UN Procurement

Procurement activities of the UN system are based on the following principles:

- The objectives/needs of the UN Organization concerned
- Fairness, integrity & transparency through competition
- Economy & effectiveness
- Best value for money

These Common Guidelines cover procurement stages from sourcing to execution of a procurement contract





How are vendors shortlist compiled? (sourcing)

- Competitive suppliers of previous procurement
 - Past performance
- Suppliers of the required goods or services, found on the UN Global Market
 - Codification
- Through calls for Expression of Interest (EOI)
 - Notices
- Search of World Wide Web
- Trade Missions, Chambers of Commerce
- Exchange with other UN Agencies





Types of Solicitation

- **Expression of Interest (EOI)**
Written communication by a supplier to provide information about its products, resources, qualifications and experience
- **Request for Quotation (RFQ)**
Less formal solicitation, lower-value, standard specifications, readily available on the market
- **Invitation to Bid (ITB)**
Formal solicitation, lowest evaluated price, compliant and technically compliant
- **Request for Proposal (RFP)**
Formal solicitation, requirements possibly met in a variety of ways, overall best solution will win the award (Combining technical solution and price considerations) -- not necessarily the lowest price





Thresholds/Award for types of solicitation

- **Up to 30,000 USD**
 - Informal, simplified acquisition procedure
 - Requests for Quotation (RFQ)

- **Above 30,000 USD**
 - ITB and RFP
 - Open and formal: advertised (on the web) generally larger shortlist (minimum 6 potential bidders)
 - Public bid opening

- **Contract award – Contract authority**
 - Individual
 - Review and recommendation for higher value contracts





Bid Evaluation Criteria

- Acceptance of UN payment terms, terms & conditions, contract template, liability, legal capacity, etc.
- Delivery Terms (INCOTERMS 2000)
- Delivery Time
- Technical Requirements
- Recognized International/National Standards
- Supporting Documentation
- Proven Production Capacity & Financial Strength
- Warranty Conditions
- Appropriate After-sales Service
- Previous Contract References
- Price





Common General Terms & Conditions

- Cover both the procurement of goods and the contracting of services and both.
- 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





Practical Tips



Practical Tips for Potential Vendors (1/3)

- Make use of information/publications available on UN Web sites:
 - Market analysis
- Register on the UN Global Marketplace and with other relevant UN agencies
- No pre-judgment, perception:
 - **Doing business with the UN system is not more complex than any other public / international procurement entity**
- Regularly monitor procurement opportunities: UN Agency Websites and others
- Express interest, bid and perform
 - Seek advice from national governmental, mission to UN, etc.
 - Not alone !





Practical Tips for Potential Vendors (2/3)

- **General**

Always respond to bid invitations

- if you cannot offer inform the UN Organisation accordingly

- **Bid Preparation**

Study bid documents, conditions and requirements carefully

In case of uncertainty - ask for clarifications

Ensure that your offer meets **ALL** bidding requirements

Technical specifications: read carefully and meet the minimum requirements

Quality statements: Norms and international/national standards

Alternative proposal may be provided (give brief explanation)





Practical Tips for Potential Vendors (3/3)

Bid Preparation (cont.)

- Submit bid, catalogues, etc. in the requested language
- Prepare bid to facilitate work of the Procurement Officer
 - requested format - use submission forms - complete tender documents

Bid Submission

- Meet deadline for the submission of bid and proposal
- Attend public bid openings, whenever called (if possible)

Remember

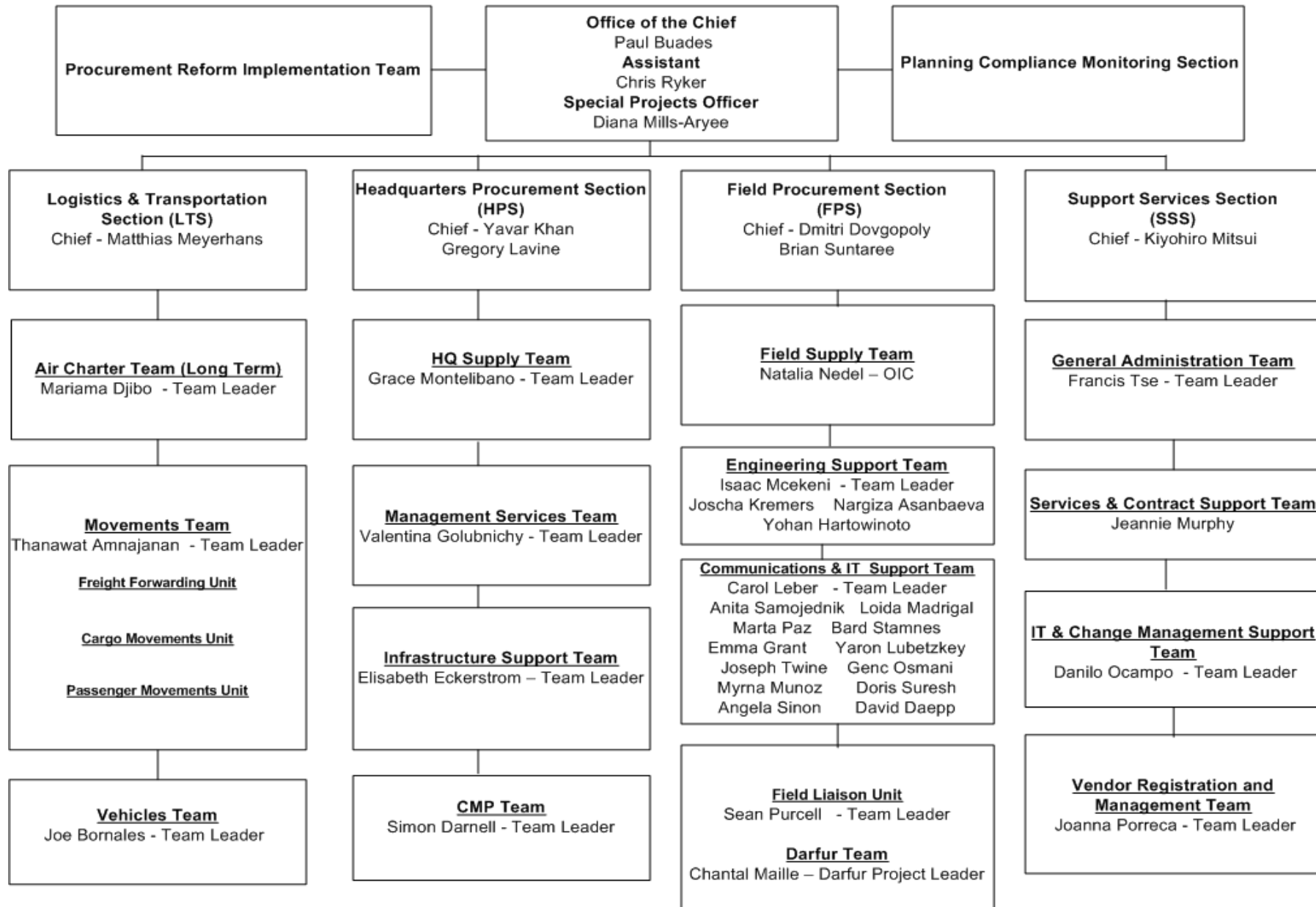
- Learning process
- Take advantage of UN Agencies websites





United Nations Procurement Service

**PROCUREMENT SERVICE
As of 24 September 2007**





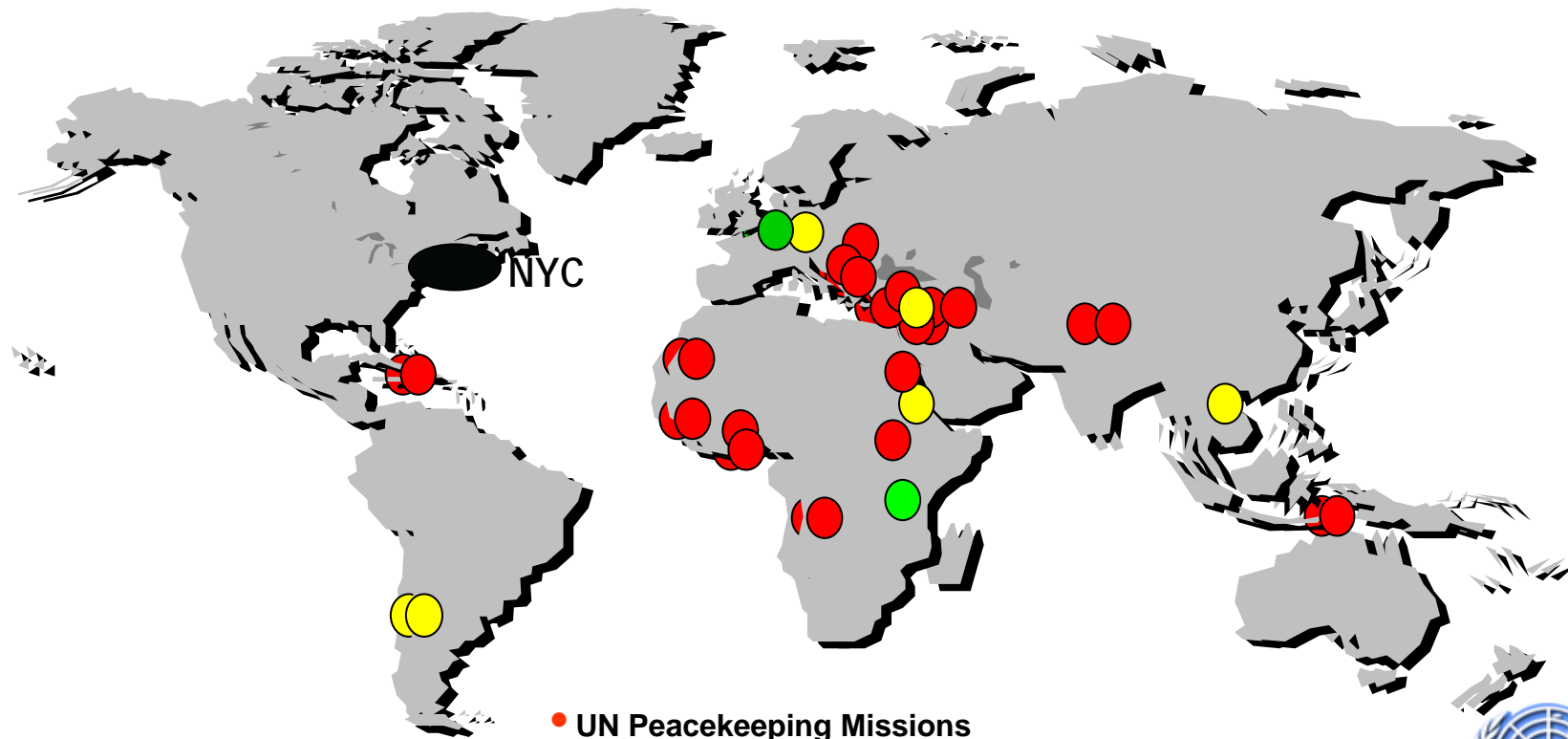
Contacts

Detailed contact information available
at: <http://www.un.org/depts/ptd/contact.htm>





The United Nations System



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





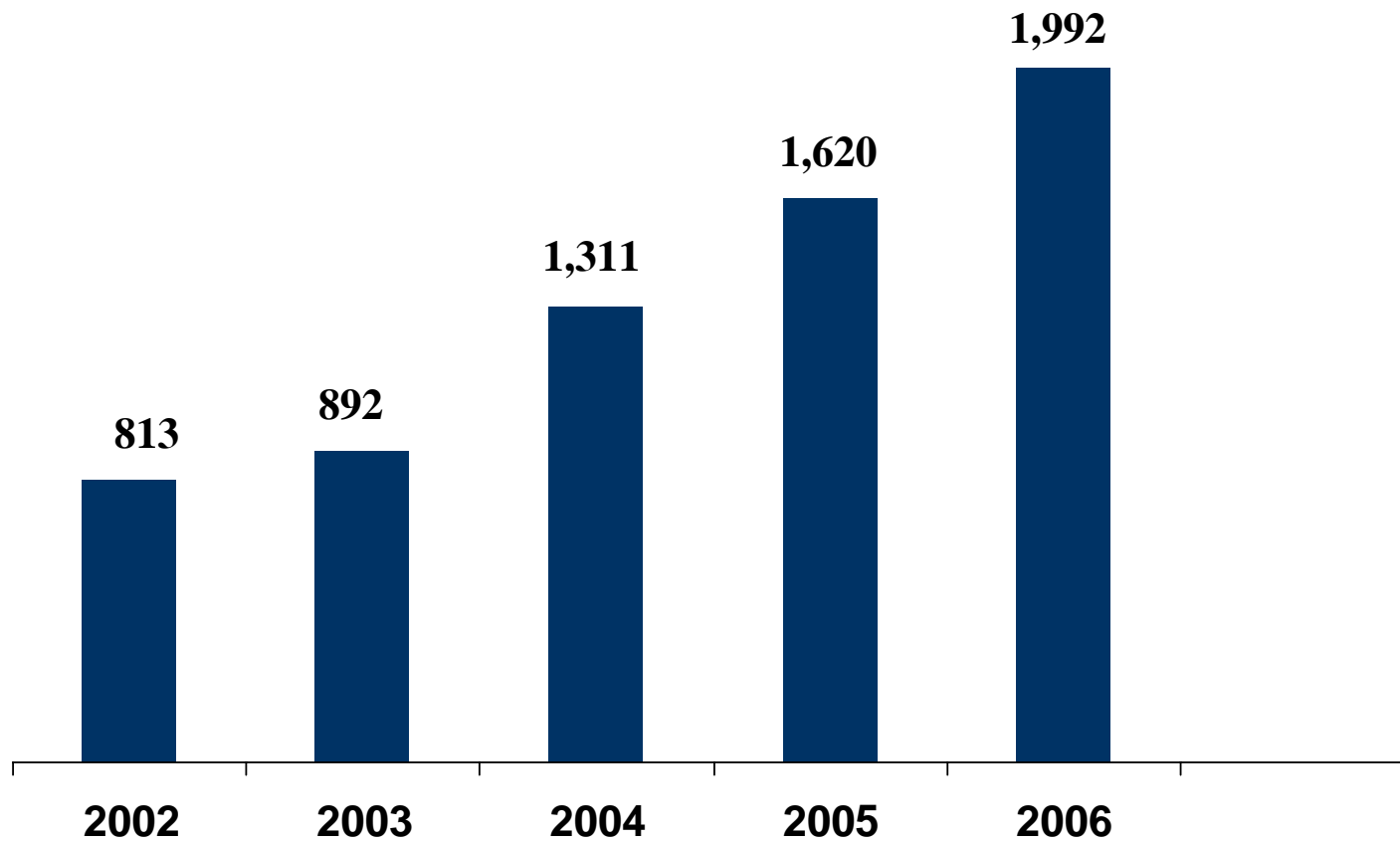
New York HQs Types of Equipment, Goods and Services Procured

- Air Transportation Services
- Chemical & Petroleum Products
- Telecommunication Equipment & Services
- Food Rations & Catering Services
- Motor Vehicles/Parts & Transportation Equipment
- EDP Equipment & Maintenance 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 Trend 2002-2006 (in US\$ millions)





UN Procurement Division

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Procurement Links

Welcome to the United Nations Procurement Division (UNPD)

May 7, 2007

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.



Vendor Registration

UNPD is proud to be a partner in the United Nations Common vendor Database, so please visit the [United Nations Global Marketplace \(UIGM\)](#) in order to register as a potential vendor. [more...](#)

Expression of Interest

The information contained in this page is intended to encourage new vendors of relevant products and services to register with the Procurement Division of the United Nations. [more...](#)



Procurement Division Bulletins

- Post Employment Restrictions
- Zero Tolerance Policy for Gifts/Hospitality
- Vendor Intermediaries
- Vendor Registration with UN Global Marketplace
- Trade Fairs and Exhibitions
- Use of the UN Name and Emblem

www.un.org/depts/ptd



UN Procurement Division

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Expression of Interest

May 7, 2007

The information contained in this page is intended to encourage new vendors of relevant products and services to register with the Procurement Division of the United Nations. Interested firms/organizations already registered with the Procurement Division should immediately forward their EOI to the attention of the referenced Procurement Officer, giving the EOI reference number and Subject, their vendor registration number, and the commodities/services for which they are registered.



Firms/organizations interested in a particular EOI that have not yet been registered with the United Nations Procurement Division must submit applications for [vendor registration](#), along with detailed information demonstrating experience and qualifications in provision of the relevant commodities/services.

Please note that each EOI forwarded to the Procurement Division must be sent under a separate facsimile transmission or letter.

Vendors are required to register with the United Nations Procurement Division directly. Please also note that vendor registration with another UN Agency does not result in automatic registration with the United Nations Procurement Division (UNPD) at this time.

These notices do not constitute solicitations. The United Nations reserves the right to change or cancel these requirements at any time in the EOI and/or solicitation process. The United Nations Procurement Division considers a firm's qualifications and experience in the particular commodity/service area, and previous performance, when preparing a list of invitees. Therefore in the case of EOIs concerning equipment or supplies, for responding vendors who are not manufacturers, full details of the vendor's status as a factory-appointed wholesaler or distributor must be provided if not already on file with PD. Thus submitting an EOI does not automatically guarantee a firm will be considered for receipt of the solicitation when issued.

Expression of Interest



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Contacts May 7, 2007

Companies are encouraged to contact directly the following officers responsible for procurement action in respect of the following product line or services:

In the event that you are unable to contact the Procurement Division during normal New York working hours (9:00 AM - 5:00 PM) and your requirement needs urgent attention, you may contact the duty officer at our 24 hour Duty Roster Cell Phone Number: **917-892-2821**

Field Procurement Section

Mr. Dmitri Dovgopoly, Chief

Tel: 212-963-5309

Email: dovgopoly@un.org

Field Supply Team - Office Equipment & Supplies, Furniture, Uniforms & Accoutrements, Food Rations, POL

Engineering Support Team - Prefabricated Buildings, Generators, Bridges, Engineering Support, Barbed, Binding & Concertina Wire, Gabions, Sandbags, Timber & Plywood, Water Treatment, Electrical Supplies

Communications & IT Support Team - EDP Hardware, Software, IT Services, Communication Equipment

Headquarters Procurement Section

Mr. Yavar Khan, Chief

Tel: 212-963-8958

Email: khany@un.org

HQ Supply Team - Furniture, Office Supplies, Paper, Printing, Training & Advertisements

Management Services Team - DESA Projects, Regional Commission Tribunals

CMP & Infrastructure Support Team - Construction Works, Architectural Engineering, FMD & Commercial Activities, Real Estate Rental/Lease, Cleaning Service, Security, Medical

Contacts/UNPD



UN Procurement Division

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Vendor Registration

May 7, 2007

Thank you for your interest in registering in the United Nations Procurement Division (UNPD) vendor database. To be considered for registration, it is important that potential vendors provide correct information. UNPD is proud to be a partner in the United Nations Common vendor Database, so please visit the [United Nations Global Marketplace \(UIGM\)](#) in order to register as a potential vendor.



In order to be considered for registration by the **United Nations Procurement Division** please provide the following information in the English language:

1. Certified/audited financial information i.e. Balance Sheet and Income Statement, copy of your signed income tax return (US applicants only) or your Annual Report to Shareholders;
2. Current and valid copy of certificate of incorporation/business certificate or national equivalent;
3. Payment terms;
4. Letters of reference from at least three (3) clients to whom your company has provided goods/services over the past twelve (12) months;
5. Year established (minimum of 3 years required);
6. UNPD may require a contractor to provide a Performance Bond (to guarantee fulfillment of terms and conditions when contracts are awarded). Companies are required to indicate the maximum amount of Performance Bond your company is able to support.

Note: To be considered for registration, it is important that potential vendors provide correct information.

Air transportation companies interested in being considered for the provision of air transportation services to the United Nations must follow the

Vendor Registration

UNITED NATIONS GLOBAL MARKETPLACE

Log in to UNGM

Username

Password

Login

[Forgotten your password?](#)

- ### Quick links
- [Supplier Registration](#)
 - [General Business Guide](#)
 - [Annual Statistical Report](#)
 - [UNCCS Codes](#)
 - [UN Links](#)
 - [Inter-Agency Procurement Working Group](#)
 - [Global Compact](#)

Supplier Registration



Supplier Registration
 To register on the UN Global Marketplace (UNGM) you should select **New Supplier** under **Registration** in the top menu on this page. After submitting your basic details you will receive your login details by email. You need to use these credentials to login and complete the online registration form.

Returning suppliers should simply login from this page.

Please note that United Nations agencies participating in the UN Global Marketplace strictly enforces a policy of zero tolerance concerning unethical, unprofessional or fraudulent acts of UN contractors. Accordingly, any registered company that is found to have undertaken unethical, unprofessional or fraudulent activities will be suspended or forbidden from continuing business relations with the United Nations.

[read more >](#)

No guarantees
 It is important to note that registering on the UN Global Marketplace does not guarantee that your company will be invited to participate in UN tender opportunities.

Coding your products

UNCCS

As part of your registration on the UN Global Marketplace you need to assign your products and/or services relevant UNCCS (United Nations Common Coding System) codes.

[read more >](#)

Contact us

UN Global Marketplace Secretariat
 Midtermolen 3
 2100 Copenhagen Ø
 Denmark
 E-mail: registry@ungm.org



The Global Compact



The UN Global Compact

Human Rights Labour Environment Anti-Corruption

Voluntary international corporate citizenship network initiated to support the participation of both the private sector and other social actors to advance responsible corporate citizenship and universal social and environmental principles to meet the challenges of globalization



THE GLOBAL
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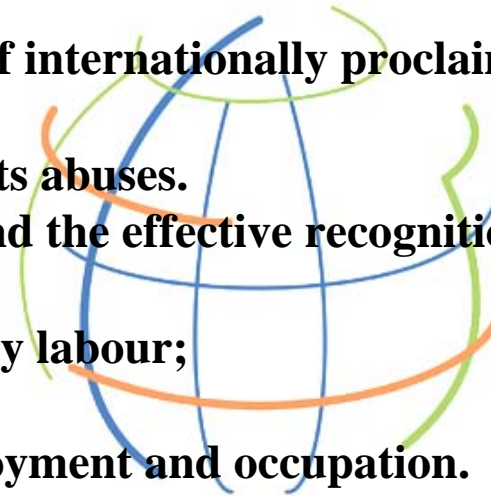




The UN Global Compact

Ten Principles:

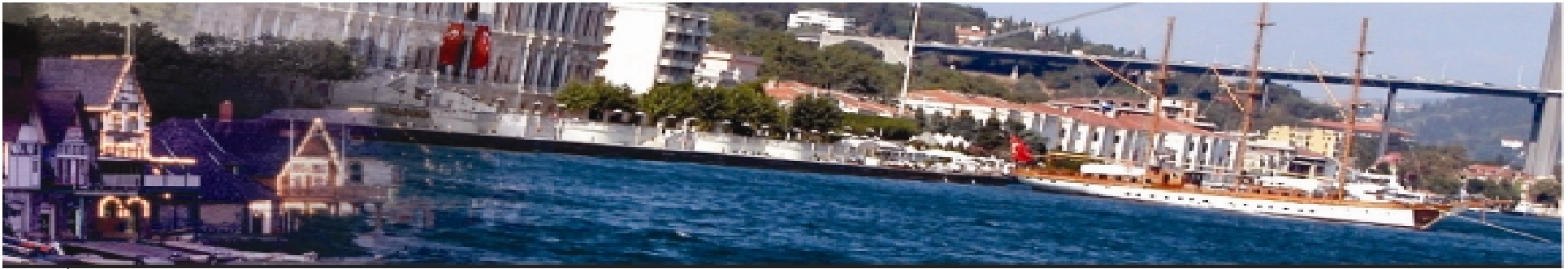
1. **Business should support and respect the protection of internationally proclaimed human rights; and**
2. **Make sure that they are not complicit in human rights abuses.**
3. **Business should uphold the freedom of association and the effective recognition of the right to collective bargaining;**
4. **The elimination of all forms of forced and compulsory labour;**
5. **The effective abolition of child labour; and**
6. **The elimination of discrimination in respect of employment and occupation.**
7. **Business should support a precautionary approach to environmental challenges;**
8. **Undertake initiatives to promote greater environmental responsibility; and**
9. **Encourage the development and diffusion of environmentally friendly technologies.**
10. **Business should work against all forms of corruption, including extortion and bribery.**



THE GLOBAL
COMPACT



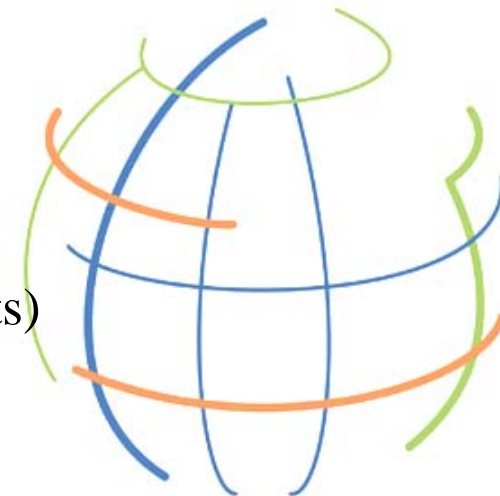
www.unglobalcompact.org



The UN Global Compact

Benefits of Participation

- Multi-stakeholder dialogue and problem-solving
- Addressing issues before crisis (e.g. human rights)
- Improved risk management (legal liabilities)
- Contributing to development
- Restore trust – general corporate reputation
- Trust-building in the developing world
- Good corporate governance



THE GLOBAL
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Thank you & good luck