



Presented by:  
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February 2016

**DOING BUSINESS WITH THE UNITED NATIONS (UN)**

# How to do Business with the United Nations (UN)



**A. Overview of the United Nations Procurement System**



**UN Procurement Statistics**



**How to Identify Business Opportunities**



**General UN Procurement Procedures**



**B. United Nations Secretariat Procurement Division**



**C. The UN Global Compact**



**D. How to Identify Career Opportunities with the UN**



**E. Your questions and more info....**





## 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

# UN Funds & Programmes



- **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

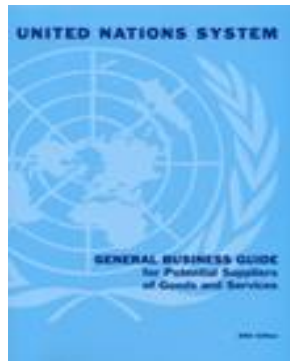
# UN Specialized Agencies

# Identify Relevant Agencies

## Annual Statistical Report on United Nations Procurement



## General Business Guide



## Practical Tips



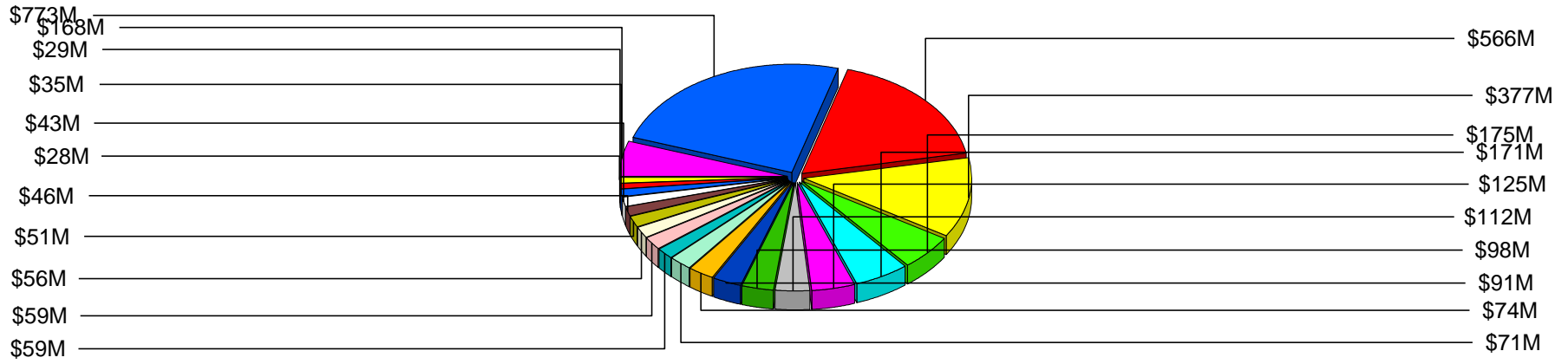
Doing Business with the UN System

<https://www.ungm.org/Public/KnowledgeCentre/Publications>



# Procurement Division

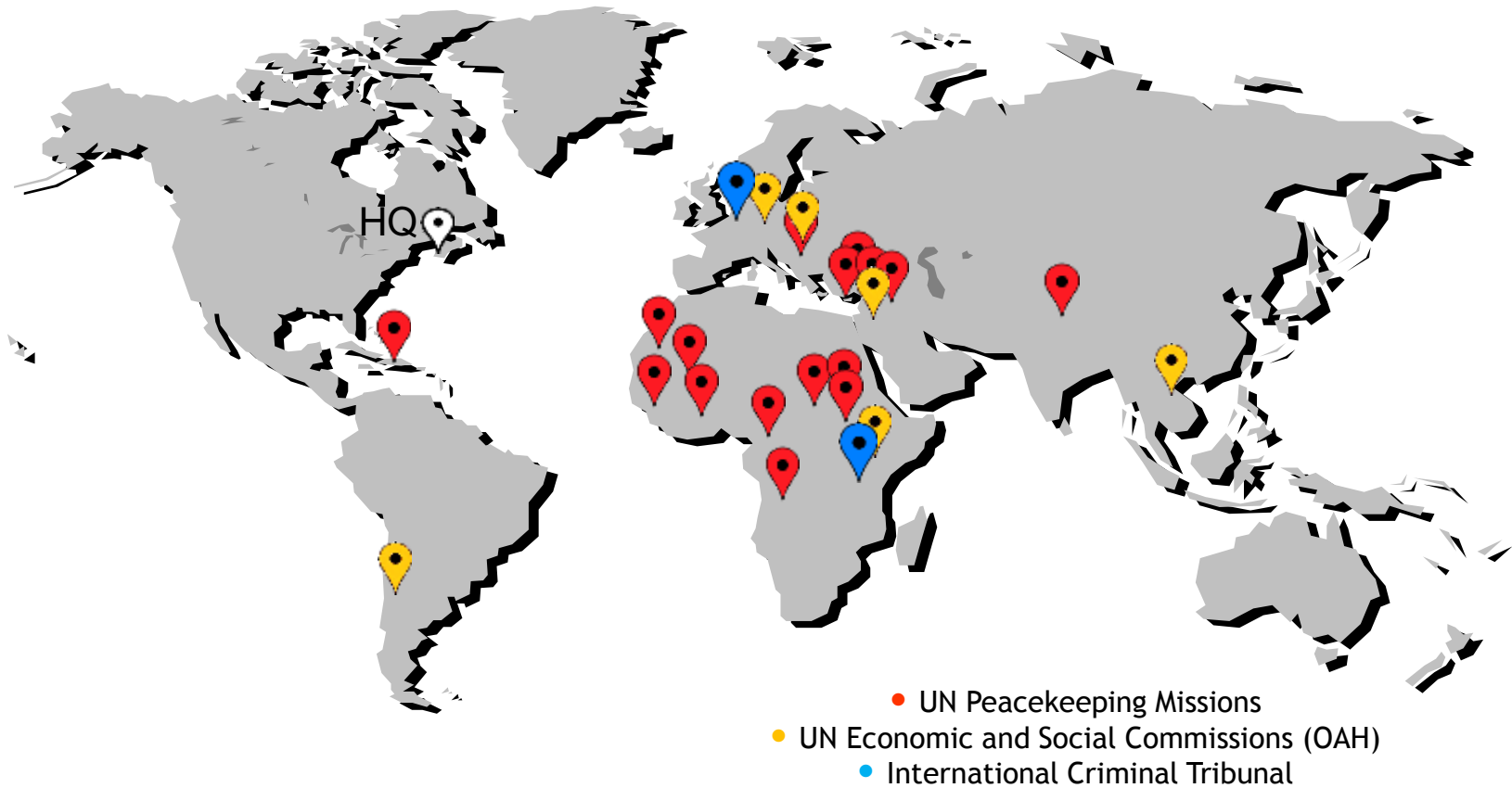
## Major Goods and Services Purchased in 2014 in Millions (US\$)



<span style="color: blue;">■</span> Air Transportation Services	\$773M	24.1%
<span style="color: red;">■</span> Chemical & Petroleum Products	\$566M	17.6%
<span style="color: yellow;">■</span> Food Rations/Catering Services	\$377M	11.8%
<span style="color: green;">■</span> Architecture, Engineering & Construction Related Services	\$175M	5.5%
<span style="color: cyan;">■</span> Freight Forwarding & Delivery Services	\$171M	5.3%
<span style="color: magenta;">■</span> Telecommunication Equipment & Services	\$125M	3.9%
<span style="color: gray;">■</span> Computer & Information Technology Related Services	\$112M	3.5%
<span style="color: limegreen;">■</span> Motor Vehicles/Parts & Transportation Equipment	\$98M	3.1%
<span style="color: blue;">■</span> Prefabricated Buildings	\$91M	2.8%
<span style="color: orange;">■</span> Banking & Investment	\$74M	2.3%
<span style="color: lightgreen;">■</span> Rental & Lease	\$71M	2.2%
<span style="color: teal;">■</span> Cleaning & Waste Disposal Services	\$59M	1.9%
<span style="color: pink;">■</span> EDP Equipment and Maintenance Services	\$59M	1.8%
<span style="color: yellow;">■</span> Security & Safety Equipment & Services	\$56M	1.7%
<span style="color: olive;">■</span> Building Management & Maintenance	\$51M	1.6%
<span style="color: brown;">■</span> Travel and Related Services	\$46M	1.4%
<span style="color: white;">■</span> Management Services	\$43M	1.4%
<span style="color: blue;">■</span> Miscellaneous	\$35M	1.1%
<span style="color: red;">■</span> Machinery & Parts	\$29M	0.9%
<span style="color: yellow;">■</span> Generator Sets	\$28M	0.9%
<span style="color: magenta;">■</span> Others	\$168M	5.2%
<b>Total:</b>	<b>\$3,207M</b>	<b>100.0%</b>



# The United Nations Secretariat - Area of operation





## Useful General Addresses

[www.iaea.org](http://www.iaea.org)  
[www.ilo.org](http://www.ilo.org)  
[www.intracen.org](http://www.intracen.org)  
[www.unesco.org](http://www.unesco.org)  
[www.unfpa.org](http://www.unfpa.org)  
[www.unhcr.ch](http://www.unhcr.ch)  
[www.unicef.org](http://www.unicef.org)  
[www.unido.org](http://www.unido.org)  
[www.unops.org](http://www.unops.org)  
[www.undp.org](http://www.undp.org)  
[www.un.org](http://www.un.org)  
[www.unrwa.org](http://www.unrwa.org)  
[www.wfp.org](http://www.wfp.org)  
[www.wipo.int](http://www.wipo.int)  
[www.fao.org](http://www.fao.org)  
[www.itu.int](http://www.itu.int)  
[www.ifad.org](http://www.ifad.org)  
[www.uneca.org](http://www.uneca.org)

International Atomic Energy Agency  
International Labour Organisation  
International Trade Centre  
UN Educational, Scientific and Cultural Organization  
UN Populations Fund  
UN High Commissioner for Refugees  
UN Children's Fund  
UN Industrial Development Organisation  
UN Office for Project Services  
UN Development Program  
**UN Secretariat**  
UN Relief and Works Agency  
World Food Programme  
World Intellectual Property Organisation  
Food and Agricultural Organization  
International Telecommunications Union  
International Fund for Agricultural Development  
United Nations Economic Commission for Africa





## 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 .....**

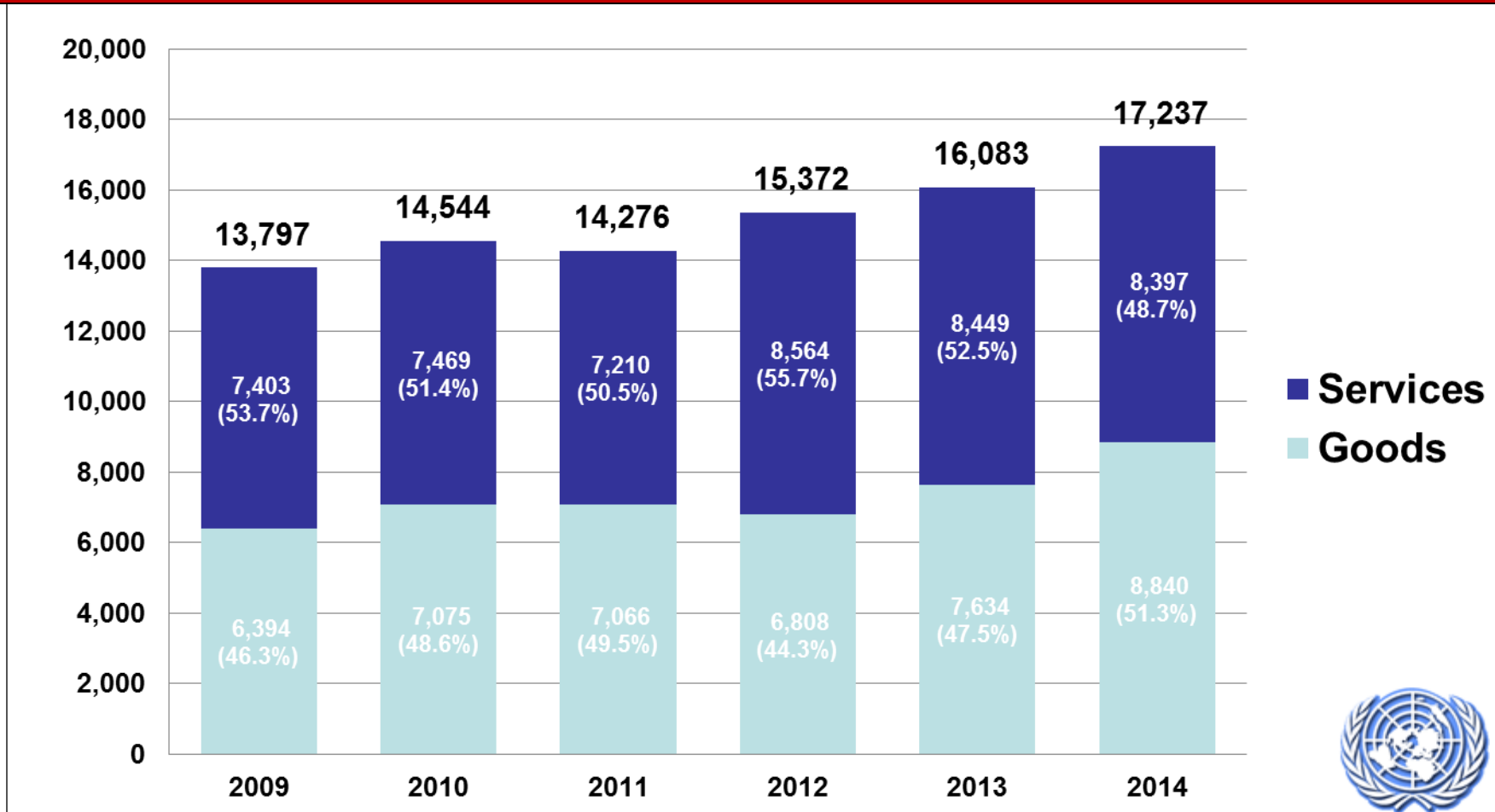




Statistics (UN procurement system)

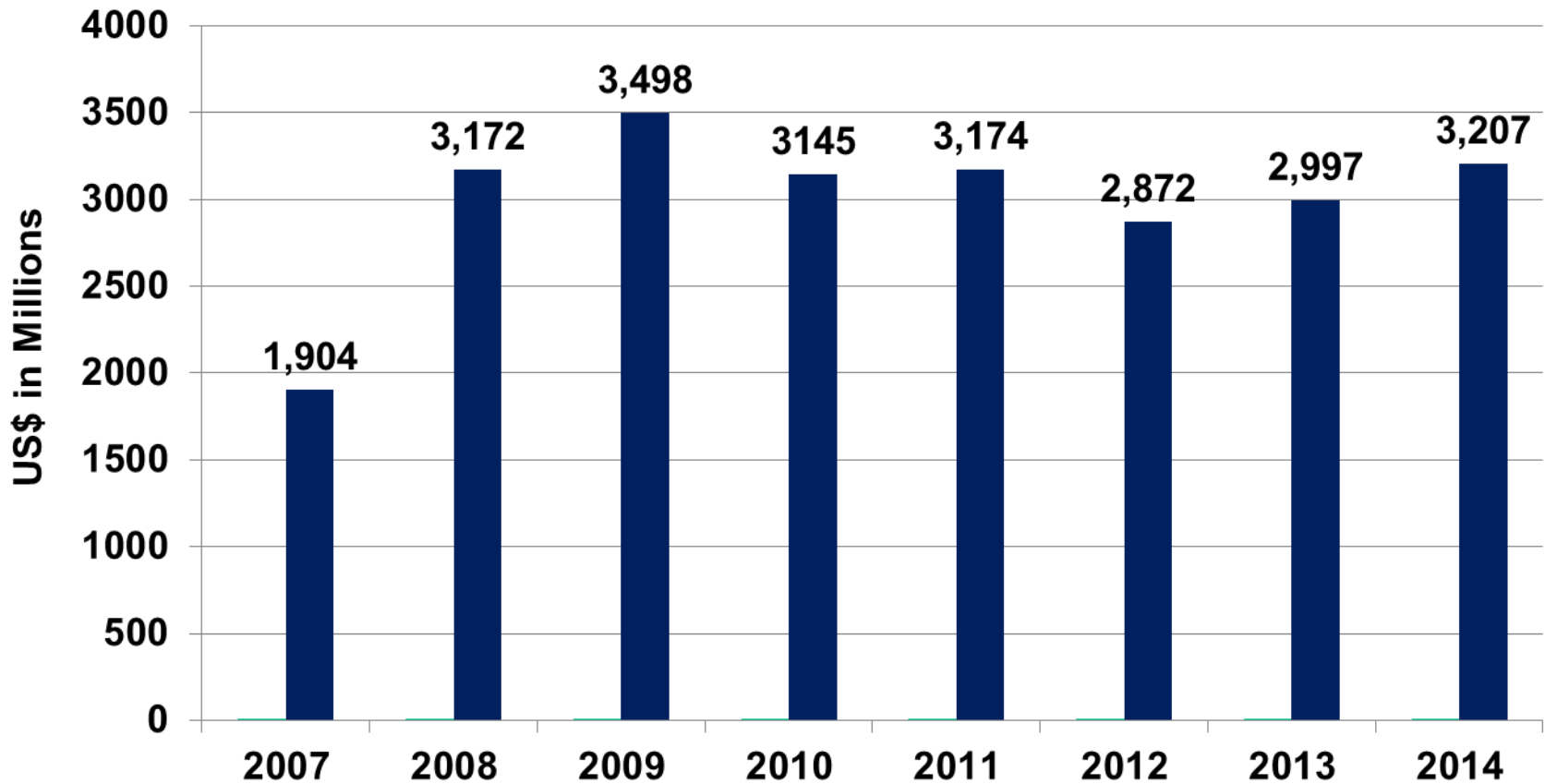


## Total UN Procurement of Goods and Services (US\$ M), 2009-2014



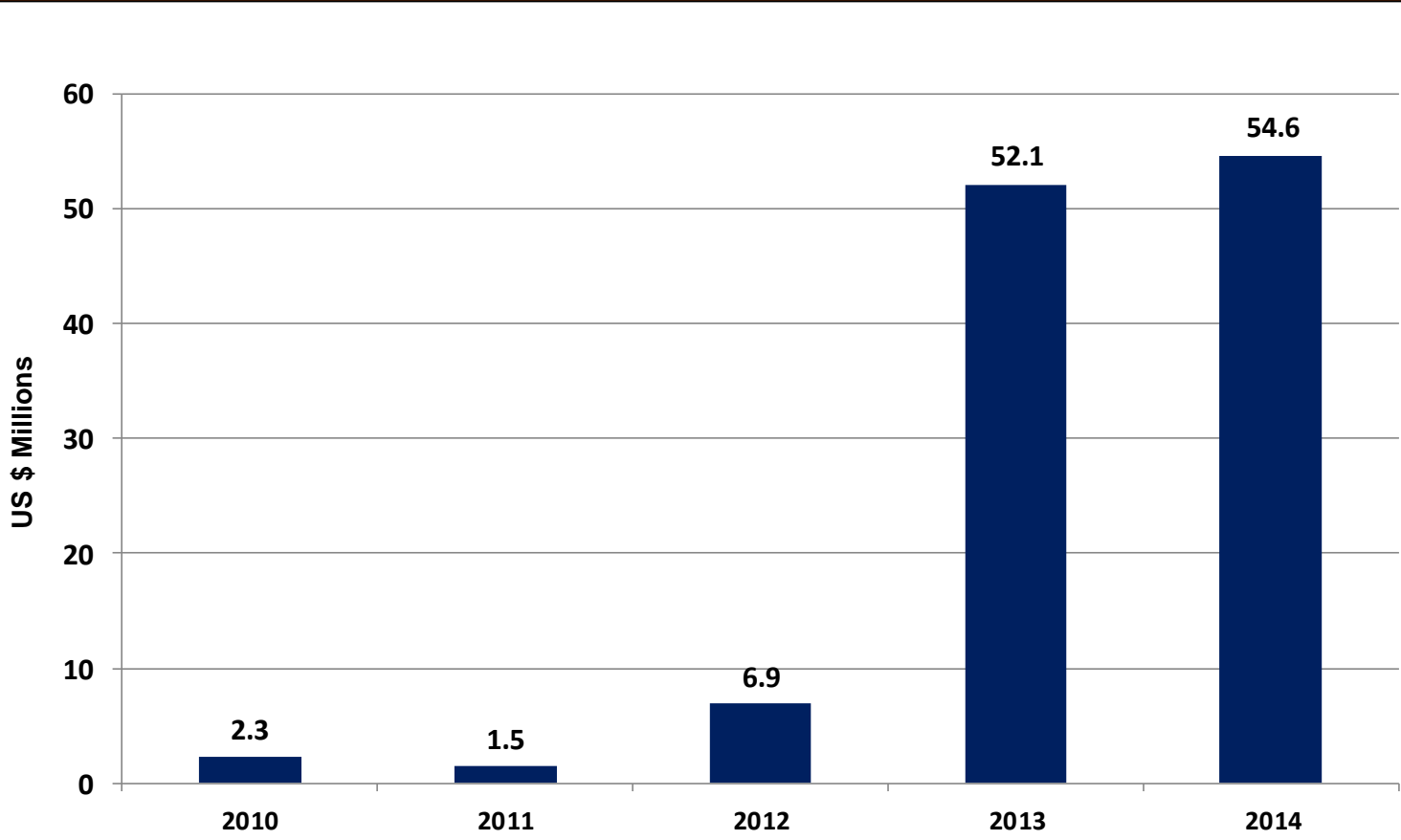


## Procurement Trend (UN Secretariat)





# Business Placed with Ethiopian Suppliers by UN Secretariat, 2010-2014





## Major Items procured by the UN procurement system

### Goods

- 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







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:  
[http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)
- Analysis, feedback and adjustment





Register on-line at: [www.ungm.org](http://www.ungm.org)

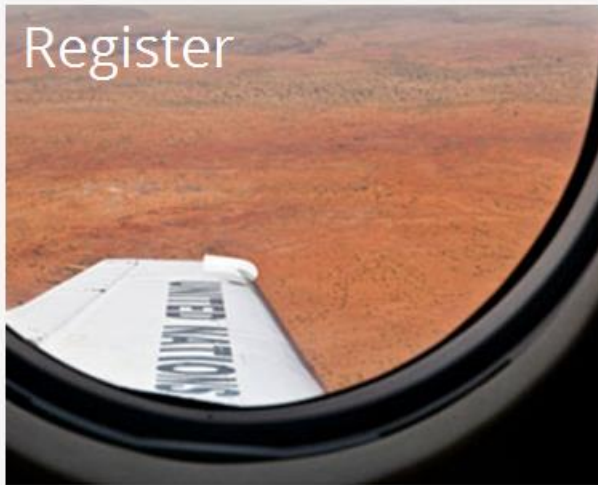
Registration is Mandatory!!!



UNITED NATIONS  
GLOBAL MARKETPLACE

Welcome to the UNGM

Register



Business  
Opportunities





## UNGM Tender Alert Service

- Value-added service offered by UNGM
- Online and easy subscription to the Tender Alert Service on [www.ungm.org](http://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!





# Overview of UN Procurement System 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 !





## 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







## Bid & Vendor Review

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





## UNPD launches new website

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...

[Read more](#)

UNPD launches new website

Chief Procurement Officers meet in New York for annual conference

Business Seminars: learn more about business opportunities with the UN

## 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...

### Latest Bulletins

- **23 Apr 14** - Updated UN responses to the questions from Air Charter Conference (18 Dec 2013):...
- **03 Apr 14** - Registration for Air Transportation Companies (01 December 2013):...
- **18 Dec 13** - Air Charter Conference (18 Dec 2013): presentation and form for...
- **03 Oct 13** - Updated: Transition in solicitation methodology for long-term air...
- **30 Jul 13** - ICAO Study on transition in solicitation methodology for air charter...

# 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](http://www.ungm.org). Registration at UNGM is mandatory for responding to this EOI. The following information is available about the registration process.**





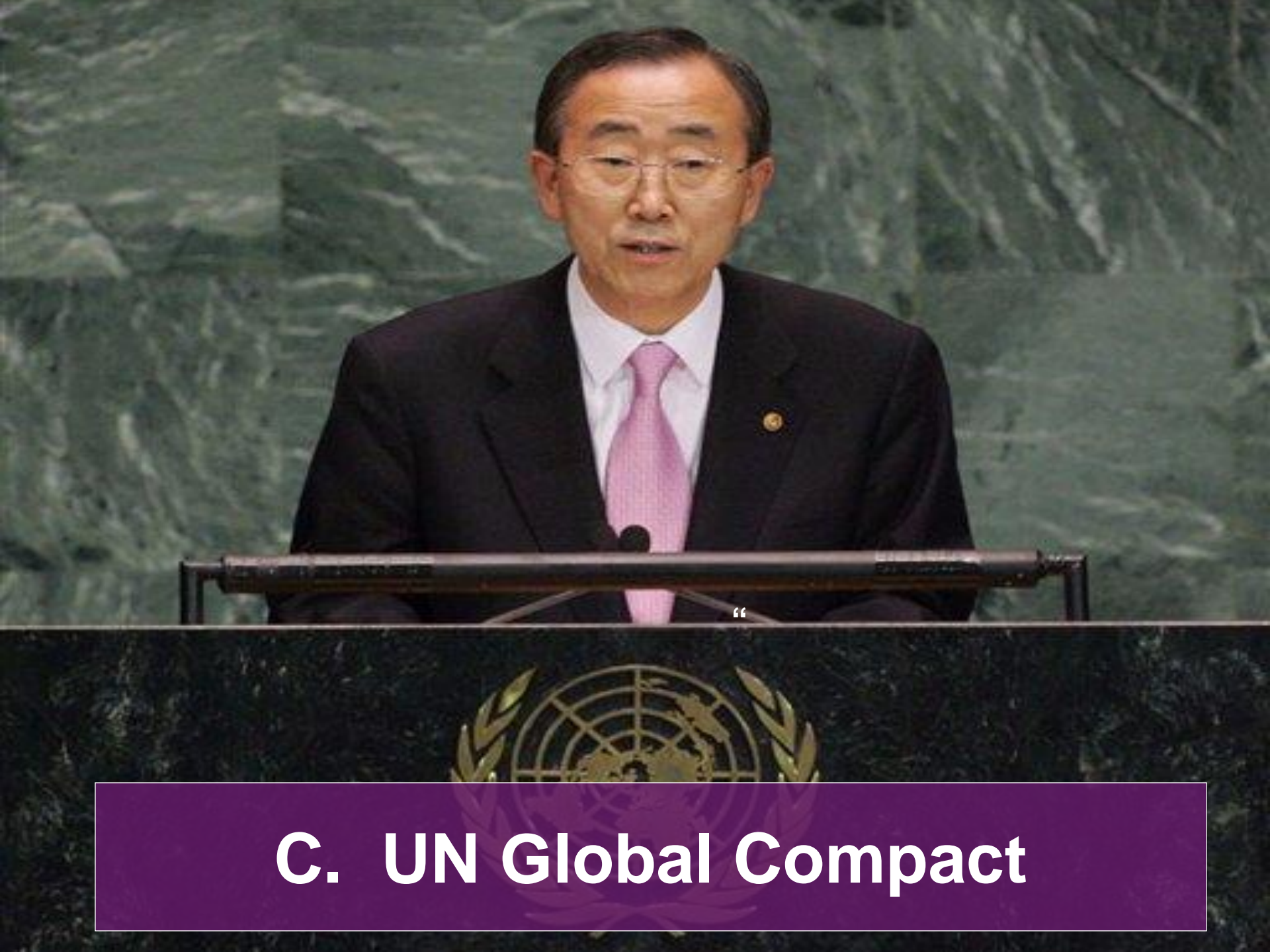
**B. United Nations Secretariat  
Procurement Division (PD)  
Entebbe, Uganda and New York, USA**



## UNPD's 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. UN Global Compact



## 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;
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;
9. Encourage the development and diffusion of environmentally friendly technologies;
10. Business should work against all forms of corruption, including extortion and bribery.

[www.unglobalcompact.org](http://www.unglobalcompact.org)





## UN Procurement Mobile App for iOS (new release) and Android

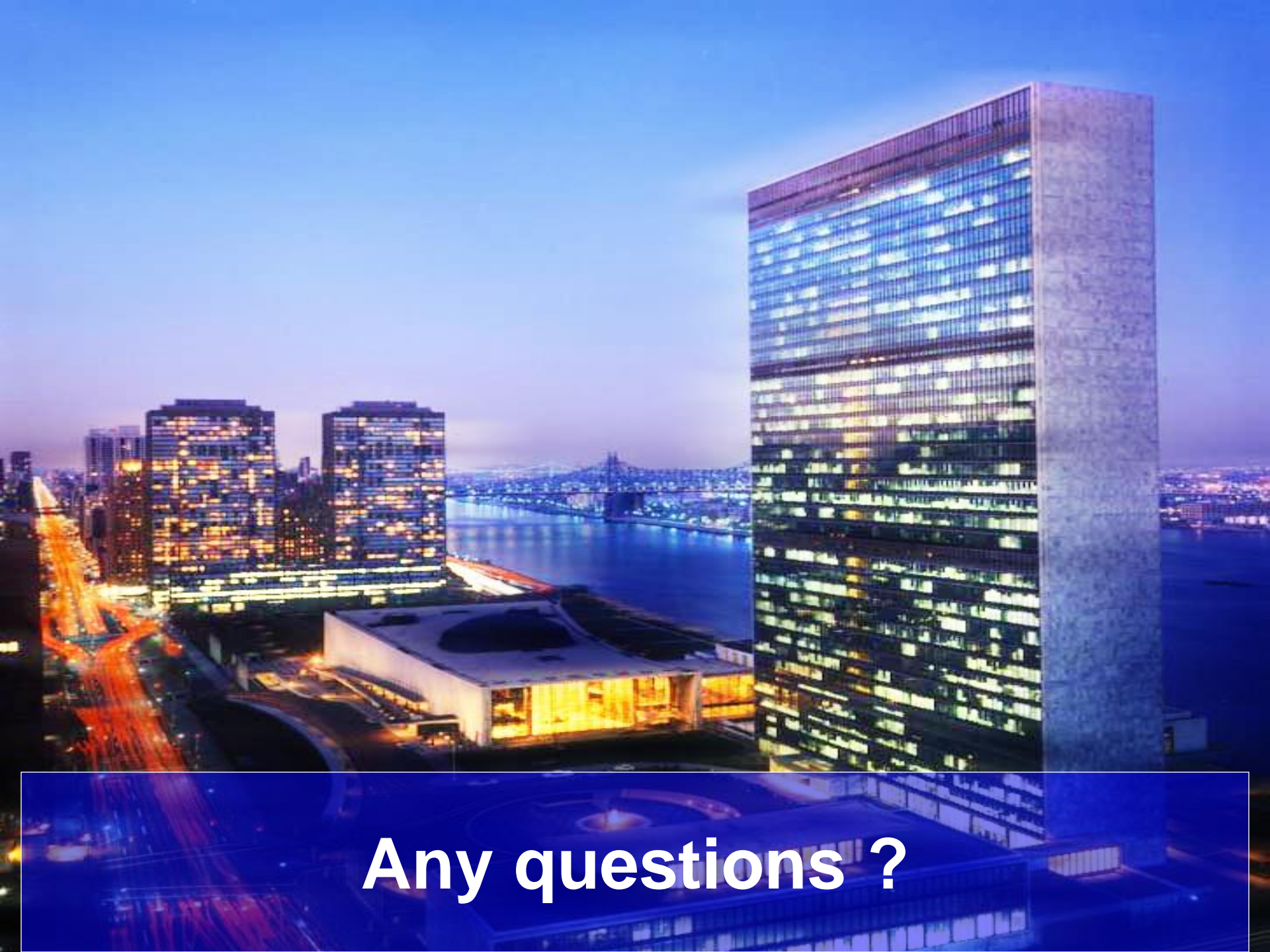


<https://market.android.com/details?id=org.UN.PD.MobileApp>

<http://itunes.apple.com/us/app/un-procurement/id473333632>







**Any questions ?**