

How to do business with UNHCR in a sustainable manner



Supply Management Service

UNHCR Supply Chain

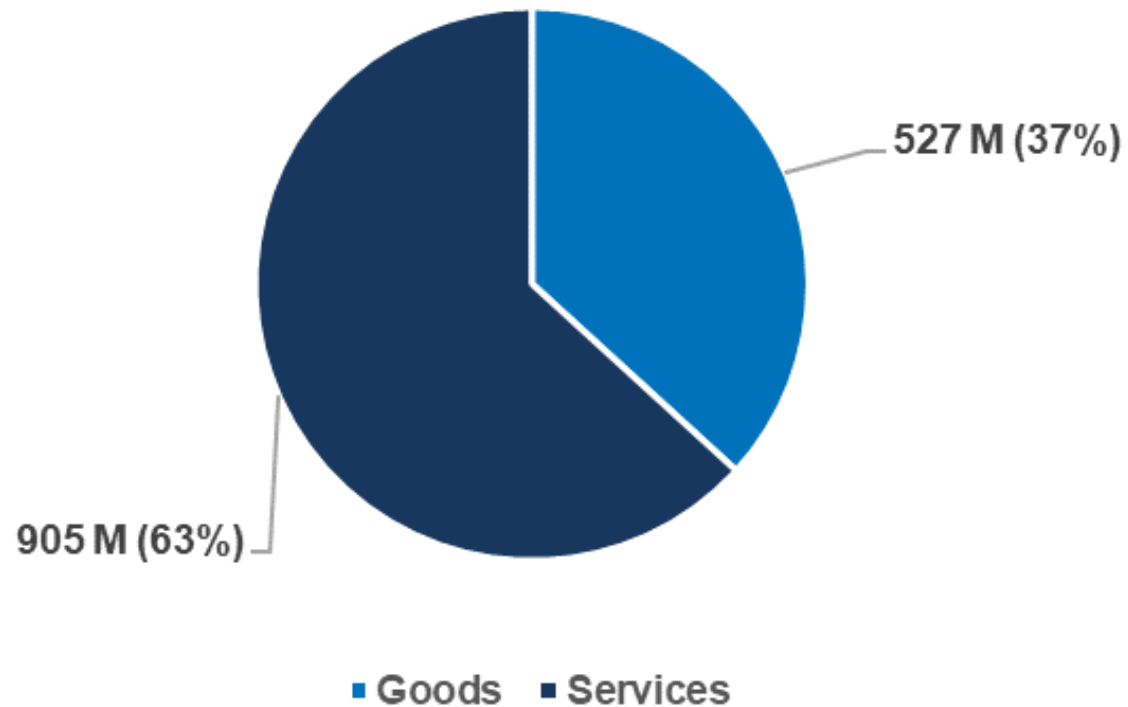


Supply Management Service (SMS) deliver quality goods and services across UNHCR, and to people forced to flee, in a timely, efficient, and sustainable manner.



UNHCR Procurement 2022 (USD)

Procurement Value by Goods and Services (%)

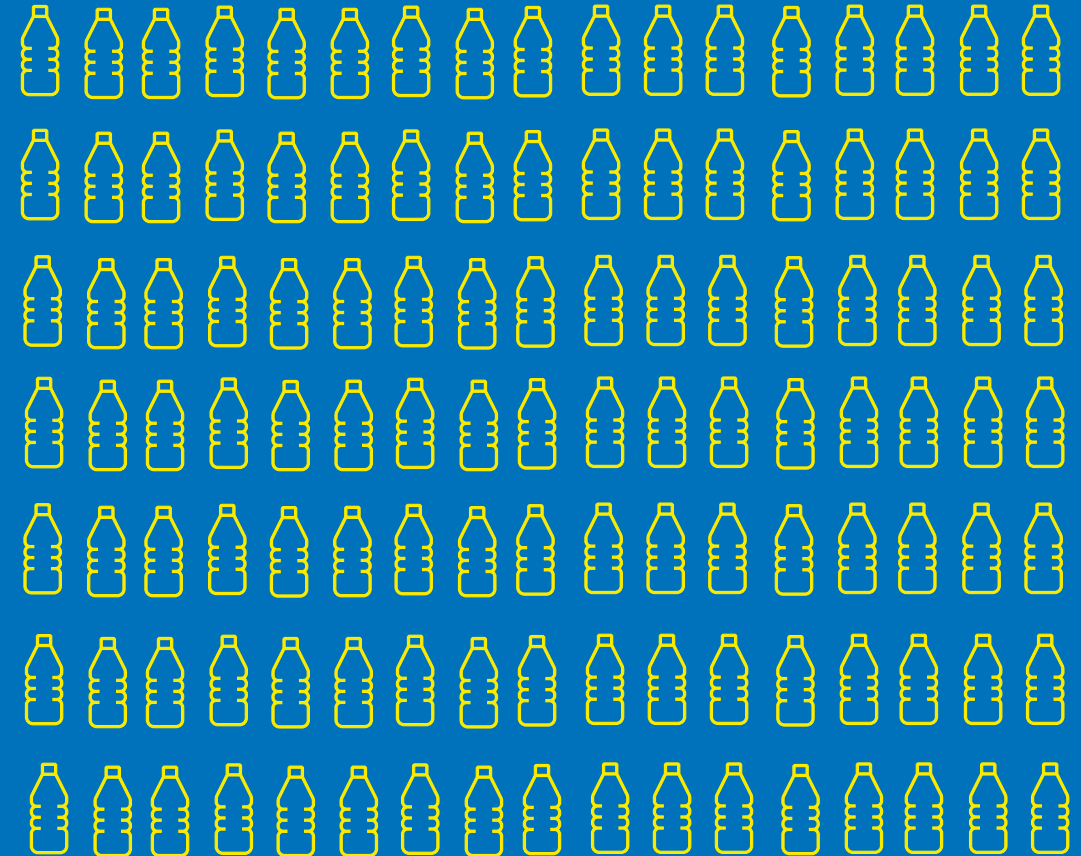


Procurement value:
1.4 billion USD

Goods we procure

- Agricultural tools
- Blankets
- Buckets
- Clothing
- Computers
- Drugs and medical supplies
- Fuel
- Generators, pumps
- Hygiene parcel
- IT and Telecom equipment
- Jerry cans
- Kitchen sets, stoves
- Mattresses
- Mosquito nets
- Office equipment
- Plastic tarpaulins, rolls
- Prefabricated houses
- Sanitary materials
- Sleeping mats
- Solar lamp
- Tents
- Vehicles, trucks

These items constitute a huge portion of **PLASTIC**



Core relief item Support in 2022

(Procurement & Global Stockpiles)



Blankets

3.3M



Plastic tarpaulins

1.7M



Buckets

676K



Jerry cans

985K



Solar lamps

724K



Sleeping mats

1.2M



Mosquito nets

1.6M



Kitchen sets

843K



Tents

50K



Plastic Rolls

16K



25 M
people

Core relief item Support in 2022

(Procurement in the Region)



Blankets

1.5M



Sleeping Mats

1M



Kitchen Sets

0.3M



Solar Lanterns

0.1M



Buckets

1M



Jerry Cans

0.5M



Mattresses

0.1M



Region of East and
Horn of Africa &
Great Lakes

How to become a UNHCR Supplier

The UN Supplier Code of Conduct (UNSCC) sets forth what is expected of all suppliers with whom UNHCR does business. Furthermore, Vendors are expected to demonstrate a commitment to the Ten Principles set out in the UN Global Compact that underlies the UNSCC.



Self-Registration is required through our **new Supplier Portal** available through <https://www.unhcr.org/how-become-supplier>. Verification of the registration is transparently conducted by taking into consideration, inter alia, the following information:

- Firm/Company/Factory registration certificate
- Registration with Tax/VAT
- Company's annual financial report
- Audit certificate/report
- Brochures on products/services
- Environmental policy
- Quality assurance certificate



In all cases, submitting a duly **filled in Vendor Registration Form** with supporting documents is mandatory. However, the system provides for a simplified and fully automated process for registration as a simple prospective vendor.

Procurement Conditions



UNHCR does not purchase from companies engaged in the sale or manufacture, either directly or indirectly, of antipersonnel mines or any components produced primarily for the operation thereof. UNHCR does not purchase from companies engaged in any practice inconsistent with the rights set forth in **Convention on the Rights of the Child**.



Any unethical practice, including Sexual Exploitation and Abuse, is antithetical to the policies and principles of UNHCR. Particular reference is made to the **UN Supplier Code of Conduct (UNSCC)** which is mandatory for all UNHCR vendors.



We proactively engage with corporations eager to help drive change and find innovative solutions to refugee issues. UNHCR also endeavours to undertake **environmentally responsible** sourcing of goods and services.



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Procurement Principles

In line with the UN Financial Regulations and Rules, UNHCR's procurement system is based on the following principles:



Best Value For Money



**Effective
Competition**



**Fairness, Integrity and
Transparency (FIT)**



**The Interest of the
United Nations**

Solicitation Methods

There are three types of solicitation documents issued by the UNHCR to fulfill a procurement requirement. While each of the documents referred below contain the information necessary to submit a suitable offer, they vary in accordance with the nature of the requirement and the estimated monetary value.

Request for Quotation (RFQ)

An informal invitation to submit a quotation for requirements of relatively low monetary value. Prices and other commercial terms and conditions are requested, and an award is usually made to the lowest priced technically compliant offer.

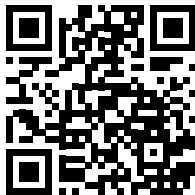
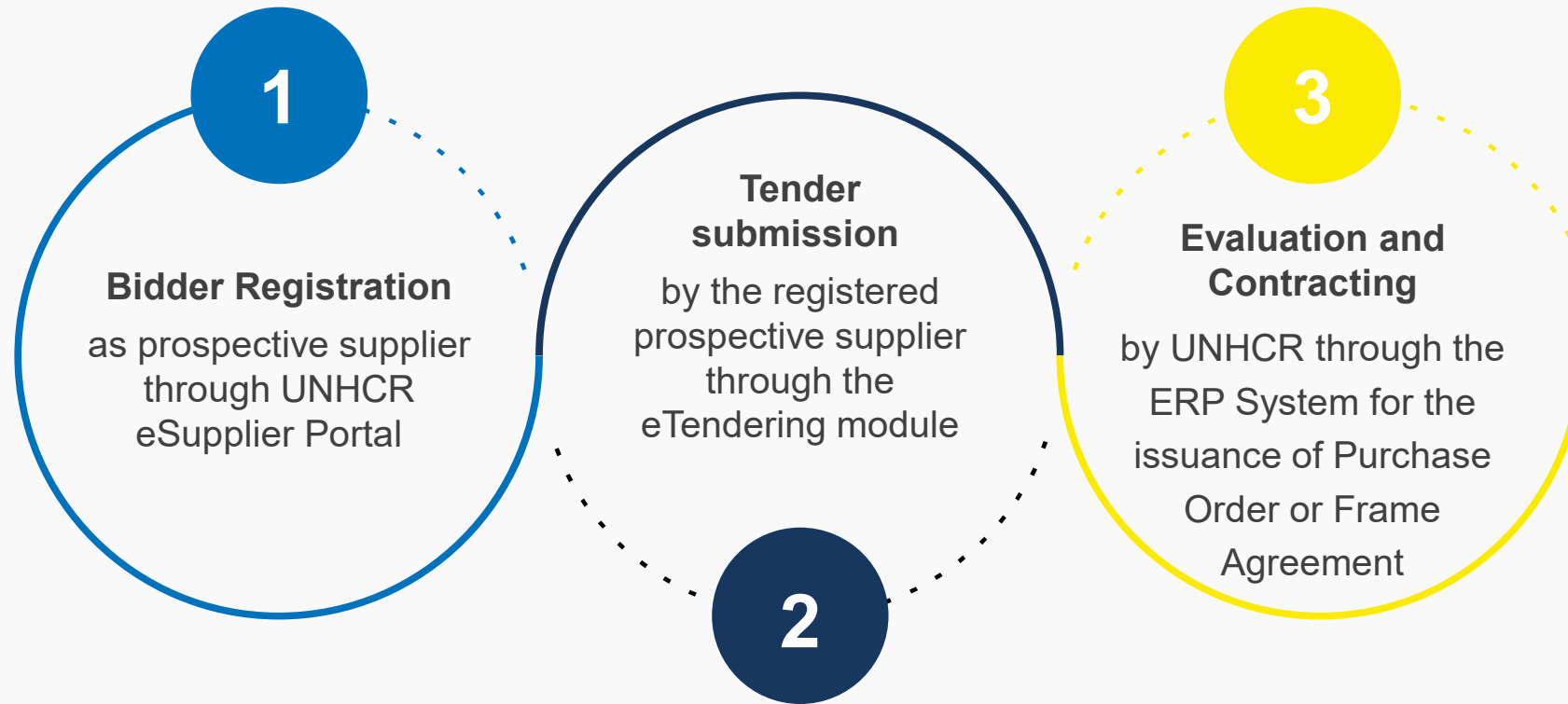
Request for Proposal (RFP)

A formal request to submit a proposal against requirements that have higher dollar value but are not fully definable at the time of solicitation and where the innovation and specific expertise of the proposer is sought to better meet the procurement requirement. Price is only one of the several factors comprising the evaluation criteria, which are determined before the RFP is released. The offer from a supplier is submitted in two sets of documents: a Technical offer and a Financial offer.

Invitation to Bid (ITB)

A formal invitation to submit a bid usually associated with the requirements that are clearly or concisely defined and have a monetary value above the RFQ threshold. Award recommendations are based on the lowest cost technically compliant offer.

Solicitation Process



UNHCR has implemented a new Cloud ERP System through which all solicitations will be managed. Training sessions and guidance are available online > <https://www.unhcr.org/how-become-supplier>

Some tips on how to effectively participate in our tendering processes

- Read carefully the tender documents.
- Follow strictly the instructions provided on how to prepare and submit your bids.
- In case of doubts, ask for clarifications. Do not make assumptions!
- Provide clear and concise answers to address all the requirements and evaluation criteria.
- Be mindful of deadlines;

As a general, do not forget that **we want to work with you**, so please voice your concerns, if any, rather than simply dismissing this business opportunity. We want to create the best conditions for you to put forward a valuable offer for us!

Thank you!

Fabrizio Bertora
Chief, Procurement Section

