



Doing Business with UNHCR

Procurement Service (PS)

1 refugee without hope
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UNHCR's Role and Mandate



14 December 1950 by the UN General Assembly



Role: protect and support refugees at the request of a government or the UN itself and assists in their voluntary repatriation, local integration or resettlement to a third country.

Mandate:

- provide **protection** for refugees and other persons of concern
- provide **assistance** for refugees and other persons of concern
- pursue **durable solutions** for their problems

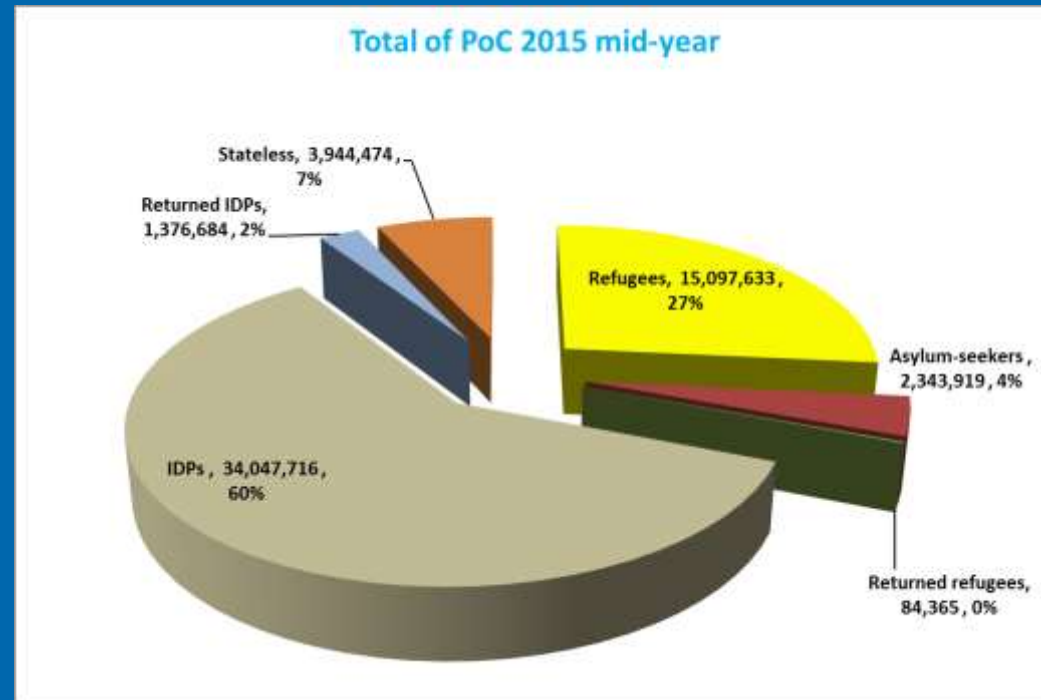
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UNHCR's Role and Mandate



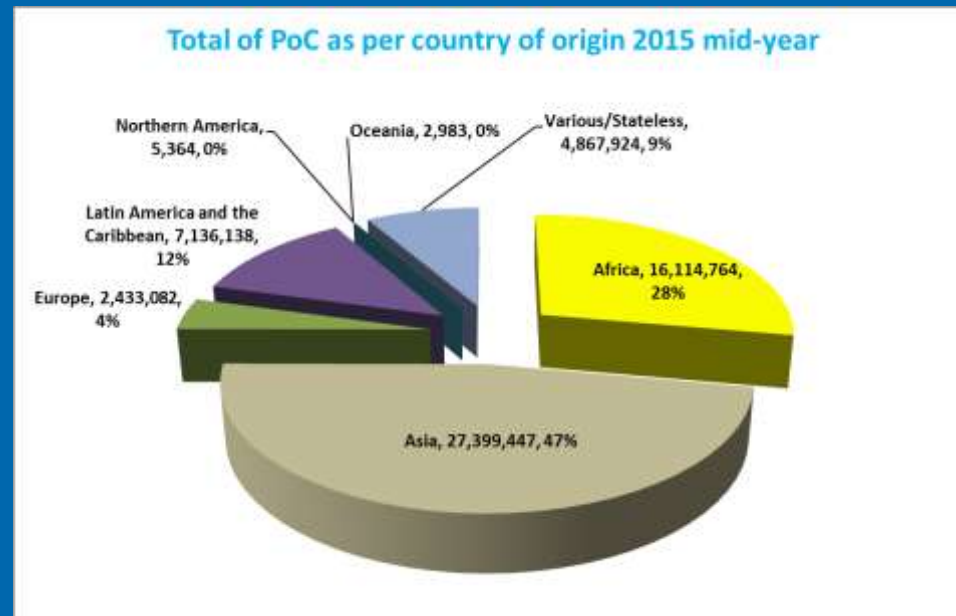
Refugee camp in Dadaab, Kenya



By mid-year 2015, the total number of refugees stood at 15 million individuals while the number of IDPs was 34 m.

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UNHCR's Role and Mandate



TOP 15 countries of origin in 2015 mid-year: 1.Syrian Arab Rep. 2.Colombia 3.Iraq 4.Stateless 5.Afghanistan 6.Sudan 7.South Sudan 8.DRC 9.Somalia 10.Pakistan 11.Ukraine 12.Nigeria 13.Yemen 14.CAR 15.Myanmar

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UNHCR's Role and Mandate



A significant humanitarian organization

- Approximately 9,700 employees
- 89% of staff works in the field
- Present in 123 countries with a total of 455 offices
- Budget 2015: 6.8 billion dollars
- Headquarters in Geneva, Budapest and Copenhagen

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Procurement in UNHCR

In trying to help and protect some of the world's most vulnerable people in so many different places and types of environment, UNHCR must purchase goods and services worldwide. This might range from buying fleets of heavy duty vehicles needed in the most inaccessible parts of the African continent to purchasing needles and thread for a self-help project in Pakistan. UNHCR also hires consultants and specialized companies and their staff for projects.



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Procurement in UNHCR

Objectives

To obtain:

- The right goods and services
- At the right prices
- To be delivered at the right time and the right place

UNHCR works for a policy of sustainable procurement, to benefit the environment, society and local economy



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Procurement in UNHCR

Example of Items procured by UNHCR

Services

- Audit service
- Cleaning
- Construction
- Electricity
- Inspection
- Insurance
- IT, Telecom
- Health administration service
- Lease or rental of property/building
- Mailing services
- Medical Services, Evacuation
- Meeting facilities
- Printing
- Road maintenance service
- Security
- SAT Communication service
- Training/workshops
- Transportation

Goods

- Fuel
- Agricultural tools
- Blankets
- Clothing
- Drugs and medical supplies
- Fuel
- Generators, pumps
- IT and Telecommunications equipment
- Jerry cans, buckets
- Kitchen sets, stoves
- Hygiene parcel
- Office equipment
- Plastic tarpaulins, rolls
- Sanitary materials
- Sleeping mats
- Solar lamp
- Tents
- Vehicles, trucks

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Procurement in UNHCR

Procurement Principles

In line with UN Financial Regulations and Rules:

UNHCR procurement is based on integrity and transparency through fair competition to reach best value for money, taking into consideration the best interest of the organization

Priority is to source in areas of operation (when prices are competitive and other conditions allow)

UNHCR uses competitive bidding to obtain goods and services
Exceptions to this are limited to a few cases only

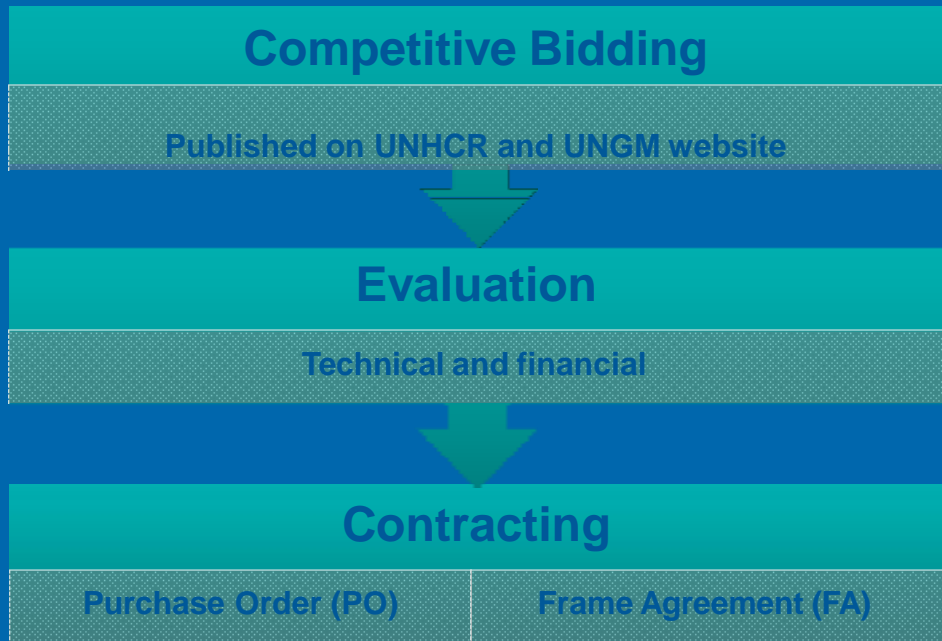


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Procurement in UNHCR

How does UNHCR procure?



- RFP (Request for Proposal)
- ITB (Invitation to Bid)
- RFQ (Request for Quotation)

Tender method takes into account complexity of the item and monetary value

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Procurement in UNHCR

In summary: Tendering methods in UNHCR

- Open international tender
- Limited international tender
- Local tender
- Informal competition
- Joint procurement activities

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Procurement in UNHCR

Procurement value: 1.017 billion US\$ in 2015

HQ: 329 m.US\$

Field: 688 m. US\$



UNHCR

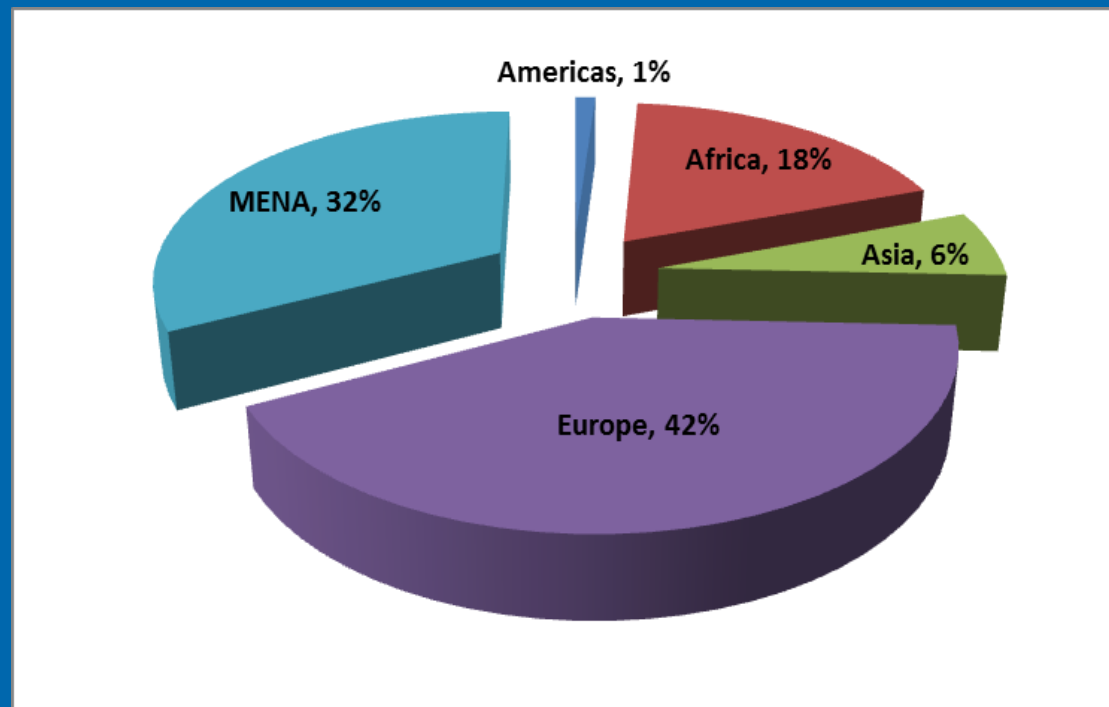
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UNHCR
The UN Refugee Agency

Procurement in UNHCR

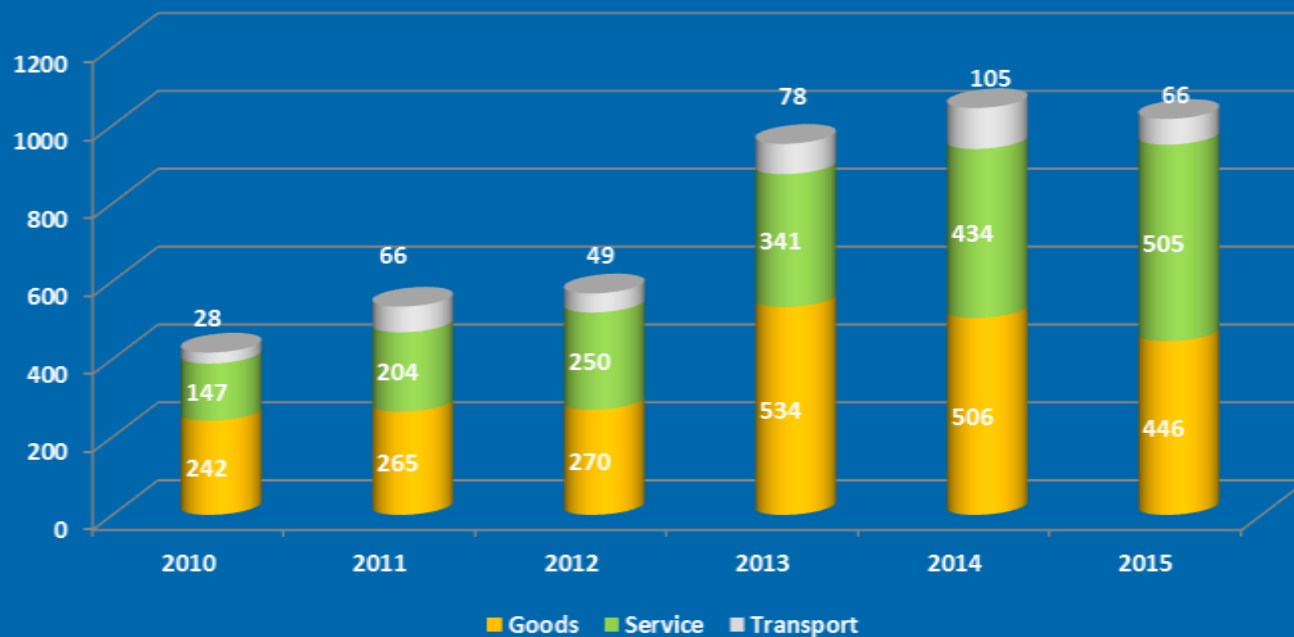
Division of Procurement Value by Region 2015



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Procurement in UNHCR

UNHCR Procurement 2010 - 2015 (in m.US\$)



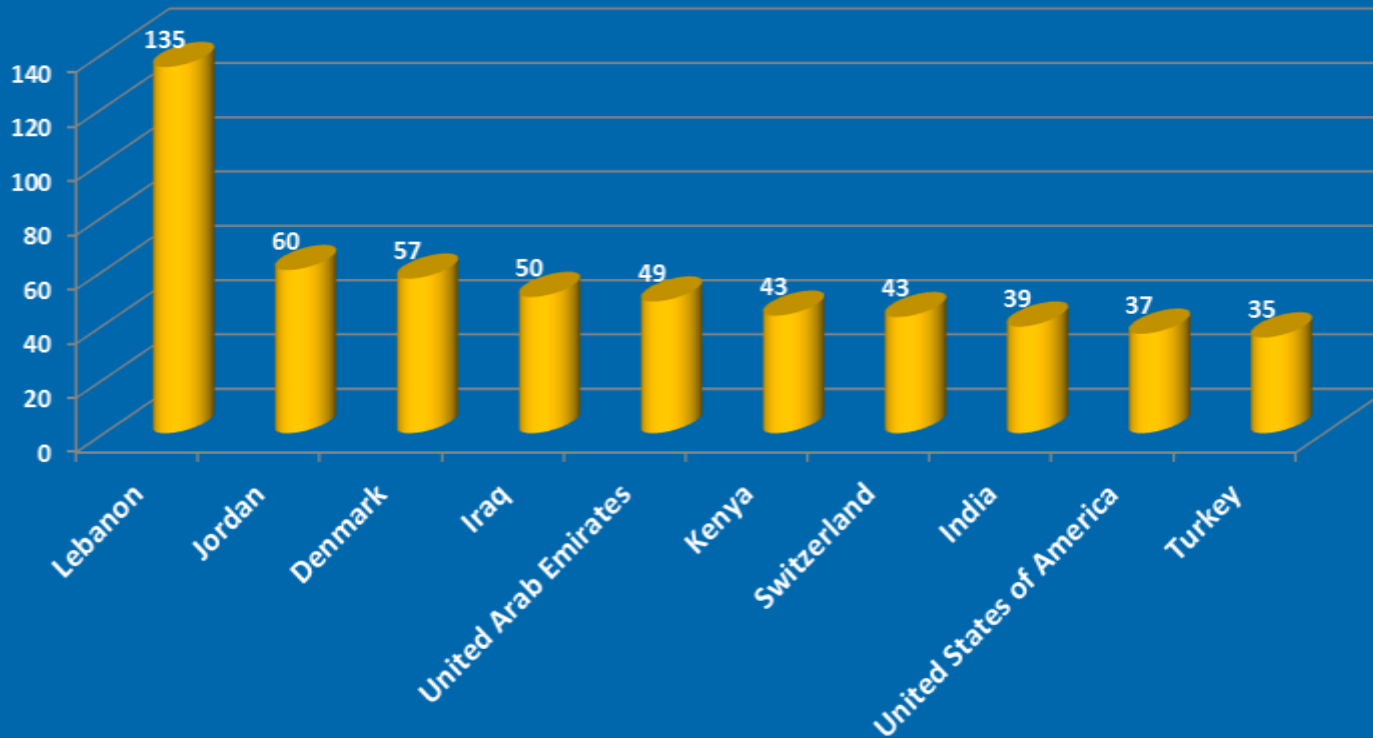
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Procurement in UNHCR

Procurement value in million US\$

Top Vendors 2015



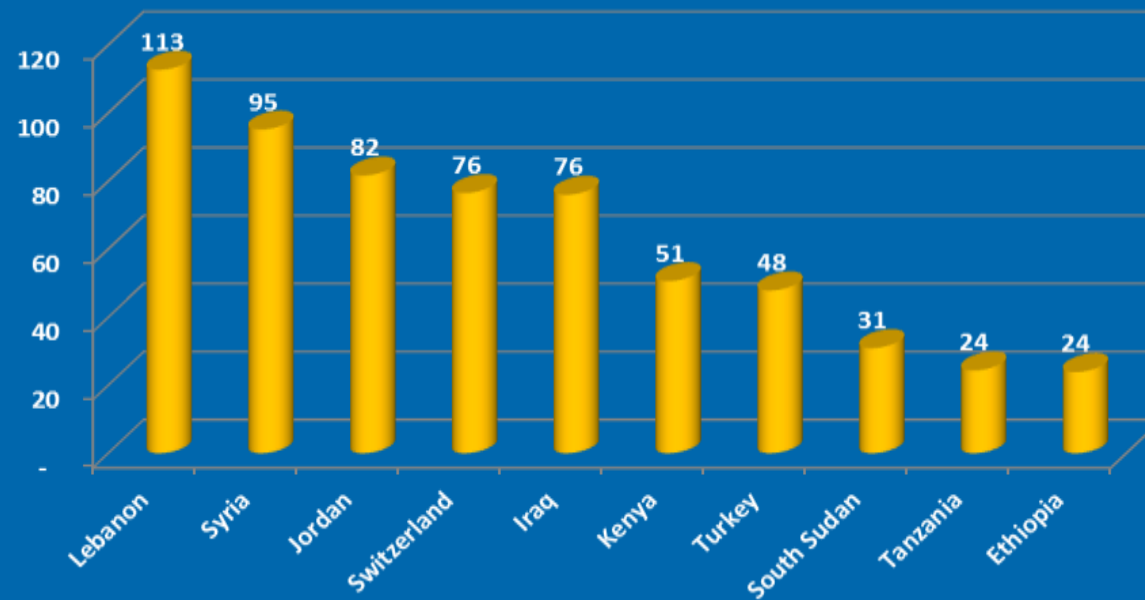
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Procurement in UNHCR

Procurement value in million US\$

Top Destinations 2015



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Procurement in UNHCR

TOP 10 item categories in 2015 based on value (US\$)

GOODS

SERVICES

CATEGORY	VALUE (in m.\$)	CATEGORY	VALUE (in m.\$)
BEDCLOTHES/ MATRESSES/ TOWELS	43	BUSINESS/ ADMINISTRATIVE SER	154
BLANKETS	42	TRANSPORT SUPPORT	51
PLASTIC PRODUCTS (SHEETS & ROLLS)	30	MAINTENANCE/ CONSTRUCTION SER	36
CLOTHING	26	FINANCIAL SERVICES	34
TENT/ CAMP/ OUTDOOR EQUIP/ ACC	26	SECURITY/ SAFETY SERVICES	33
DIESEL	21	CIVIL AFFAIRS SERVICES	32
KITCHENWARE	20	ADVERTISING/ INFORMATION SER	26
FUELS (UNSPECIFIED)	18	COMPUTER SERVICES	22
SOAP/CLEANING /HYGIENE SUPPLIE	15	TELECOMS SERVICES	18
LAMP/ LAMP COMPONENTS	15	STORAGE/PACKING/HANDLING	16

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Procurement in UNHCR

Items procured from Denmark based Suppliers 2014 - 2015

TOTAL Value (m.US\$)	127
TOP 10 CATEGORIES (m.US\$):	
TRANSPORT SUPPORT	53
CARGO/PASSENGER TRANSPORT	32
COMPUTERS	8
BUSINESS/ ADMINISTRATIVE SER	5
NETWORK COMPONENTS / ACCESS	5
STORAGE/PACKING/HANDLING	5
CHARTERS	4
FINANCIAL SERVICES	2
SATELLITE EQUIP/ ACCESSORIES	2
INSPECTION SERVICES	1

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Procurement in UNHCR

Items procured from Norway based Suppliers 2014 - 2015

TOTAL Value (m.US\$)	24.5
TOP 10 CATEGORIES (m.US\$):	
LAMP/ LAMP COMPONENTS	19
PREFABRICATED Warehouse	3
FINANCIAL SERVICES	0.8
SOLAR GENERATORS/ SUPPLIES	0.4
KITCHENWARE	0.3
INSULATION	0.3
BUSINESS/ ADMINISTRATIVE SER	0.2
WATER TREATMENT EQUIP/ SUPPL	0.2
TENT/ CAMP/ OUTDOOR EQUIP/ ACC	0.2
PREPARED/ PRESERVED FOODS	0.08

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Procurement in UNHCR

Items procured from Sweden based Suppliers 2014 - 2015

TOTAL Value (m.US\$)	19
TOP 10 CATEGORIES (m.US\$):	
PREFABRICATED House	11.5
GENERAL CARGO TRUCKS	2.2
BEDCLOTHES/ MATRESSES/ TOWELS	0.9
BUSINESS/ ADMINISTRATIVE SER	0.9
WATER CANS	0.6
TENT/ CAMP/ OUTDOOR EQUIP/ ACC	0.4
FINANCIAL SERVICES	0.4
TANKERS	0.3
CONSTRUCTION SUPPORT EQUIPMENT	0.2
SPARE PARTS/ ACCESSORIES	0.2

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Procurement in UNHCR

Items procured from Finland based Suppliers 2014-2015

TOTAL Value (m.US\$)	0.8
TOP CATEGORIES (m.USD):	
PERSONAL SAFETY/ PROTECTION	0.75
TRANSPORT SUPPORT	0.04

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Procurement in UNHCR

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 the Convention on the Rights of the Child
- Building on the philosophy and achievements of the UN Global Compact, UNHCR envisions a world in which the private sector plays a constructive role in finding durable solutions for people forced to flee their homes, including refugees and the internally displaced, as well as returnees.
- To achieve this, we proactively engage with corporations and foundations eager to help drive change and find innovative solutions to refugee issues. This collaboration can take many forms ranging from special events to cause-related marketing campaigns reaching millions of people



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Procurement in UNHCR

Always read carefully the required manner of submission!

- Address all requirements as stated in the ToR
- Check that there are no prices in technical offers
- Do not send your final submission to the wrong address (i.e. buyer)
- Avoid late submissions

Be patient, the buyer will update you on any new developments. If questions arise, contact the buyer only. Do not contact other UNHCR colleagues.

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Procurement in UNHCR

UNHCR Vendor Management

Vendor portal: UN Global Market Place - UNGM

UNHCR vendor database registers all vendors to UNHCR

For the purpose of tendering and supplying to the UNHCR, filling a **Vendor Registration Form** with supporting documents is a must:

- 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

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Thank you for your interest in becoming a supplier to
UNHCR



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www.unhcr.org/supply

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