



DOING BUSINESS WITH THE UNITED NATIONS (UN)



Agenda



- UN Procurement & Statistics
- UN System of Organisations
- Supplying the UN
- General UN Procurement Procedures
- Practical Tips





UN Procurement & Statistics



Procurement & United Nations ultimate goals

- The Sustainable Development Goals 2015-2030
- 17 goals with 169 targets covering a broad range of sustainable development issues
- <https://sustainabledevelopment.un.org/>



The UN Global Compact and the Supplier Code of Conduct

- ❖ The UN strongly encourages all vendors to actively participate in the **Global Compact**

The Global Compact promotes principles of human rights, labour, environment and anti-corruption

www.unglobalcompact.org



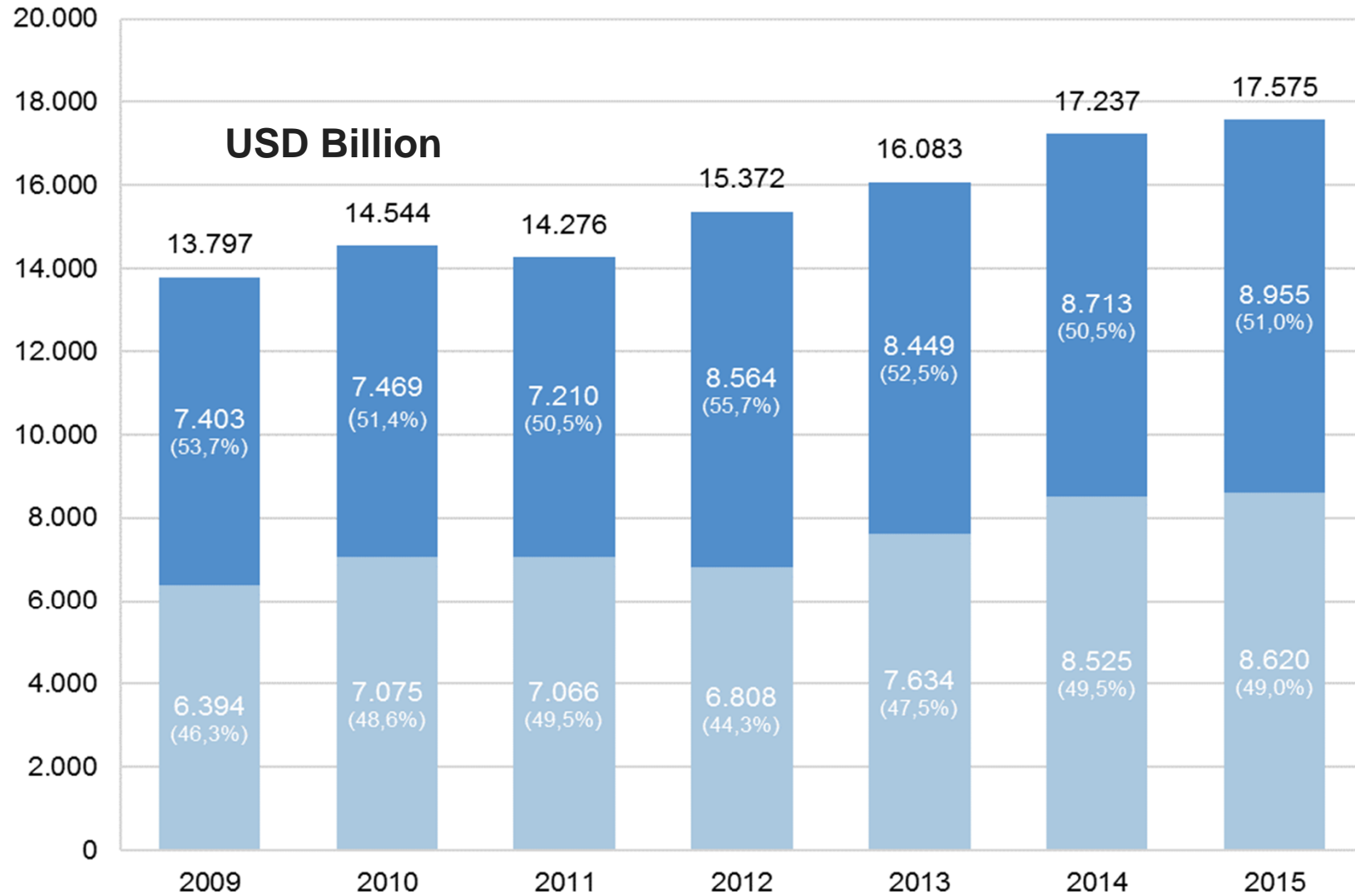
- ❖ The **UN Supplier Code of Conduct** spells out the principles that should inspire the business practice of suppliers

The UN Supplier Code of Conduct provides the minimum standards expected of suppliers to the UN

www.un.org/depts/ptd/code_of_conduct



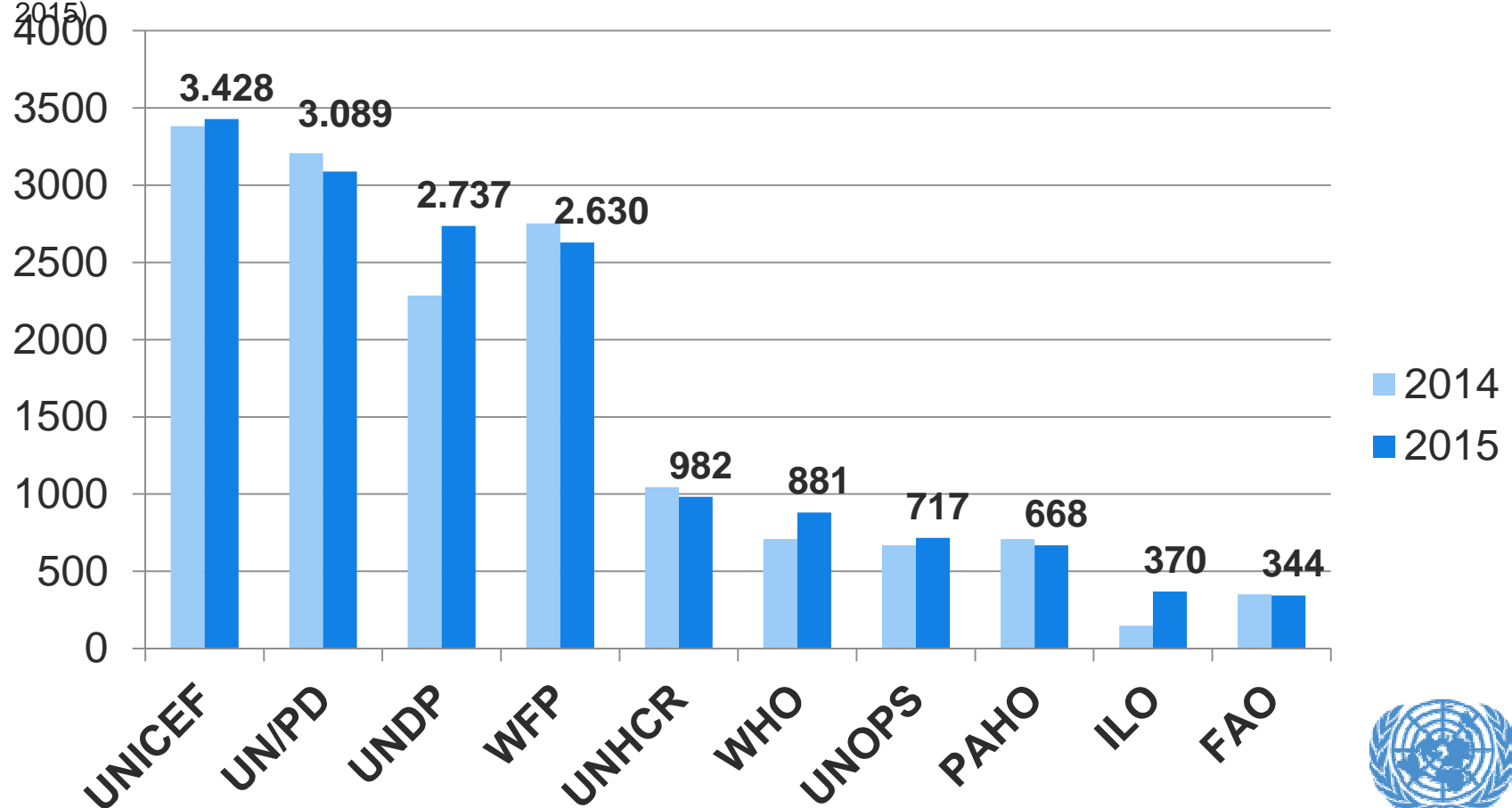
Total UN procurement of goods and services 2009-2015



Procurement volume of the 10 principal UN organizations 2014 and 2015

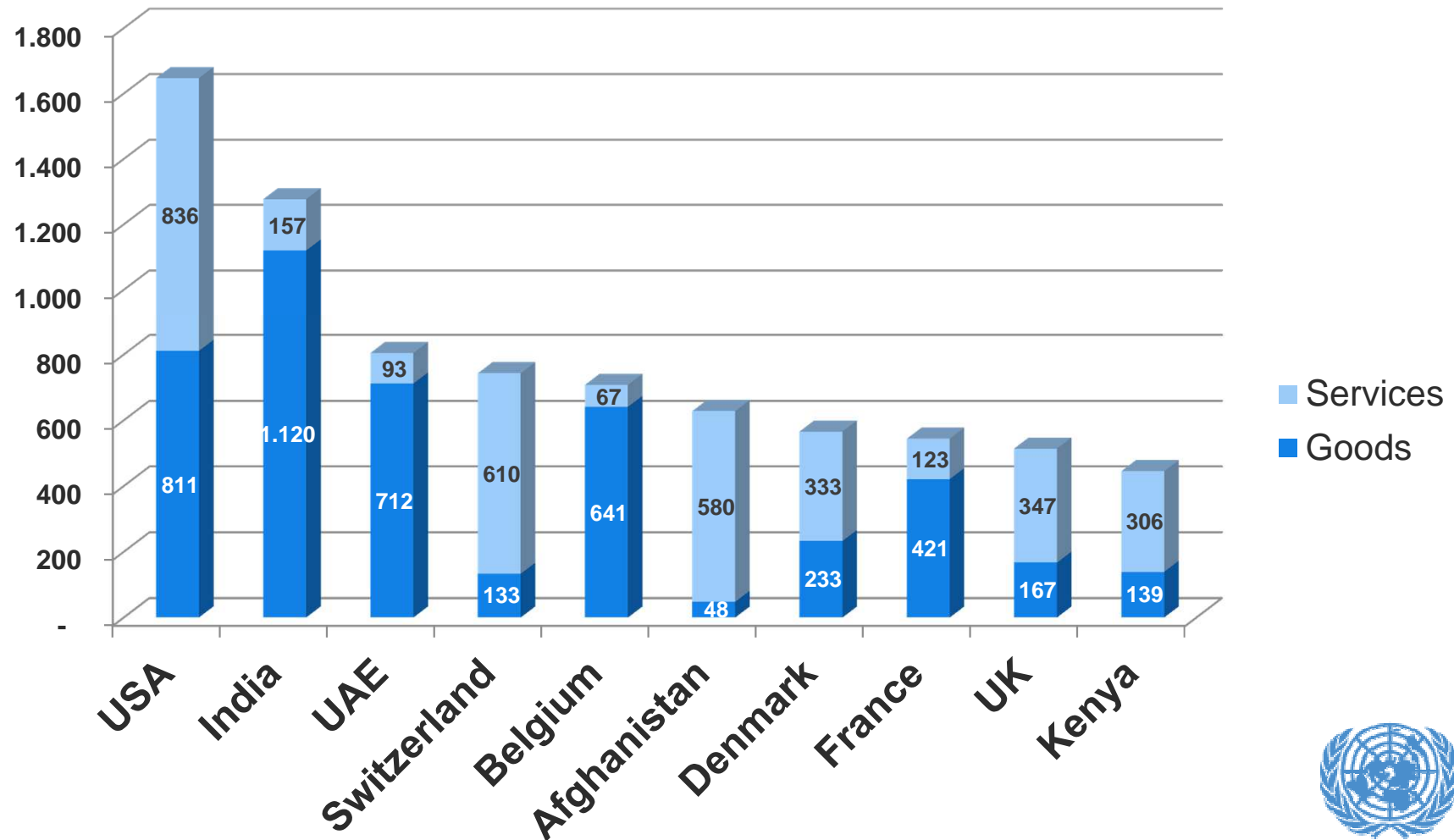
USD Million

(total shown for
2015)



10 major countries of supply to the UN System 2015

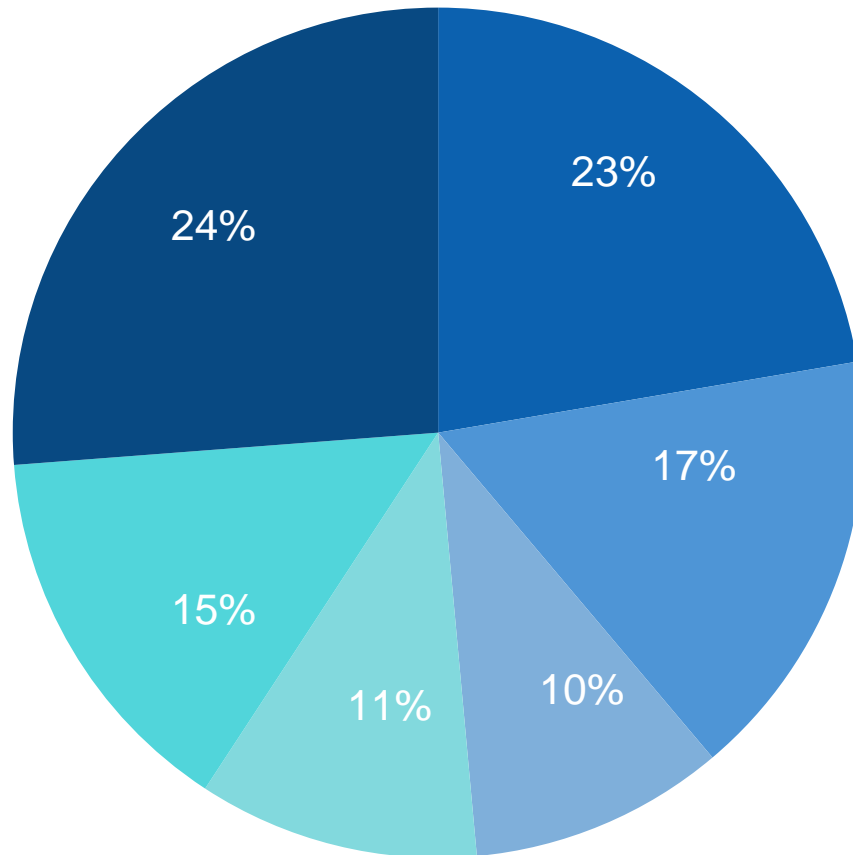
USD Million



What does the UN buy?

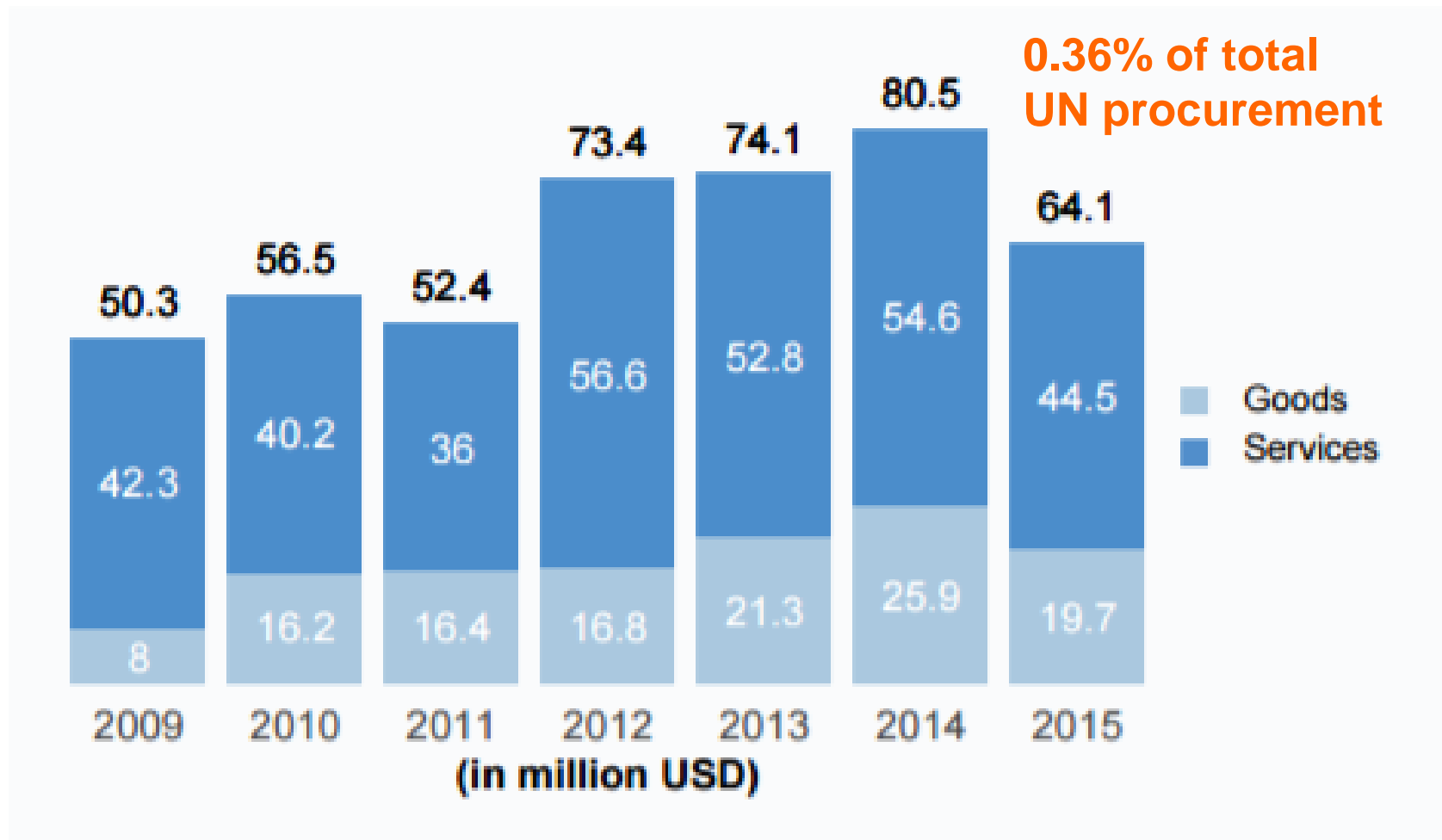


Top 5 sectors (approx 75% of total UN procurement)

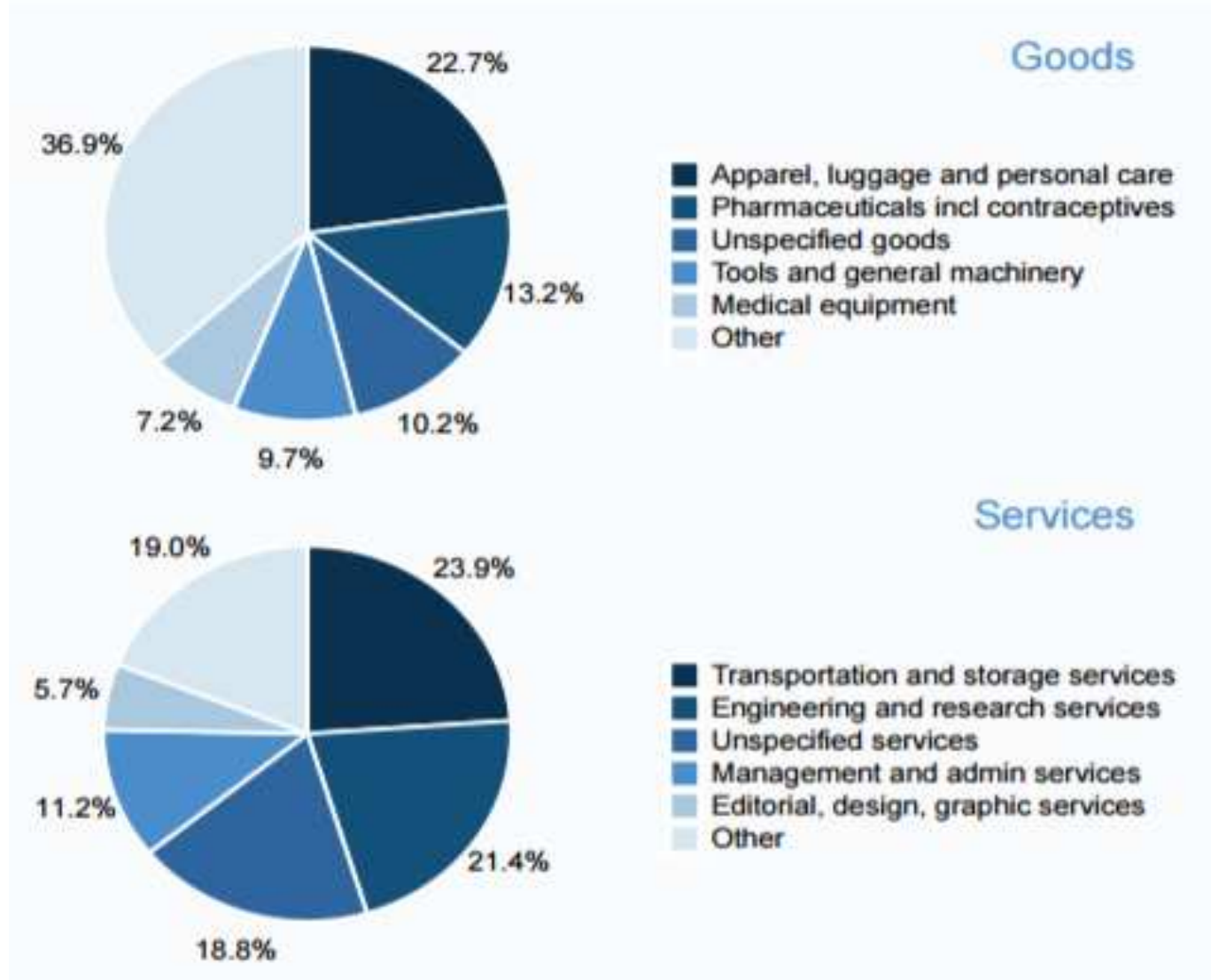


- Health
- Transport
- Food & farming
- Construction & engineering
- Management & administrative services
- Other goods & services

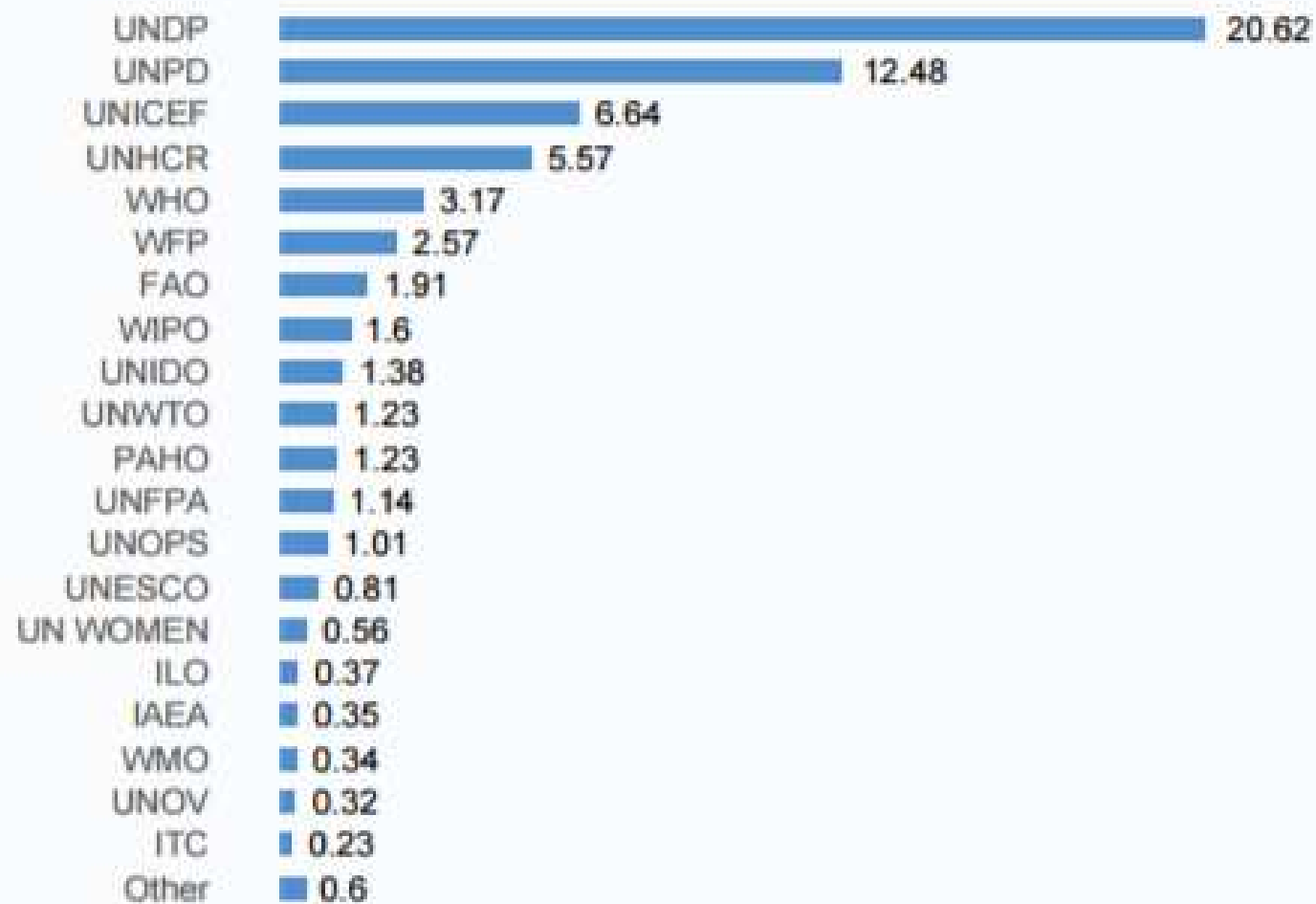
UN Procurement Volume from Spain 2015



UN Procurement from Spain by Category 2015



UN Procurement from Spain by UN Organisation 2015



(in million USD)





UN System of Organisations





The United Nations System

UN Principal Organs

General Assembly

Subsidiary Bodies
Main and other sessional committees
Disarmament Commission
Human Rights Council
International Law Commission
Working committees and ad hoc bodies

Security Council

Economic and Social Council

Subsidiary Bodies
Counter-terrorism committee
International Criminal Tribunal for Rwanda (ICTR)
International Criminal Tribunal for the former Yugoslavia (ICTY)

Secretariat

International Court of Justice

Trusteeship Council⁵

NOTES:
1 UNHCR and UNRWA report only to the General Assembly.
2 IAEA reports to the Security Council and the General Assembly.
3 WHO has no reporting obligation to the General Assembly (IA) but contributes on an ad hoc basis to GA and ECOSOC work on international health and development issues.
4 Specialized agencies are those inter-organizational working with the UN and each other through a coordinating machinery (ECOSOC or the intergovernmental level) and through the High Commissioner for Human Rights (OHCHR) or the Secretary-General. The sector is listed in order of establishment of these organizations or specialized agencies of the United Nations.
5 The Trusteeship Council suspended operations on 1 November 1995 with the independence of Timor. Its last meeting (last session) was held on 1 October 1994.

Programmes and Funds

UNCTAD United Nations Conference on Trade and Development
ITC International Trade Centre (UNCTAD/WTO)
UNDP United Nations Development Programme
UNCDF United Nations Capital Development Fund
UNV United Nations Volunteers
UNEP United Nations Environment Programme
UNFPA United Nations Population Fund

Research and Training Institutes

UNICRI United Nations International Crime and Justice Research Institute
UNIDIR¹ United Nations Institute for Disarmament Research

Advisory Subsidiary Body

UN Peacekeeping Commission

Regional Commissions

ECA Economic Commission for Africa
ECE Economic Commission for Europe
ECLAC Economic Commission for Latin America and the Caribbean
ESCAP Economic and Social Commission for Asia and the Pacific
ESCWA Economic and Social Commission for Western Asia

Functional Commissions

Crime Prevention and Criminal Justice
Narcotics
Population and Development
Science and Technology for Development
Social Development
Statistics
Status of Women
Sustainable Development
United Nations Forum on Forests

Departments and Offices

DSO Executive Office of the Secretary-General
DESA Department of Economic and Social Affairs
DFS Department of Field Support
DGACM Department for General Assembly and Conference Management

Other Bodies

Committee for Development Policy
Committee of Experts on Public Administration
Committee on Non-Governmental Organizations
Permanent Forum on Indigenous Issues
United Nations Group of Experts on Geographical Names
Other regional and standing committees and expert, ad hoc and related bodies

Specialized Agencies⁴

ILO International Labour Organization
FAO Food and Agriculture Organization of the United Nations
UNESCO United Nations Educational, Scientific and Cultural Organization
WHO World Health Organization
World Bank Group
IBRD International Bank for Reconstruction and Development
IDA International Development Association
IFC International Finance Corporation
MIGA Multilateral Investment Guarantee Agency
ICSID International Centre for Settlement of Investment Disputes

Other Bodies

OHCHR Office of the United Nations High Commissioner for Human Rights
OIOS Office of Internal Oversight Services
OLA Office of Legal Affairs
OSAA Office of the Special Adviser on Africa
OSRSG/CAAC Office of the Special Representative of the Secretary-General for Children and Armed Conflict

Specialized Agencies⁴

IMF International Monetary Fund
ICAO International Civil Aviation Organization
IMO International Maritime Organization
ITU International Telecommunication Union
UPU Universal Postal Union
WMO World Meteorological Organization
WIPO World Intellectual Property Organization
IFAD International Fund for Agricultural Development
UNIDO United Nations Industrial Development Organization
UNWTO World Tourism Organization

Other Bodies

UNODC Office for Disarmament Affairs
UNOG United Nations Office at Geneva
UN-OHRLS Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States
UNON United Nations Office at Nairobi
UNDV United Nations Office at Vienna

Other Bodies

UNITAR United Nations Institute for Training and Research
UNRISD United Nations Research Institute for Social Development
UNHSSC United Nations System Staff College
UNU United Nations University
Other Entities
UNAIDS Joint United Nations Programme on HIV/AIDS
UNISDR United Nations International Strategy for Disaster Reduction
UNOPS United Nations Office for Project Services

Other Bodies

CTBTO PrepCom Preparatory Commission for the Comprehensive Nuclear Test Ban Treaty Organization
IAEA² International Atomic Energy Agency
OPCW Organisation for the Prohibition of Chemical Weapons
WTO³ World Trade Organization

UN System of Organisations

- The United Nations is not a single organisation
- Each organisation is a market in itself - different functions, characteristics and requirements
- Important to recognise the above if you wish to do business with the UN





Supplying the UN



Are you ready to supply the UN?

- ❑ Market knowledge (UN structure and culture)
- ❑ Suitable products/services
- ❑ Export experience/references
- ❑ Languages
- ❑ Competitive prices
- ❑ Networks/partners (country knowledge, after-sales services etc.)
- ❑ Capacity (financial, personnel)
- ❑ Intercultural skills
- ❑ Flexibility
- ❑ Accuracy
- ❑ Persistence and patience



Step-by-step towards success

- Market research, identify relevant UN Organisations, register
- Understand the procurement practices, seek opportunities
- Bid according to tender documents, observe norms and standards, seek clarification
- Performance



Web-based information

UN Procurement's single commercial and procurement portal:
United Nations Global Marketplace (UNGM) www.ungm.org



UNITED NATIONS
GLOBAL MARKETPLACE

Welcome to the UNGM





UN Procurement Procedures



Common Guidelines for UN Procurement

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

- The objectives of the UN Organisation
- Fairness
- Integrity & accountability
- Transparency
- Effective competition
- Best value for money

The common guidelines cover procurement stages from sourcing to execution of a contract - www.ungm.org



Common General Terms & Conditions

- Cover both the procurement of goods and the contracting of services
- Most provisions are common within the UN system
- Potential suppliers are encouraged to familiarise themselves with the UN General Terms & Conditions.

Available at www.ungm.org



How is the procurement method decided?

- the value of the procurement
- the nature of the goods and services to be procured
- critical dates for delivery



Types of solicitation

Expression of Interest (EOI) - interested suppliers requested to provide information on their products, resources, qualification etc.

Request for Quotation (RFQ) - less formal solicitation used for lower value procurement (< USD 30,000*)

Invitation to Bid (ITB) - formal solicitation method for well-defined goods (or services); contract award is based on lowest acceptable bid (> USD 30,000)

Request for Proposal (RFP) - formal solicitation, generally for services, whereby the contract award is based on a combined (weighted) evaluation of both the technical solution and price (> USD 30,000)

* Thresholds may vary



In addition . . .

Long Term Agreement/Frame Agreement

Based on ITB or RFP process

2-4 years period

Potentially more than one LTA for same goods/service

Single tendering exercise **reduces administrative effort**

The supplier benefits in terms of **continuity of supply**

Direct Contracting

Exception to the rule

Extreme emergency

Sole source

If competitive bidding process has failed for valid reason

Very stringent controls and has to be well justified



Evaluation Criteria

- Acceptance of UN payment terms, terms & conditions etc.
- Technical requirements being met
- Delivery terms & delivery time
- Supply according to recognised international/national standards
- Supporting documentation provided incl. references
- Proven production capacity & financial strength
- Warranty conditions & appropriate after-sales service
- Price



Practical Tips

General

- Always respond to bid invitations – if you cannot submit an offer, inform accordingly

Bid Preparation

- Study bid documents, conditions and requirements carefully
- Ask for clarification if uncertain
- Ensure that your offer meets ALL bidding requirements
- Technical specifications – read carefully and meet minimum requirements
- Provide quality statements – international/national standards



Practical Tips

- Submit bid, catalogues etc. in requested language
- Prepare bid to facilitate work of procurement officer - requested format, use submission forms

Bid Submission

- Meet deadline
- Attend public bid openings, whenever called

Remember

- Learning process





Thank you!

