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United Nations Secretariat  
Procurement Division  
26 September 2011

## 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

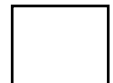


C. The UN Global Compact



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)**

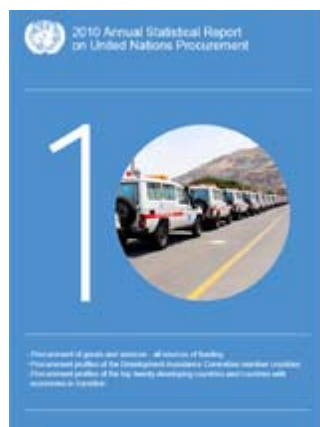
Major goods and services: Pharmaceutical products & Vaccines, X-ray/Radiological apparatus, Administrative supplies, office furniture, Laboratory supplies, equipment and instruments, Medical and surgical equipment, Transport ,HIV Test Kits, Dental instruments and appliances

**UN Specialized Agencies**

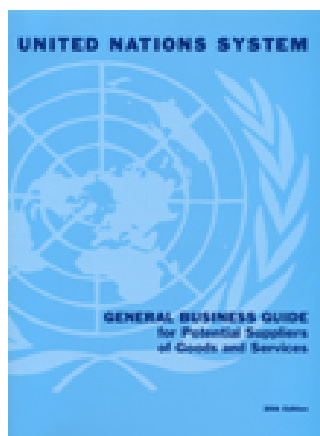
# Identify Relevant Agencies

<http://www.ungm.org/Info/Publications.aspx>

## Annual Statistical Report on United Nations Procurement



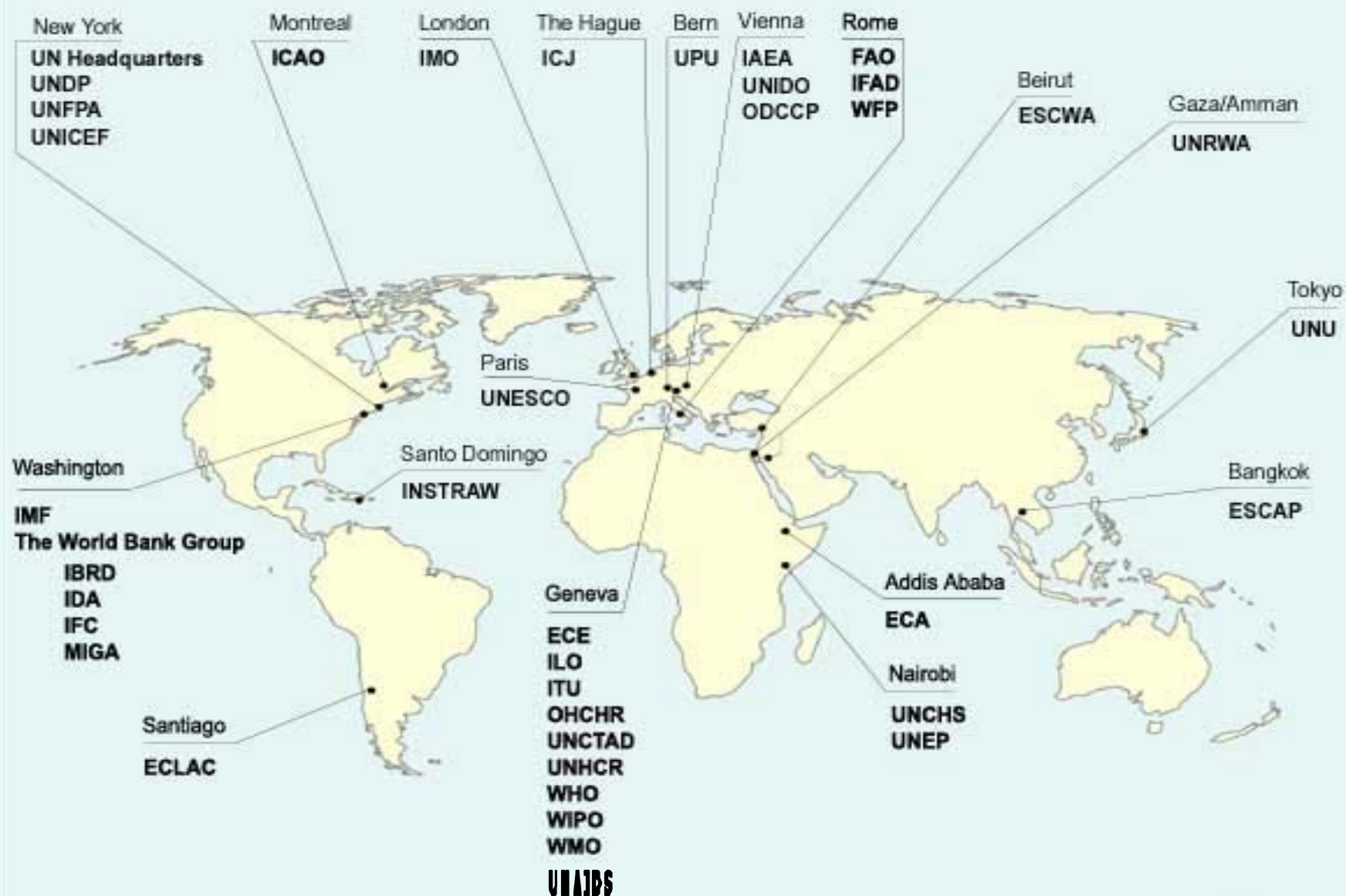
## General Business Guide



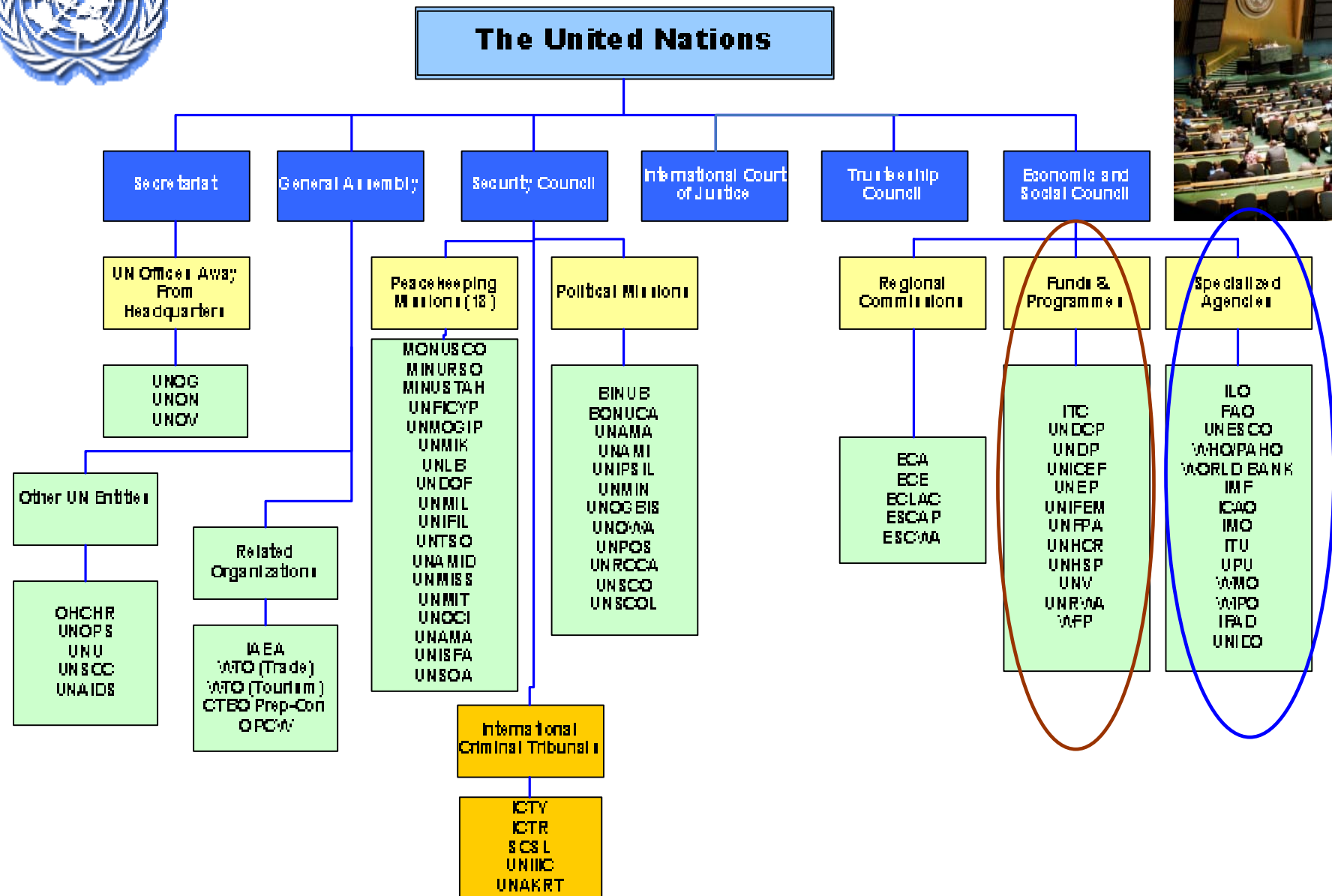
## Practical Tips



## PRINCIPAL UNITED NATIONS OFFICES AROUND THE WORLD









## 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)

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





## 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 .....**

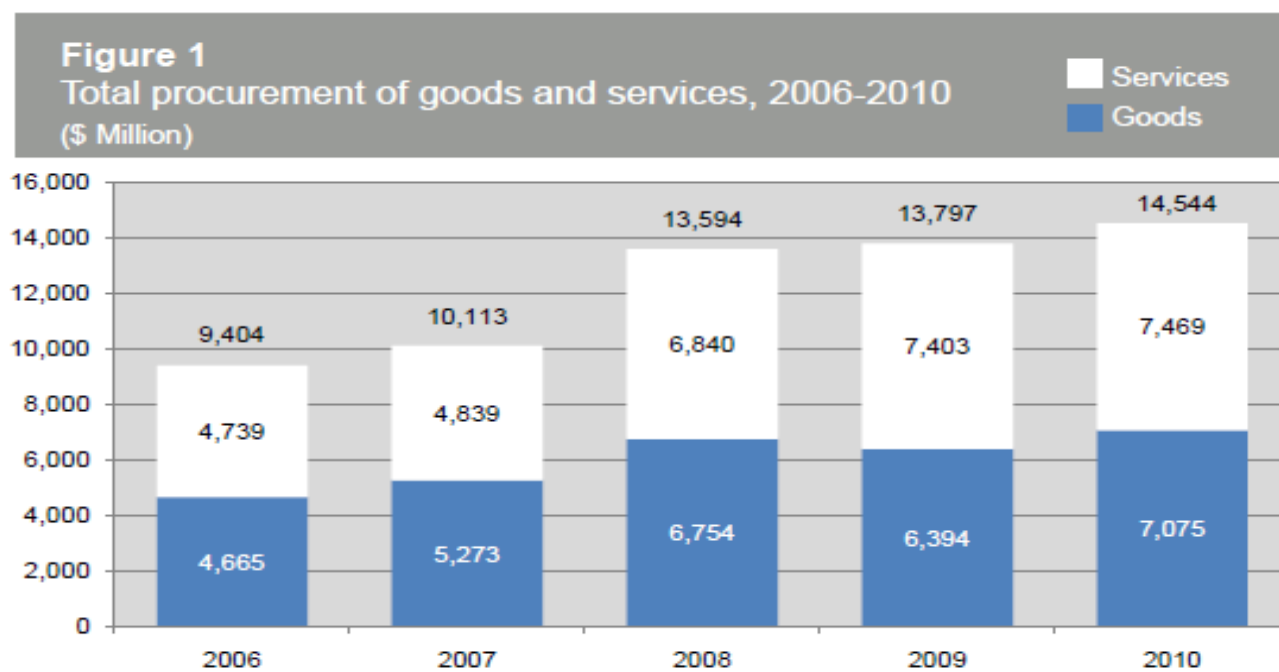




Statistics (UN procurement system)



## Total UN Procurement of Goods and Services (UN System) 2010







## 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



United Nations Global Marketplace - Windows Internet Explorer

http://www.ungm.org/

United Nations Global Marketplace

United Nations Global Marketplace

guest

Home Registration Notices UNCCS Codes Member States Knowledge Centre About/Contact

Login

Username

Password

☐ Remember me next time.

Log In

Forgotten Password?

Links

Supplying the UN  
Publications  
UN Useful Links  
UN System of Organizations  
Global Compact

## Welcome on the UNGM - United Nations Global Marketplace

- REGISTER  
Submit your company's details to UN agencies for approval to become a **potential supplier**. By registering in UNGM you ensure to be in the database that UN buyers use when searching for suppliers.
- ACCESS BUSINESS OPPORTUNITIES  
Access online to **tender opportunities** published by UN agencies on UNGM as well as contract awards.
- SUBSCRIBE TO THE TENDER ALERT SERVICE  
Get **business opportunities** with the United Nations that match your company's goods or services delivered directly to your inbox

Sign up free

For UN Procurement Staff  
Click here to register

Registration is mandatory





## 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 (UNGGM)
- 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 (INCOTERMS 2000)
- 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 (2008) 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







**B. United Nations Secretariat  
Procurement Division (PD)  
New York**



## Key Features of the UN Secretariat

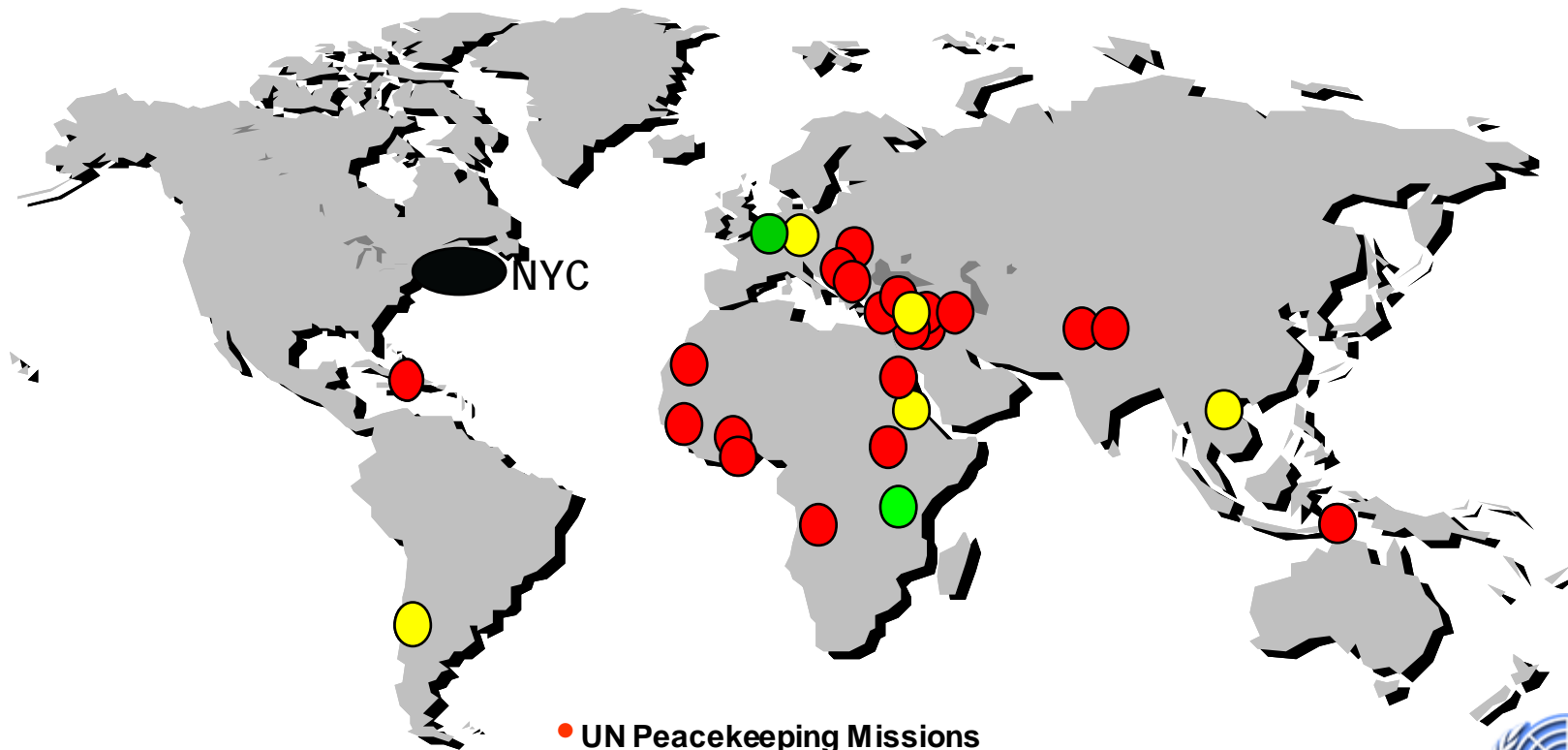
- Generalist procurement organization
- World wide operation
- Previous procurement principles apply plus “zero tolerance policy”
- Additional provisions for internal control, e.g. post employment and risk management
- Easy registration process (next brief)
- Detailed general and specific information available at: <http://www.un.org/depts/ptd/contact.htm>

Your commitment – Our Support - Your success !





## The United Nations Secretariat - Area of operation



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



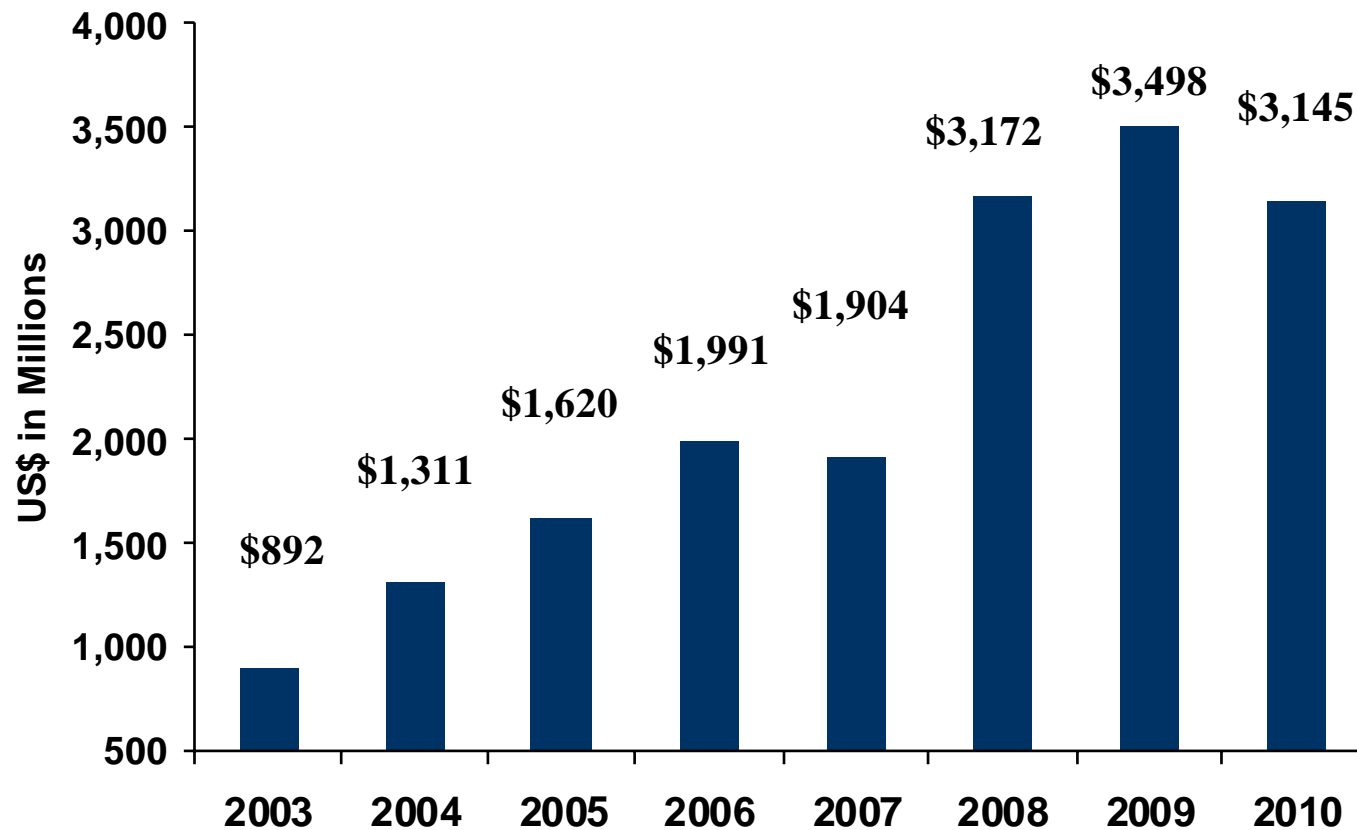


## **New York HQs and Field Missions: types of Goods and Services**

- **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**



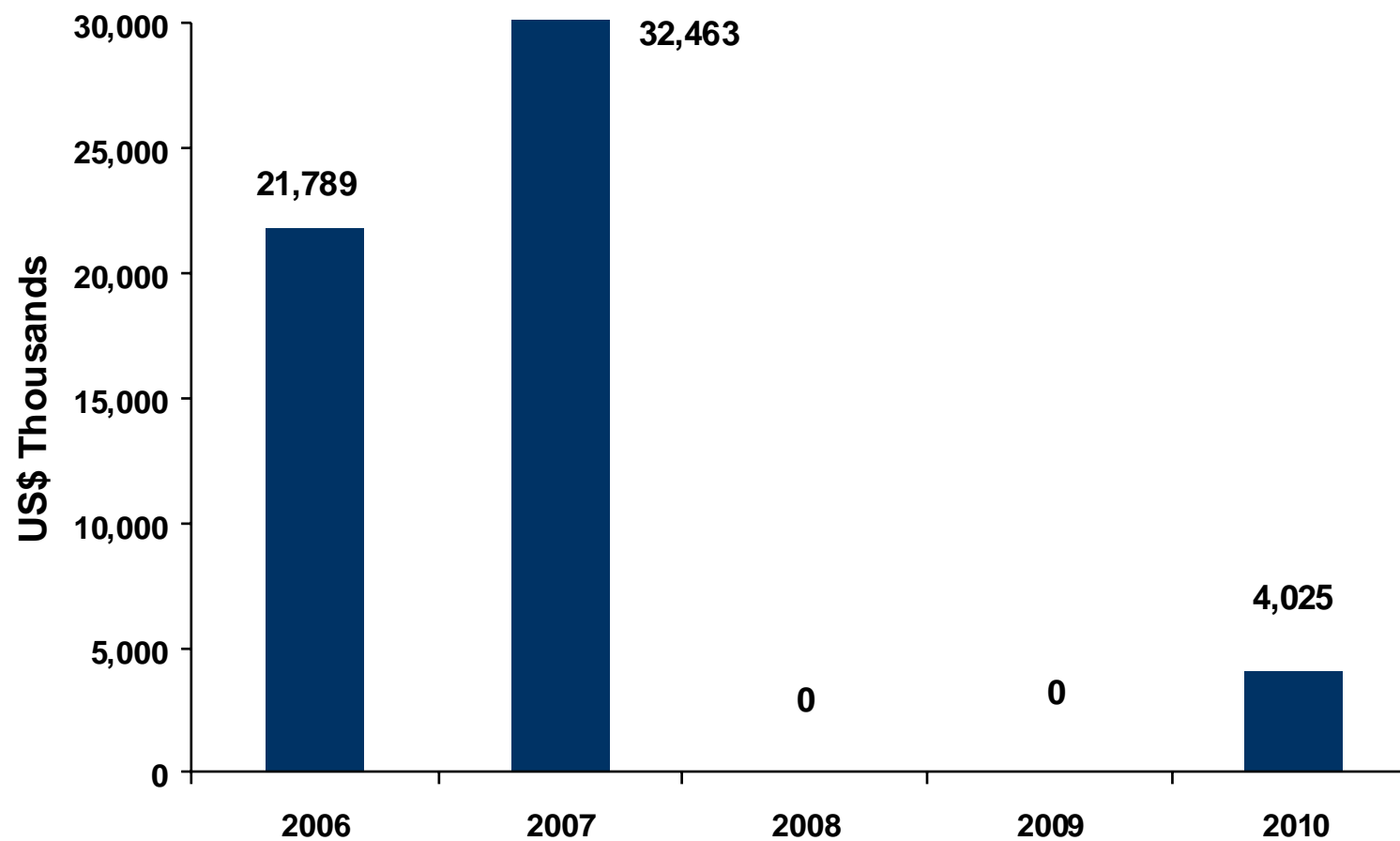
# Procurement Trend 2003-2010 (UN Secretariat)





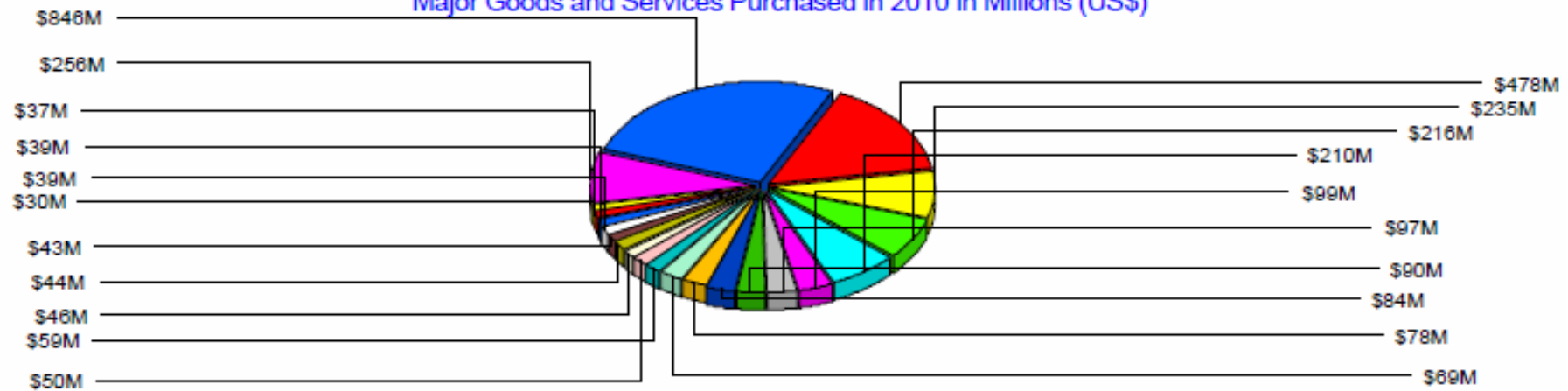


## Business Placed with Croatian Suppliers 2006-2010 (in US \$ Thousands)



## Procurement Division

### Major Goods and Services Purchased in 2010 in Millions (US\$)



Air Transportation Services	\$846M	26.9%
Architecture, Engineering & Construction Related Services	\$478M	15.2%
Freight Forwarding & Delivery Services	\$235M	7.5%
Chemical & Petroleum Products	\$216M	6.9%
Food Rations/Catering Services	\$210M	6.7%
EDP Equipment and Maintenance Services	\$99M	3.2%
Rental & Lease	\$97M	3.1%
Motor Vehicles/Parts & Transportation Equipment	\$90M	2.9%
Telecommunication Equipment & Services	\$84M	2.7%
Prefabricated Buildings	\$78M	2.5%
Banking & Investment	\$69M	2.2%
Maintenance & Repair Services	\$59M	1.9%
Travel and Related Services	\$50M	1.6%
Building Management & Maintenance	\$46M	1.5%
Generator Sets	\$44M	1.4%
Computer & Information Technology Related Services	\$43M	1.4%
Electrical Apparatus; Electronic Components	\$39M	1.2%
Management Services	\$39M	1.2%
Miscellaneous	\$37M	1.2%
Security & Safety Equipment & Services	\$30M	1.0%
Others	\$256M	8.1%
<b>Total:</b>	<b>\$3,145M</b>	<b>100.0%</b>



## 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





# UN Procurement Division

[Home](#)[About Us](#)[Vendors](#)[Business Opportunities](#)[Conditions of Contract](#)[Awards](#)[Contacts](#)[Statistics](#)[Global Compact](#)[Employment](#)[FAQ](#)[Complaints](#)[Procurement Links](#)[Supplier Resources](#)

## Welcome to the United Nations Procurement Division (UNPD)

June 8, 2011

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

The United Nations Procurement Division (UNPD) is pleased to announce that registering with UNPD is now a "One-Step" fully "On-Line" process. In its continued partnership with the [United Nations Global Marketplace \(UNGM\)](#), UNPD and UNGM have worked together to provide vendors with a powerful yet easy-to-use tool to prepare and submit an on-line application for registration with UNPD. [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

- ❖ Guidelines and Complaint Form
- ❖ Procurement Manual Rev. 6 (March 2010)
- ❖ IMPORTANT VENDOR ALERT!
- ❖ Debriefing and Procurement Challenges
- ❖ Vendor Letter
- ❖ Separation of the Financial and Technical Proposals
- ❖ New Developments - New Information Products on Business Opportunities/ Registration
- ❖ Article outlining the evolution of UN Secretariat Procurement practices
- ❖ UN Procurement Manual in French
- ❖ Doing Business with the United Nations Secretariat
- ❖ Open Letter to Vendors - Zero Tolerance Policy for Gifts/Hospitality
- ❖ Vendor Registration "One-Step" fully "On-Line" process
- ❖ Important Reminder to All Fully Registered Vendors
- ❖ Skanska's UN Capital Master Plan Subcontractor Website
- ❖ Important Notice to Provisionally Registered Vendors
- ❖ 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





# UN Procurement Division

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## Expression of Interest

June 8, 2011

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.

You must have [Adobe Acrobat Reader](#) to view the EOIs.

### ► Air Transport Services & Equipment

Expiry Date

EOIJT1099 - Heavy Utility Helicopter	N/A
EOIJT1100 - Light Utility Fixed-Wing Aircraft	N/A
EOIJT1101 - Medium to Heavy Fixed-Wing Cargo Aircraft	N/A
EOIJT1102 - Medium Utility Fixed-Wing Aircraft	N/A
EOIJT1103 - Medium Utility Helicopter	N/A
EOIJT1104 - Passenger Jet Aircraft	N/A
EOIJT1105 - "Liaison" Jet Aircraft	N/A
EOIJT1106 - International Air Cargo Movements	N/A
EOIJW2535 - Medium SAR / AME Utility Helicopter	N/A
EOIYK36709 - Long-Term Charter (Coastal Freighter) Vessel on a time charter basis, in support of the United Nations Mission in Liberia (UNMIL), and in support of deployed forces in the United Nations Mission in Ivory Coast (ONUCI).	30/06/2011



## UN Capital Master Plan (CMP) – Business Opportunities

- Renovation of the United Nations New York Headquarters Complex is managed through the Capital Master Plan Office.
- Approved construction budget for the project is \$1.876 billion.
- Procurement is being managed by UN Secretariat Procurement Division (UNPD) in conjunction with Skanska USA Building Inc.
- All vendors including those from developing countries and countries with economies in transition are encouraged to participate.
- Construction works commenced on site during Spring 2008 with final completion scheduled for late 2013.
- The project is divided into approximately 20 'subprojects', each with its own design team, budget & deliverables.







## **UN Capital Master Plan (CMP) – Business Opportunities**

- During 2011 solicitations will be issued for the following requirements for CMP: Roof top antenna systems, Public address systems, Lighting protection and Audio-visual and general office furniture.
- All bids would be advertised at in UN Secretariat Procurement Division's Website at <http://www.un.org/depts/ptd/eoi.htm>.

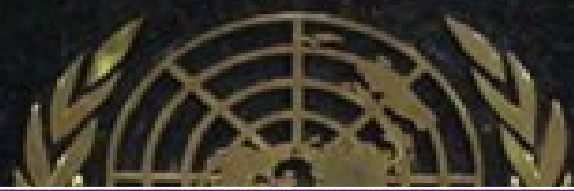
**UN Capital Master Plan homepage:**

<http://www.un.org/cmp/uncmp/english/index.asp>

**Skanska Capital Master Plan homepage:**

<https://partners.myskanska.com/usa/clients/unitednations/CMP/default.aspx>





## C. UN Global Compact



## The UN Global Compact

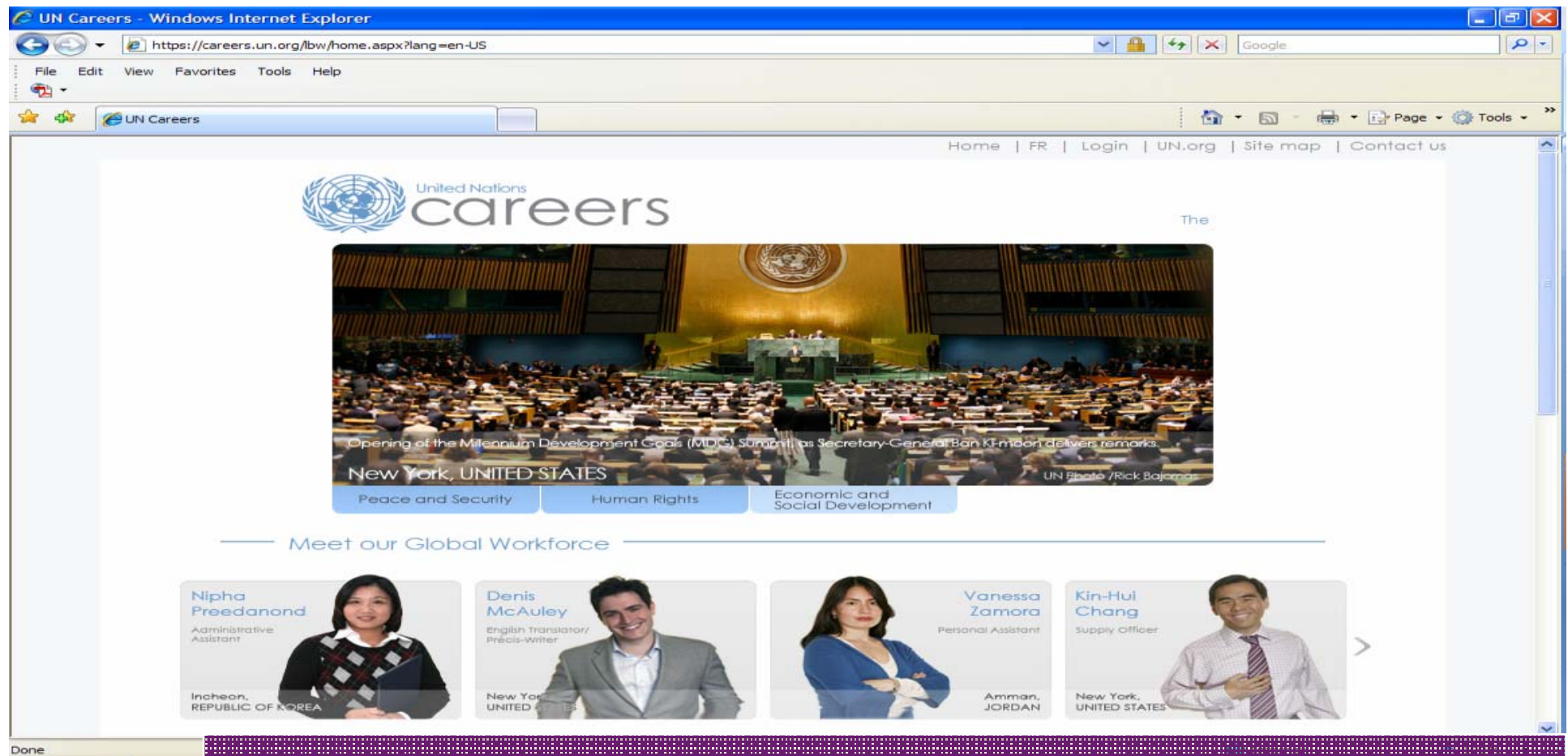
### Ten Principles:

1. Business should support and respect the protection of internationally proclaimed human right; 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)



# <http://careers.un.org>



## D. CAREERS AT THE UN



# Searching for job openings

## <http://careers.un.org>

UN Careers - Windows Internet Explorer

http://careers.un.org/libw/Home.aspx

United Nations Intranet UN Careers

Why work at UN?  
Who we are  
What we do  
Where we are  
Career support  
Pay and benefits

What can I do at UN?  
What we look for  
Job Networks  
Career paths  
Working in the field

What are my career options?  
Staff categories  
National competitive recruitment examination  
Language competitive examination  
Associate expert programme  
Volunteer programme  
Internship programme  
Temporary jobs

How do I apply?  
Job openings  
Creating your job application  
Application process  
At your interview

Search Job Openings

Category: All / Level: All

Job Network: All / Job Family: All

Department/Office: All

Duty Station: All By date posted: All

Search Reset

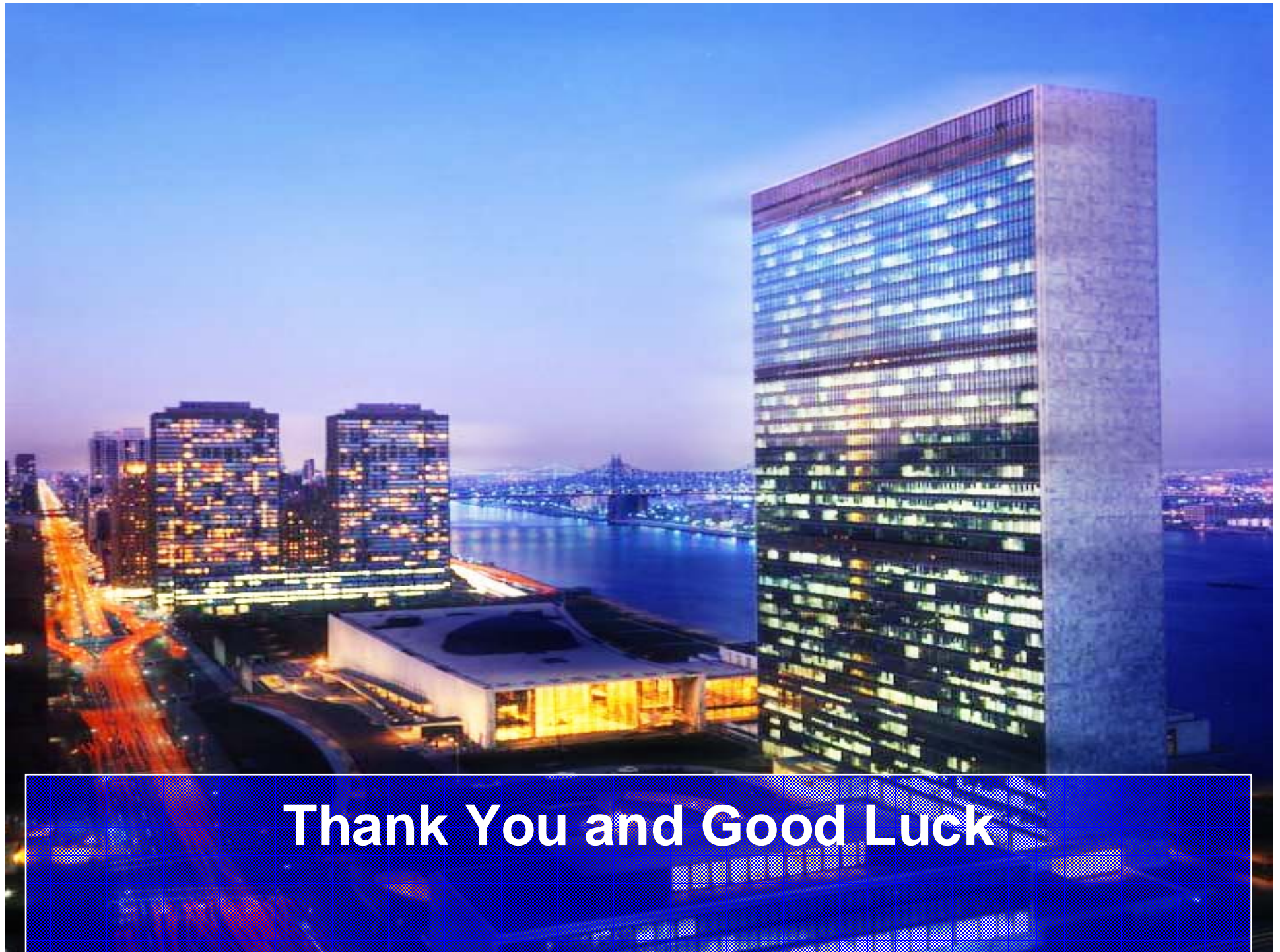
Stay Connected

Done Internet 100%

# Available Opportunities

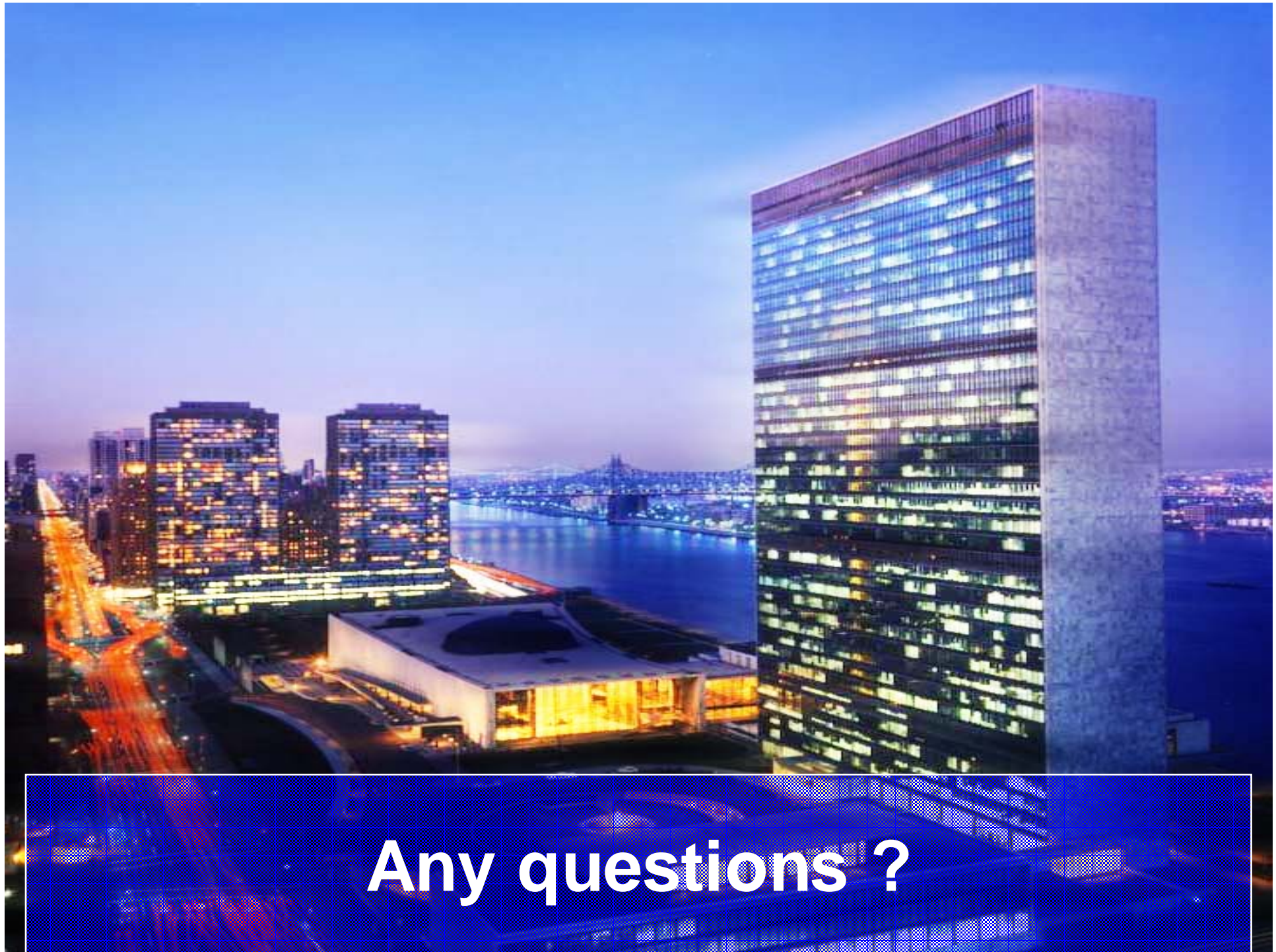
- **Internationally-Recruited**
  - **Individual /Generic Vacancy for Professional and Field Service jobs**
  - **Language Competitive Examination**
  - **Young Professional Programme (YPP) Recruitment Examination**
  - **Associate Expert Programme (JPO/AE)**
- **Locally-Recruited**
  - **National Professional Officer**
  - **General Service**
- **Temporary**
  - **Temporary professional and general service staff**
  - **Individual/Institutional Consultants/Contractors**
- **Other**
  - **Internship Programme**
  - **United Nations Volunteers (UNV) ([unvolunteers.org](http://unvolunteers.org))**





**Thank You and Good Luck**





**Any questions ?**