



Registering as a potential vendor with the United Nations



### Agenda

- UNGM, the UN common procurement portal: Background & Definition
- New UNGM website www.ungm.org
- How to use UNGM
  - Information available on UNGM
  - 2. Register online as a potential vendor to 22 UN organizations
  - 3. Access Business Opportunities / Tender Notices
  - 4. Subscribe to the Tender Alert Service





### **UNGM** – the UN Procurement Portal

- Initially developed in the 90's under the auspices of the IAPWG:
  - To create a **global portal** to the UN procurement system
  - To conglomerate the UN agencies' rosters into a common supplier database
- December 2002, resolution A/RES/57/279 called UN agencies for:
  - Enhancing transparency and increase harmonization of procurement practices
  - **Simplifying** the registration process for vendors
  - Increasing procurement opportunities for vendors from **developing countries**
- March 2007, resolution GA/RES/61/249 called UN agencies for:
  - Creating one common UN global procurement website
  - Ensuring access to this procurement website to all Member States
  - Featuring tender notices, contract awards and acquisition plans as well as a list of registered vendors



### United Nations Global Marketplace - UNGM

UNGM is the **procurement portal** of the UN system

Definition

UNGM brings together UN procurement staff and the vendor community

Vendors can register with 22 UN organizations using UNGM as their vendor roster

UNGM provides an excellent springboard to introduce your products and services to many UN organizations, countries and regions by completing only one registration form on-line

Benefits

These UN Organizations represents 99% of a global spent of over **USD 15.3** billion annually for all types of products and services



### **Stakeholders**

- Vendors
- UN procurement practicioners
- Wider UN procurement community

### **Vendor Database**

- Basic registration
- •Level 1 and 2

**Procurement Notices** 

**Tender Alert Service** 

**Contract Awards** 

### LTA Repository

Vendor Eligibility

- Procurement
- Professionalisation
- •Sustainable Procurement
- Harmonization

### **Knowledge Center**

### **Business Information** Repository

- Annual Statistical Report
- •General Business Guide



### 2013 - New UNGM

### ....more benefits to suppliers

- Further enhance the principles of **Transparency**, **Fairness** and **Integrity**
- Harmonize and Simplify the vendor registration process
- Types of registration with the UN organizations:
  - 1. Basic Registration : Common and simple registration process
  - Qualification Levels: Some UN agencies require additional information such as financial statements, reference, etc to qualify for larger contracts requiring formal processes
    - Level 1 and Level 2
- Eliminate duplication of efforts upload documents only once
- <u>Simpler</u>, <u>easier</u> and <u>faster</u> registration process
- Subscription to the Tender Alert Service





### More reasons for the change ...

- •Simplifying the registration process
- Accessible to more vendors
- •Eliminate duplication of vendors accounts
- More efficient review and evaluation process
- Consistent and harmonised approach
- •Improved technology, speed and user-friendliness
- •Focus on vendors from developing world assisted registration, more languages, user friendly
- •Log of all changes for reference



### **UNGM** – Supporting Agencies - 29 Agencies

- African Development Bank (AfDB)
- Asian Development Bank (ADB)
- Food and Agriculture Organization of the United Nations (FAO)
- International Atomic Energy Agency (IAEA)
- International Fund for Agricultural Development (IFAD)
- International Labour Organization (ILO)
- International Telecommunication Union (ITU)
- International Trade Centre UNCTAD/WTO (ITC)
- Joint United Nations Programme on HIV/AIDS (UNAIDS)
- Organisation for the Prohibition of Chemical Weapons (OPCW)
- Pan American Health Organisation (PAHO)
- Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO)
- United Nations Children's Fund (UNICEF)
- United Nations Development Programme (UNDP)
- United Nations Economic Commission for Africa (UNECA)

- United Nations Educational, Scientific and Cultural Organization (UNESCO)
- United Nations Entity for Gender Equality and the Empowerment of Women (UN WOMEN)
- United Nations High Commissioner for Refugees (UNHCR)
- United Nations Industrial Development Organization (UNIDO)
- United Nations Office at Geneva (UNOG)
- United Nations Office at Vienna (UNOV)
- United Nations Office for Project Services (UNOPS)
- United Nations Population Fund (UNFPA)
- United Nations Procurement Division (UN/PD)
- United Nations Relief and Works Agency (UNRWA)
- World Food Programme (WFP)
- World Health Organisation (WHO)
- World Intellectual Property Organization (WIPO)
- World Meteorological Organization (WMO)



### **UNGM** – Information

- The Annual Statistical Report
  - UN Procurement by country
  - UN Agency procurement by country, commodity or service
  - Purchase orders and Contracts (over USD 30,000) placed by agency, by country of vendor, value and description of goods or services
  - Top Ten items procured by Agency
- The General Business Guide
  - Lists all UN Organizations, fields of activity, contact persons, procurement activities and requirements and registration procedures
- Supplying to the UN: General information on UN procurement procedures
- General information on sustainable procurement
- Links to all UN participating agencies' websites
- Link to Global Compact's website





# UNGM – Access Business Opportunities

### Title Public V Home Description Tender notices Reference Contract awards and 05-Nov-2013 Published between Knowledge centre Deadline between 05-Nov-2013 and About UNGM Clear All Vendor Dashboard Settings Title Published/Date Deadline **UN organization** Type of notice Reference Beneficiary of change country Registration Level 1 Office Supplies -United Nations Office for Project 29-Nov-2013 31-Oct-2013 Invitation to bid ITB-UNOPS-001 Denmark Level 2 testing 23:58 Services Vendor documents formatting My tenders/contracts Tender Alert Service ab demo 1709 29-Oct-2014 12:17 31-Oct-2013 United Nations Office for Project Request for EOI Denmark ab Services United Nations Office for Project Pieter Notice test 16-Nov-2013 16-Oct-2013 Request for RFP-LTA-123 Afghanistan 23:59 Services proposal United Nations Office for Project 30-Nov-2013 30-Oct-2013 Request for pre-Hungary 21:03 Services qualification United Nations Office for Project 28-Nov-2013 31-Oct-2013 Request for eeeee eeee

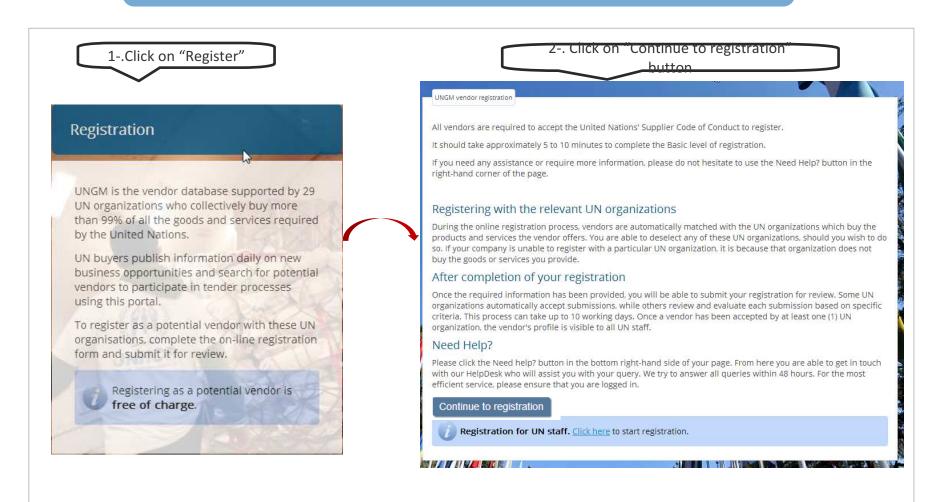
Services

proposal

00:00

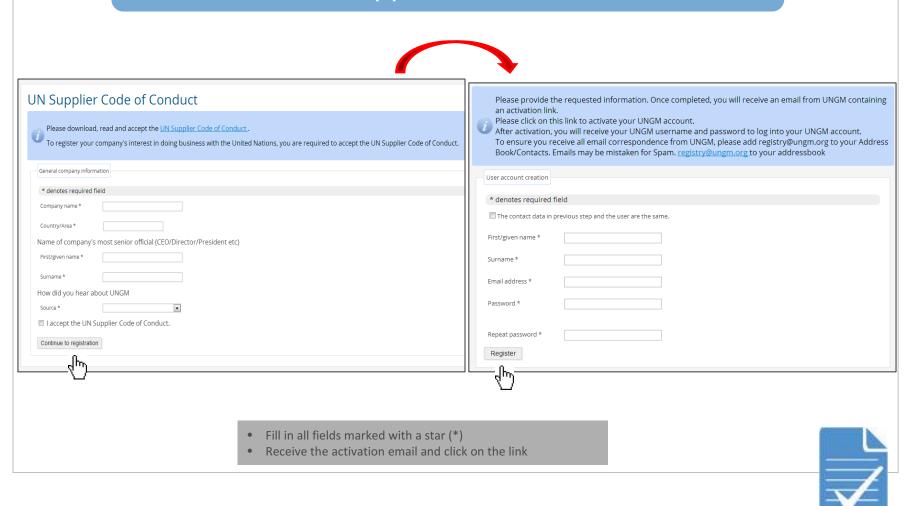


### **UNGM** – Start Registration





# UNGM – Supplier Code of Conduct





## UNGM – Supplier Code of Conduct

### Deals with 22 points covering

- Supplier Relationships
- •Promoting the Principles of the Code of Conduct
- Subcontracting
- •Labour: Freedom of Association

Forced labour

Child labour

Discrimination

Working hours

Compensation

•Human Rights:

Human rights

Harassment, Harsh and Inhumane

Treatment

**Health and Safety Mines** 

• Environment:

**Environmental policy** 

Chemical and hazardous Waste

Wastewater and Solid Waste

Air Emission

Minimise waste, maximize recycling

Bribery and Corruption:

Corruption

Conflict of Interest

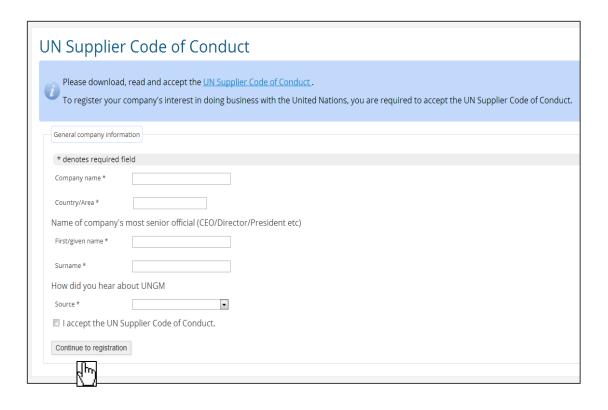
Gifts and hospitality

**Post Employment Restrictions** 





# **UNGM – Start Registration**







# UNGM – Registration

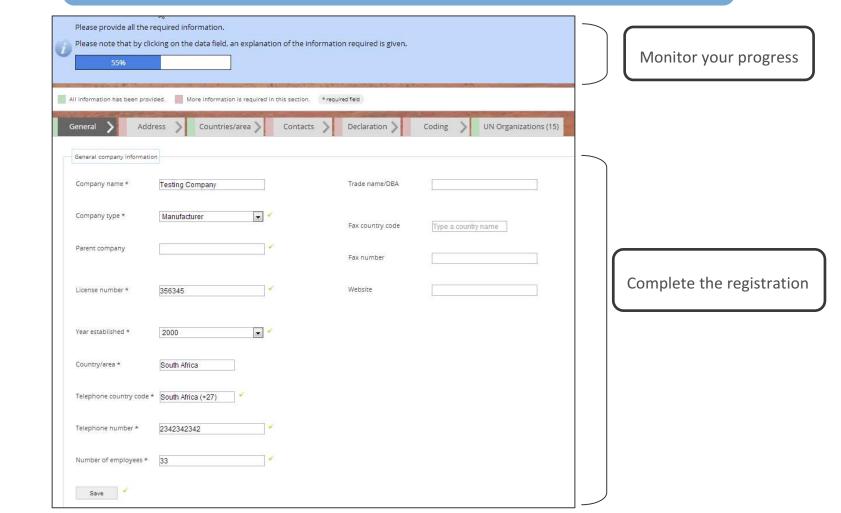
- ✓ Registration is free of charge
- ✓ Simple and intuitive process
- ✓ Automatically match vendors with UN organizations which buy products and services based on UNSPSC codes





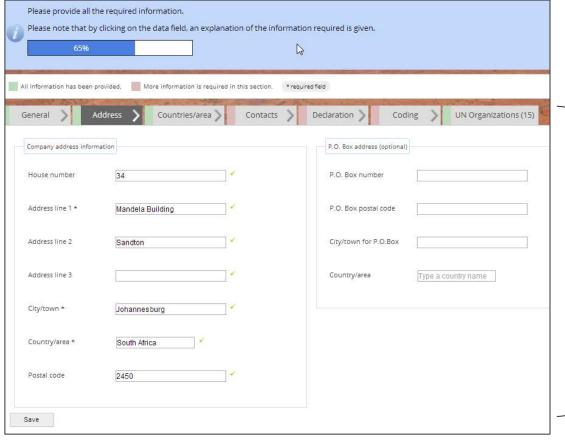


# UNGM – Basic Registration - General





# UNGM — Basic Registration - Address Ill the required information. by clicking on the data field, an explanation of the information required is given.

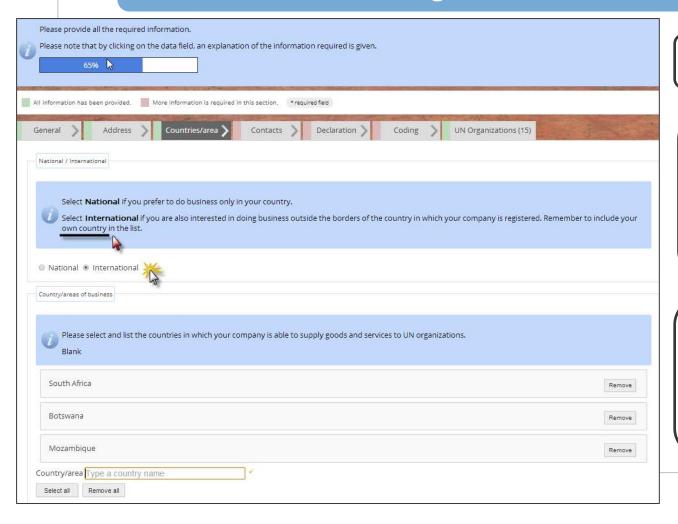


Fill in the required

Address Information
for your Company



### **UNGM** – Basic Registration - Countries



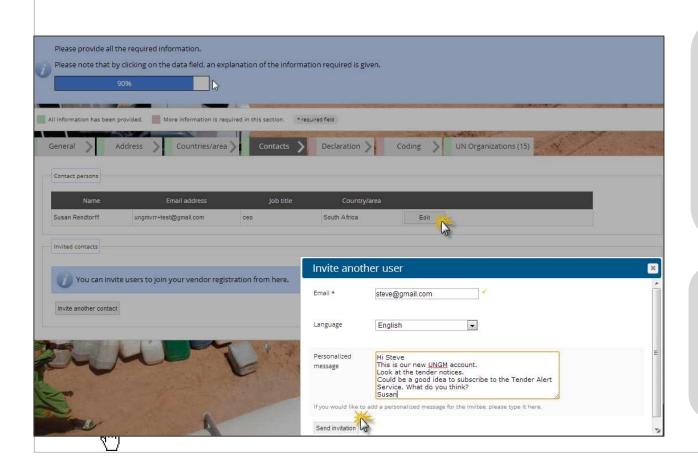
65 % of the process already completed

- National : doing business with UN organizations located in your own country
- International: Doing business abroad.

International vendors can indicate the countries which they do business in. Remember to include own country in list



# UNGM – Basic Registration - Contact



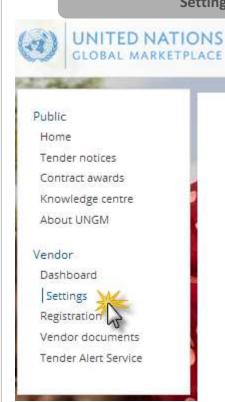
- Edit and save required information for your own contact details.
- Please note that you cannot change your email address here. You can do that from your Settings menu.

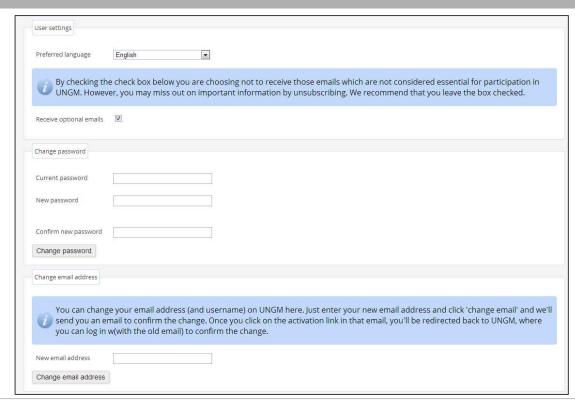
- Invite others.
- They will create their own login details.



### **UNGM** – Account Settings

Now in English, Spanish and French!
Settings: select the preferred language, change your password and email address







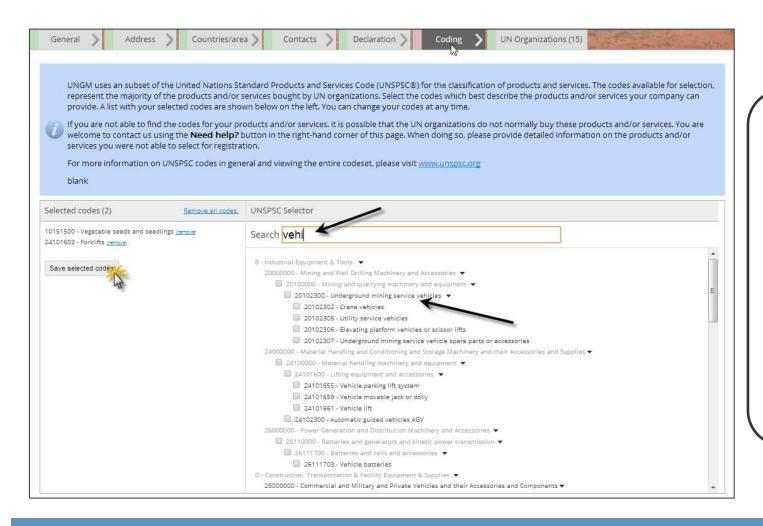
### UNGM – Basic Registration - Declarations

**Declaration of Eligibility** is a mandatory step in order to be able to submit the application with the UN agencies. Declaration ) Countries/area Contacts UN Organizations (15) Declaration of eligibility This declaration is a formal and explicit statement on behalf of your company. Please review the following seven (7) statements and select the most appropriate option. 1. Test Company is not a company or associated with a company or individual prohibited from being engaged in procurement by any of the Organizations within the United Nations system and the World Bank Group. 2. Test Company is not currently ineligible, removed or suspended by any of the Organizations within the United Nations system and the World Bank Group. 3. Test Company is not under formal investigation, nor has been sanctioned within the preceding three (3) years by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice. 4. Test Company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future. 5. Test Company does not have any legal proceedings against or disputes with a UN entity. 6. Test Company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with any of the Organizations within the United Nations system and the World Bank Group, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the Organization(s) within the United Nations system and the World Bank Group. 7. In the case that the situation of Test Company changes with regard to any of the statements listed above, after having been included in the United Nations Global Marketplace, Test Company shall immediately inform the United Nations Global Marketplace thereof. Test Company understands that non-compliance with this requirement will automatically render Test Company ineligible. Select an option To the best of my knowledge, the entity that I represent, i.e. Test Company meets all seven (7) conditions described above and agrees to immediately inform the United Nations Global Marketplace of any change. No, the entity that I represent, i.e. Test Company does not meet all seven (7) conditions described above, for the reasons provided below. (Please provide ample information as to why Test Company does not meet specific criteria). O I can neither confirm nor declare that the entity that I represent, i.e. Test Company, meets all seven (7) conditions described above at this time and I submit the

entity's application on the understanding that Test Company needs to provide the information later. (Please provide explanation below).



## UNGM - Basic registration - Coding



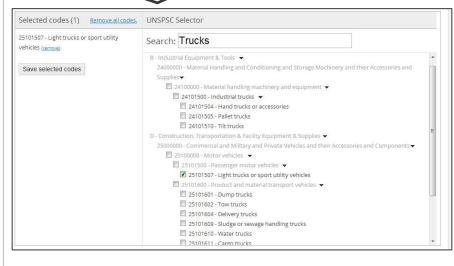
- Using a subset of 3500 UNSPSC codes
- Critical to have the correct codes
- Intuitive search functionality
- If you don't find the codes, it may be that the UN do not buy the products or service ...
- Contact us using Need Help? button

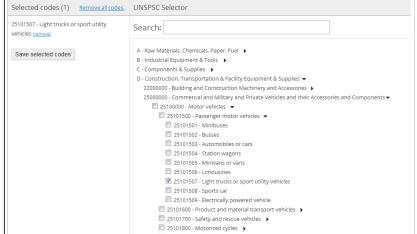


### UNGM – Basic Registration - Coding

1-. Use the **search functionality** and search by names or Codes of your products/services

2-. Use the **Tree search** and select the most accurate codes defining your products/services





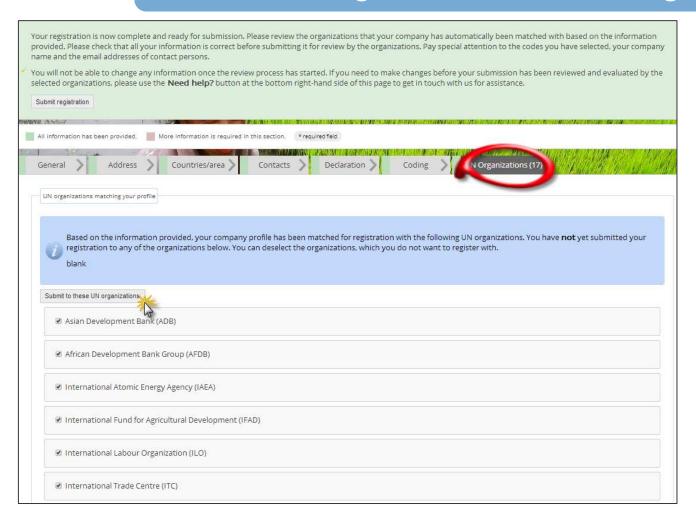
Save selected codes

Save Selected UNSPSC codes when finished





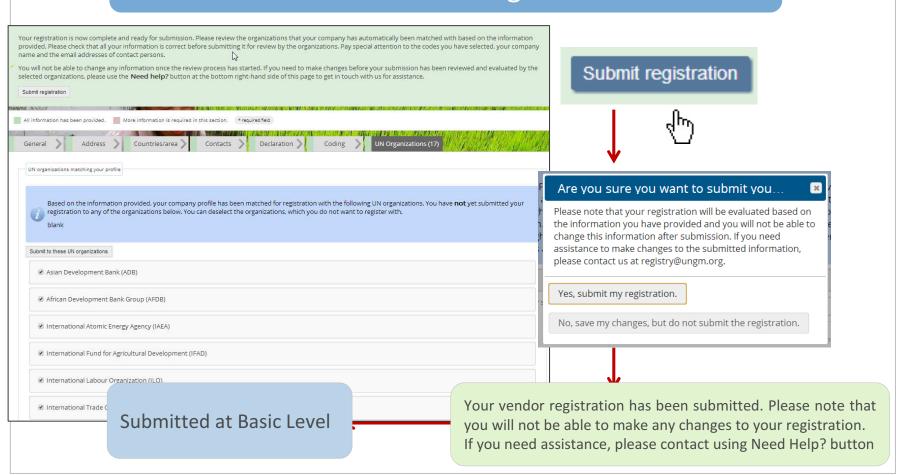
### UNGM – UN Organizations & Submit registration



- Based on UNSPSC codes, vendors are automatically 'matched' with UN organizations.
- Can choose not to register with an organization.



### **UNGM** – Submit registration





### UNGM – Qualification – Level 1

Some UN organization will require additional information such as Certificate of Incorporation, references and financial statements to be considered for contracts of larger USD values. Depending on the value of the contract, vendors need to apply for **Level 1 or 2** registration.

Your vendor registration has been submitted.

An overview of the statuses of your registrations with the respective UN organizations can be found under the Dashboard in the left column.

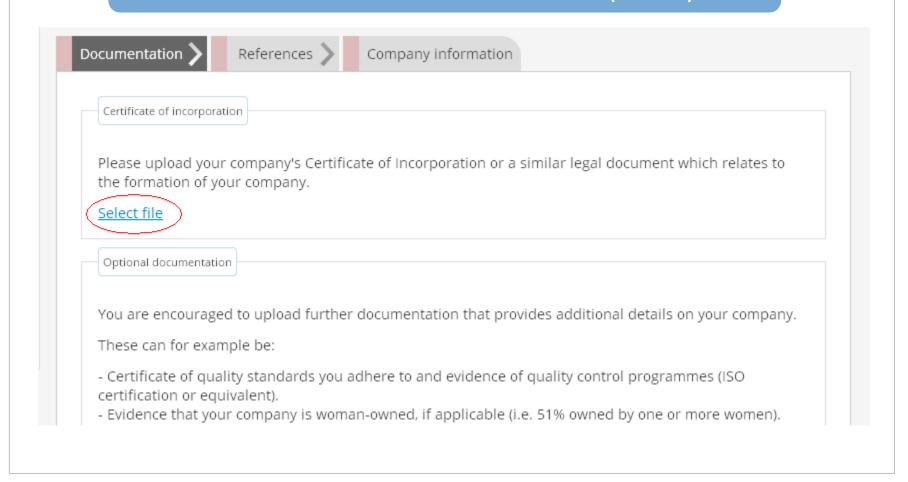
Some UN organizations may require Level 1 or 2 registration. The level of registration is related to the potential value of a contracts.

You can also submit Level 1 registrations. For more details click on Level 1 here

Remember to subscribe to the **Tender Alert Service** and **receive relevant notices that matches your company's products and services directly** in your Inbox. This service only costs USD250 per year. To subscribe click <a href="https://example.com/here">here</a>.

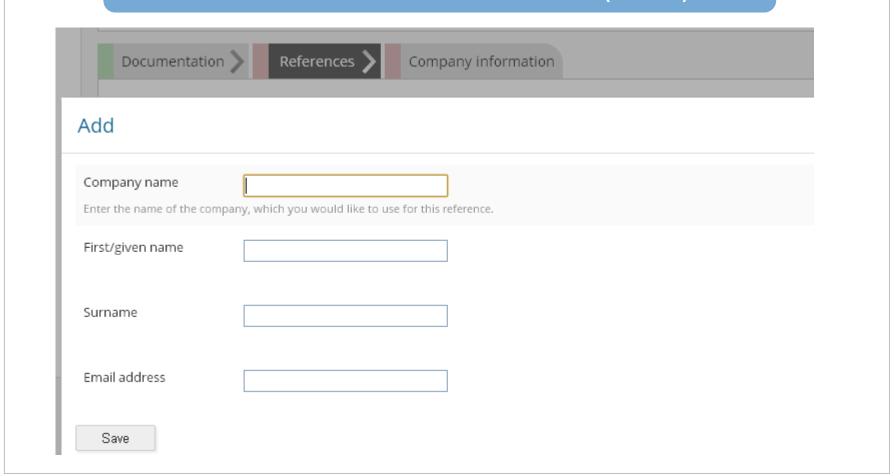


### UNGM – Qualification – Level 1 (Cont.)





# UNGM – Qualification – Level 1 (Cont.)



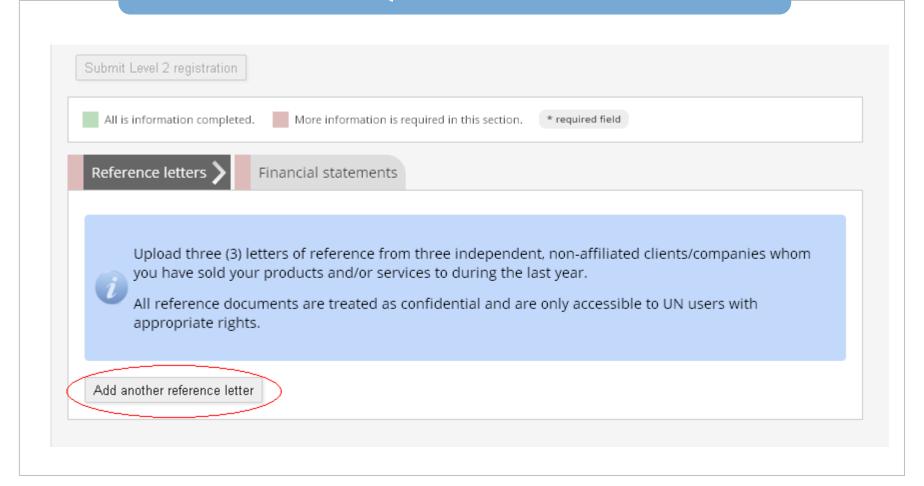


# UNGM – Qualification – Level 1 (Cont.)

References Company information
me(s) of owner(s) and/or principals (including parent company, subsidiaries/affiliates,
or, and those with controlling interest, if applicable).
ield is required.
mes of intermediaries, agents and/or consultants (if any) used in relation to United Nation posals.
ries

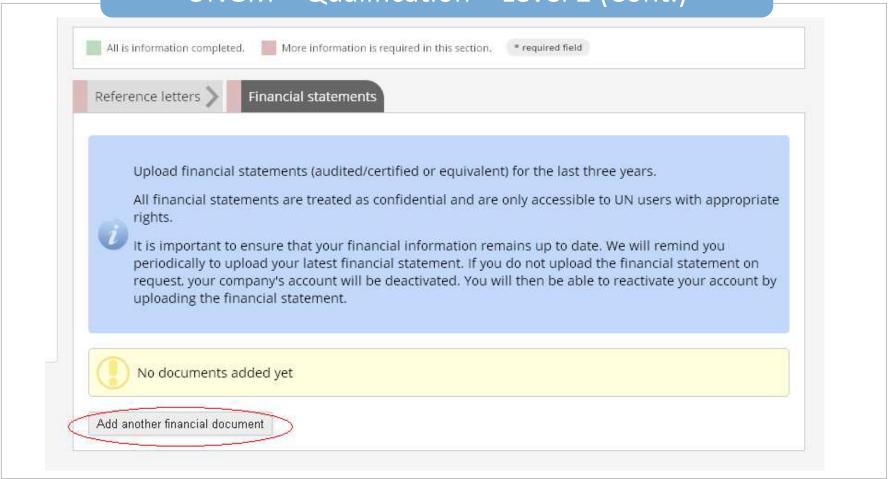


### UNGM – Qualification – Level 2



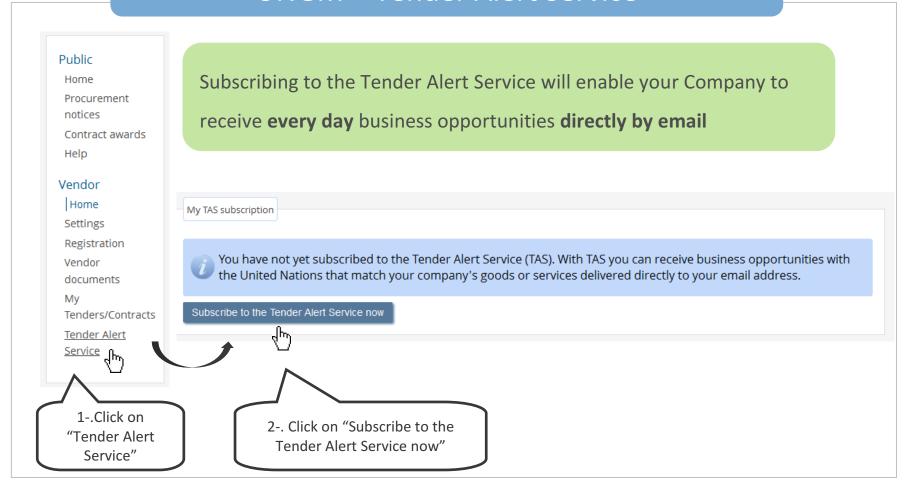


### UNGM – Qualification – Level 2 (Cont.)



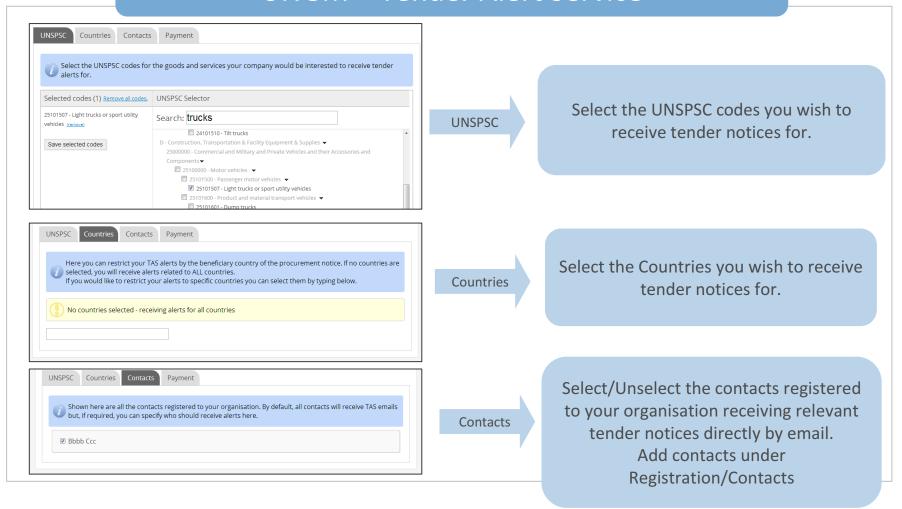


### **UNGM** – Tender Alert Service





### **UNGM – Tender Alert Service**





### **UNGM – Tender Alert Service** My TAS settings You can edit your TAS settings here at any time. Click on the tabs below to manage the details of your subscription. Should you require any assistance or clarification, please contact us at registry@ungm.org. Proceed with the payment of this value-added Service **Payment** UNSPSC Payment Countries Contacts TAS subscription will not become active until you make a payment. The fee for a one year subscription is 250 USD Payment is made via BBS International's payment system. All communication is done via an encrypted SSL connection. UNGM does not keep a copy of your credit card details. Please note:Payment can only be made by credit card. We cannot accept payment by cheque or bank transfer. Enjoy a discount on your We, hereby request UNOPS to enter into a contract with us on UNOPS's Standard Term & Conditions for the use of the UNGM Tender Alert Service. Tender Alert Service Create a recurrent subscription Your subscription will automatically renew at the end of the current subscription year. Subscription Pay now Voucher **Voucher CODE** Voucher If you have a voucher code, you can use it and get a discount on TAS Subscription fee by entering it in the below text box and click Use button.



# Need Help?

Two UNGM Guides are available for further assistance on how best to take advantage of UNGM

- UNGM Interactive Guide
- UNSPSC Codes Guide

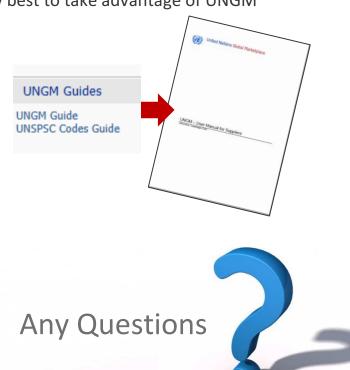
For further assistance:

Use the Need Help? Button in the right hand corner of the site

Or

Write to us at registry@ungm.org

Remember to mention:
-Your UNGM username
- Your UNGM Registration Number







# Thank you!

For more information, please visit <a href="https://www.ungm.org">www.ungm.org</a>