



**Doing Business**  
with the  
**United Nations**  
**Secretariat**

# The United Nations Secretariat

The Procurement Division of the United Nations Secretariat is responsible for providing quality services and expert business advice to UN Headquarters in New York, field missions throughout the world, offices away from headquarters, regional commissions, tribunals and to other UN organizations. At the UN Headquarters in New York, the United Nations Procurement Division is the office which is authorized to commit the UN to contractual obligations and interact with vendors wanting to do business with the United Nations Secretariat.



**Our key goals are to provide our clients with the best value for money and ensure the timely delivery of goods and services.**



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Best value for money is defined as the “Optimization of whole-life costs and quality needed to meet the user’s requirements, while taking into consideration potential risk factors and resources available”. It is one of the general principles that should be given due consideration when exercising the procurement functions of the United Nations. It means that when procuring goods, services or works, all staff involved in procurement activities need to ensure that the optimal outcome has been achieved by considering all factors, such as relevant costs and benefits, risks and resources, etc., over the entirety of the product or service life-cycle.

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Our clients come from a range of UN Headquarters Departments such as Office of Information and Communications Technology (OICT), Facilities and Commercial Service Division (FCSD), Department of Field Support (DFS) and Peacekeeping Missions, Political Missions, Offices Away from Headquarters (OAHs), Regional Economic Commissions, Tribunals, and other organizations seeking procurement support services.

Via fair and transparent commercial partnerships between the Procurement Division and our vendors, we enable our customers to carry out their mission and achieve their objectives.

While UN Specialized Agencies, Funds and Programmes, such as United Nations Development Programme (UNDP), United Nations Children’s Fund (UNICEF), World Health Organization (WHO), etc, are responsible for their own procurement activities and procedures, there are joint procurement exercises being conducted to increase efficiency throughout the UN System.

# Registration

It is the objective of the UN Secretariat to have as wide and diverse a database of suppliers as possible, from all its Member States.

We are therefore always looking for new sources of supply and more specifically, vendors from either developing countries or countries with economies in transition.

**Doing business with the UN requires registering as a potential supplier with the United Nations Global Marketplace (UNGM).**

Registration is simple and free of charge; interested suppliers register via a single vendor portal for the UN system in a fully online process at the UN Global Marketplace (UNGM) website – <http://www.ungm.org>.

After agreeing to the UN Supplier Code of Conduct and declaration of eligibility, vendors can select the level of business activity that best matches their capacity, financial strength, business scope and commercial strategy.

As part of their registration, prospective UN suppliers need to specify the products and/or services they can offer by selecting the relevant UNSPSC (United Nations Standard Products and Services Code) entries. The Secretariat uses these codes to search for suppliers for procurement exercises.

Applications will be evaluated on the relevance of the goods or services provided in relation to the needs of the UN as well as business experience and the financial capacity of the company. Vendors who have submitted an application will be kept informed of the results via the UNGM portal.



Companies can only participate in solicitations of the UN Secretariat after completing their registration on the UNGM website (<http://www.ungm.org>). We recommend all companies to register at least at Level 1 under the United Nations Secretariat prior to participating in any solicitations. Contracts can only be awarded if the vendor has registered at the eligible level according to the estimated contract award.

Go to [www.un.org/Depts/ptd/vendors/vendor-registration-0](http://www.un.org/Depts/ptd/vendors/vendor-registration-0) for more details on registration.

**The Secretariat does business with vendors from all over the world and has actively increased its sources of supply from developing countries and countries with economies in transition.**



# Competitive Bidding

**One of the fundamental tenets of UN procurement is achieving the “best value for money” for the Organization. Bids and proposals are obtained through an effective, internationally competitive process.**

There are three types of solicitation documents issued by the UN Secretariat to fulfill a procurement requirement. While each of the documents referred to 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. All solicitation documents normally provide for generic specifications.

## 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 a monetary value above the RFQ threshold 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 several factors comprising the evaluation criteria, which are determined before the RFP is released. A two-envelope system is used with technical evaluation completed before commercial offers of technically compliant proposals

are opened. Award is made to the offer that substantially conforms to the requirements set forth in the solicitation documents and is evaluated to be the best value to the UN.

## Invitation to Bid (ITB)

A formal invitation to submit a bid usually associated with 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.

## Public Openings

The Secretariat conducts formal openings of sealed bids and proposals. Companies that have submitted offers may send a representative to attend. Trade representatives from Permanent Missions of Member States to the UN are also welcome to attend public openings on behalf of the participating firm. At the opening of ITBs, prices are read out publicly. Since price is only one of several determining factors to be considered during the evaluation of an RFP, only the name of the company is conveyed at the opening of the RFP's technical proposals.

## Expression of Interest (EOI)

Information about upcoming requirements for goods and services is posted on the UNPD Website, Mobile App and the UNGM website in order to give an opportunity for interested companies to identify new business opportunities and to participate in a particular solicitation. While EOIs are accessible by the public free of charge, UNGM does offer an electronic EOI delivery service (via e-mail) for which a nominal fee is charged.

# UN Global Marketplace - UNGM

The following international organizations are using UNGM as a sourcing tool:

- African Development Bank Group (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 Organization (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 Educational, Scientific and Cultural Organization (UNESCO)
- United Nations Entity for Gender Equality and the Empowerment of Women (UN WOMEN)
- Office of the United Nations High Commissioner for Refugees (UNHCR)
- United Nations Industrial Development Organization (UNIDO)
- United Nations Office for Project Services (UNOPS)
- United Nations Population Fund (UNFPA)
- United Nations Secretariat
- United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA)
- World Food Programme (WFP)
- World Health Organization (WHO)
- World Intellectual Property Organization (WIPO)
- World Meteorological Organization (WMO)
- World Trade Organization (WTO)
- International Civil Aviation Organization (ICAO)
- International Organization for Migration (IOM)



# Supplier Code of Conduct

The complete version of the “UN Supplier Code of Conduct” can be found online: <http://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>



**The Code of Conduct sets forth what is expected of all suppliers with whom the UN does business.**

This includes:



## Human Rights

1. Support and respect the protection of internationally proclaimed human rights.
2. The UN expects its suppliers to create and maintain an environment that treats all employees with dignity and respect which are free of any threats of violence, sexual exploitation or abuse, verbal or psychological harassment or abuse.
3. Non-engagement in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.
4. UN expects its suppliers to follow all relevant legislation, regulations and directives in country in which they operate to ensure a safe and healthy workplace.



## Labour

5. Prohibition of forced, bonded or indentured labor or involuntary prison labour.
6. Non-engagement in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child or the ILO Minimum Age Convention.

7. Recognition and respect for the rights of employees to freely associate, organize and bargain collectively in accordance with the laws of the countries in which they are employed.
8. Zero tolerance for any form of discrimination in hiring and employment practices.
9. Compliance with all applicable working hour requirements as established by local law.
10. The UN expects its suppliers to comply, at a minimum, with all wage and hour laws and regulations, including those pertaining to minimum wages, overtime wages, piece rates, other elements of compensation and to provide legally mandated benefits.
11. Suppliers must follow all relevant legislation, regulations and directives in country in which they operate to ensure a safe and healthy workplace.



## Environment

12. Suppliers must have an effective environmental policy.
13. Chemical and other materials posing a hazard to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.
14. Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal.
15. Potentially dangerous air emissions are to be characterized, monitored, controlled and treated as required prior to discharge.
16. Waste of all types, including water and energy, are to be reduced or eliminated at the source.



## Bribery and Corruption

17. The UN expects its suppliers to adhere to the highest standard of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including extortion, fraud, or bribery.
18. Disclosure to the UN any situation that may appear as a conflict of interest, and disclose to the UN if any UN official or professional under contract with the Organization may have an interest of any kind in the supplier's business or any kind of economic ties with the supplier.
19. The UN has a "zero tolerance" policy and does not accept any type of gift or any offer of hospitality. The UN also expects its suppliers not to offer any benefit to any UN staff member to facilitate business.
20. Post-employment restrictions apply to UN former staff members and to staff in service who participated in the procurement process, as well as to UN suppliers.

### UN Secretariat Policy on Gifts and Hospitality

The UN has a "zero tolerance" policy and does not accept any type of gift or any offer of hospitality. The UN expects existing and prospective UN Suppliers not to offer any gift or any offer of hospitality to UN staff. All items received from vendors, even of nominal value, will be returned to the vendor or donated to charity.





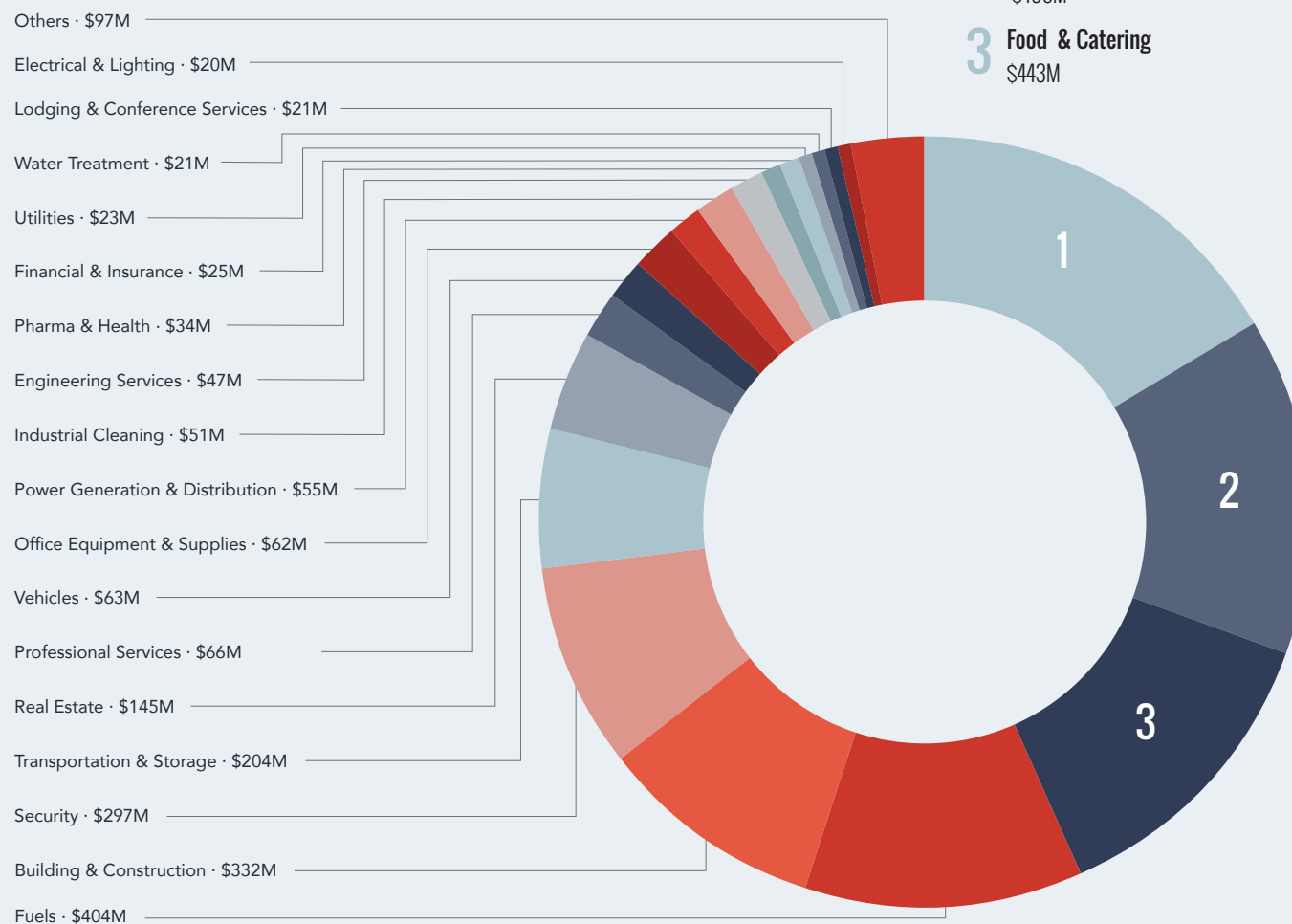




# UN Secretariat Procurement Activities

## 2016 Procurement Volume

Figures represent millions, in US dollars and include UN Headquarters, Offices away from Headquarters, Field Missions, Regional Commissions and Tribunals. For our most recent statistics please visit: <http://www.un.org/Depts/ptd/statistics/2016>



# UN Secretariat Offices Around the World

## Africa

Economic Commission for Africa (ECA)

UN Support Office in Somalia (UNSOS)

UN Office in Burundi (BNUB)

UN Operation in Côte d'Ivoire (UNOCI)

African Union/UN Hybrid Operation in Darfur (UNAMID)

UN Organization Stabilization Mission in DR of the Congo (MONUSCO)

UN Mission in Liberia (UNMIL)

UN Office at Nairobi (UNON)

UN Mission in the Republic of South Sudan (UNMISS)

UN Mission for the Referendum in Western Sahara (MINURSO)

UN Interim Security Force for Abyei (UNISFA)

UN Multidimensional Integrated Stabilization Mission in Mali (MINUSMA)

UN Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA)

## Asia

UN Interim Force in Lebanon (UNIFIL)

UN Military Observer Group in India and Pakistan (UNMOGIP)

UN Truce Supervision Organization (UNTSO)

UN Disengagement Observer Force (UNDOF)

Office of UN Special Coordinator for the Middle East Peace Process (UNSCO)

UN Assistance Mission in Afghanistan (UNAMA)

UN Assistance Mission for Iraq (UNAMI)

UN Regional Centre for Preventive Diplomacy for Central Asia (UNRCCA)

Economic & Social Commission for Asia and Pacific (ESCAP)

Economic & Social Commission for Western Asia (ESCWA)

UN Assistance to the Khmer Rouge Trials (UNAKRT)

## Americas

Economic Commission for Latin America and the Caribbean (ECLAC)

UN Stabilization Mission in Haiti (MINUSTAH)

## Europe

UN Peacekeeping Force in Cyprus (UNFICYP)

UN Interim Administration Mission in Kosovo (UNMIK)

UN Global Service Centre (UNGSC)

International Criminal Tribunal for the former Yugoslavia (ICTY)

United Nations Office at Geneva (UNOG)

United Nations Office at Vienna (UNOV)

Economic Commission for Europe (ECE)

For latest contact information, please refer to the UN Procurement Division website, <http://www.un.org/Depts/ptd>



**In addition to web links to the Secretariat, UN Information Centres (UNIC) strategically located worldwide, can also provide useful information to help companies wishing to know more about doing business with us.**

**Simply log on to <http://unic.un.org>**



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## UN Procurement Mobile App

Available in the Apple App Store  
and on Google Play



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**Higher Standards - Better Solutions**