

# UNITED NATIONS SYSTEM



## GENERAL BUSINESS GUIDE

FOR  
POTENTIAL SUPPLIERS OF GOODS AND SERVICES  
WITH  
COMMON GUIDELINES FOR PROCUREMENT BY  
ORGANIZATIONS IN THE UN SYSTEM

20th Edition (Update June 2006)

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## **FOREWORD**

*The United Nations, including its many affiliated agencies, represents a vast global market for suppliers of virtually all types of goods and services.*

*In line with General Assembly resolutions, and decisions by other UN Agency Executive Boards, all organizations of the UN system are making great efforts to identify new sources of supply, particularly from developing and under-utilized donor countries, in order to create an expanded and more equitable geographical distribution of procurement.*

*In close cooperation with the UN system, IAPSO has established a common database of potential suppliers covering goods and services normally required. After screening, the supplier information is made available to the UN agencies for their procurement needs. This database, entitled United Nations Global Marketplace (UNGM), is available at [www.ungm.org](http://www.ungm.org), and is expected to act as a window to the business community for registration within the UN system.*

*This revised and updated edition of the General Business Guide provides basic facts concerning the procurement activities and requirements of the United Nations system of organizations, and it is hoped that it will assist the business community in offering their goods and services to this market.*

# UNITED NATIONS SYSTEM OF ORGANIZATIONS

## ORGANIZATIONAL STRUCTURE

The "United Nations system of organizations" covers a wide variety of organizational units (centres, agencies, organizations, commissions, programmes, etc.) with different institutional and functional structures. The principal organs and subsidiary bodies of the United Nations Secretariat are included under the regular budget of the United Nations, as authorized by the General Assembly. Other agencies of the UN system, however, have their own regular budgets or are financed solely from voluntary contributions. These latter two categories, moreover, possess a certain degree of autonomy.

The organizations within the United Nations system also vary considerably both in size and as regards their activities. Most organizations were established about the time when the United Nations itself came into being, but some are considerably older. For example, the International Telecommunication Union, as a direct continuation of the International Telegraph Union, dates back to 1865 and the Universal Postal Union was first established in 1874.

Member organs of the United Nations reporting annually to the General Assembly and, as appropriate, through the Security Council or the Economic and Social Council, include:

UN	United Nations Secretariat
UNICEF	United Nations Children's Fund
UNCTAD	United Nations Conference on Trade and Development
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNFPA	United Nations Population Fund
UNRWA	United Nations Relief and Works Agency for Palestine
UNU	United Nations University
WFP	World Food Programme
UNHCR	United Nations High Commissioner for Refugees
UNCHS (Habitat)	United Nations Centre for Human Settlements
OCHA	Office for the Coordination of Humanitarian Affairs

The specialized agencies, a term first used in the United Nations Charter which provides for international action to promote economic and social progress, report to the Economic and Social Council. These specialized agencies work in the economic, social, scientific and technical fields and possess their own legislative and executive bodies, their own secretariats and their own budgets. These include:

ILO	International Labour Organization
FAO	Food and Agriculture Organization of the United Nations
UNESCO	United Nations Educational, Scientific & Cultural Organization
ICAO	International Civil Aviation Organization
WHO	World Health Organization
WB	World Bank Group
IMF	International Monetary Fund
UPU	Universal Postal Union
ITU	International Telecommunication Union
WMO	World Meteorological Organization
IMO	International Maritime Organization
WIPO	World Intellectual Property Organization
IFAD	International Fund for Agricultural Development
UNIDO	United Nations Industrial Development Organization
WTO	World Tourism Organization

Other United Nations Organizations, not falling into the above two categories are:

IAEA	International Atomic Energy Agency
ITC	International Trade Centre (UNCTAD/World Trade Organization)

IAEA, established "under the aegis of the United Nations" also reports annually to the United Nations General Assembly. The United Nations and GATT (General Agreement on Tariffs and Trade) cooperated at the secretariat and inter-governmental levels since 1947. On 1 January 1995, GATT was replaced by the World Trade Organization, which is not part of the UN system.

Under the authority of the Economic and Social Council are the Regional Commissions, whose aims are to assist in the economic and social development of their respective regions and to strengthen economic relations of the countries in each region, both among themselves and with the other countries of the world. These are the Economic Commission for Africa (Addis Ababa), Economic and Social Commission for Asia and the Pacific (Bangkok), Economic Commission for Europe (Geneva), Economic Commission for Latin America and the Caribbean (Santiago) and Economic and Social Commission for Western Asia (Beirut). The regional commissions study the problems of their regions and recommend courses of action to member Governments and specialized Agencies. In recent years the work of the commissions has been expanded, and they are now increasingly involved in carrying out development projects.

Not formally part of the UN system, the regional development banks, nevertheless, work closely with UN organizations and act as Executing Agencies for development projects financed by UNDP. These include the African Development Bank (AFDB) in Abidjan, the Asian Development Bank (ASDB) in Manila, the Caribbean Development Bank in Barbados and the Inter-American Development Bank in Washington, D.C.

The Organizational Chart gives a picture of the interlocking nature of the United Nations system of organizations. (See separate organization chart)

### **ANNUAL PROCUREMENT VOLUME**

The total volume procured by the UN system in 2003 was over US\$ 5 billion, out of which about 30% were professional services (sub-contracts), the rest being goods. UNDP accounts for about US\$ 820 million of the total. Adding the inputs by recipient governments in terms of loans from international lending institutions, the estimated value of business opportunities emanating from the United Nations system and the Development Banks exceeds US\$30 billion annually.

The procurement activities, estimated in US dollars, listed under the various agencies in this Guide are funded from several sources which include UNDP, and UNFPA core funding, trust funds, the regular budgets of the UN agencies, and other sources of funding.

The procurement rules and procedures of the various organizations reflect institutional differences as well as differences in size, activities and years of existence. However, common principles are applicable throughout the system of organizations. The one most significant common denominator for the UN system is that it operates with "public funds", requiring that equal opportunity to participate be given to potential suppliers from all member countries. The Common Guidelines for Procurement by Organizations in the UN system are embodied in **ANNEX I** of this Guide.

### **PROCUREMENT PROCEDURES**

The normal procedures followed by the UN system for the various procurement levels of individual contracts is as follows (with minor variations among the agencies):

Values of purchase orders up to US\$ 30,000: A direct selection of possible suppliers is done by the procurement officer concerned, normally three suppliers are identified. Based on an analysis of the quotations received, the order is awarded to the supplier that meets the specifications and delivery terms and has the lowest price.

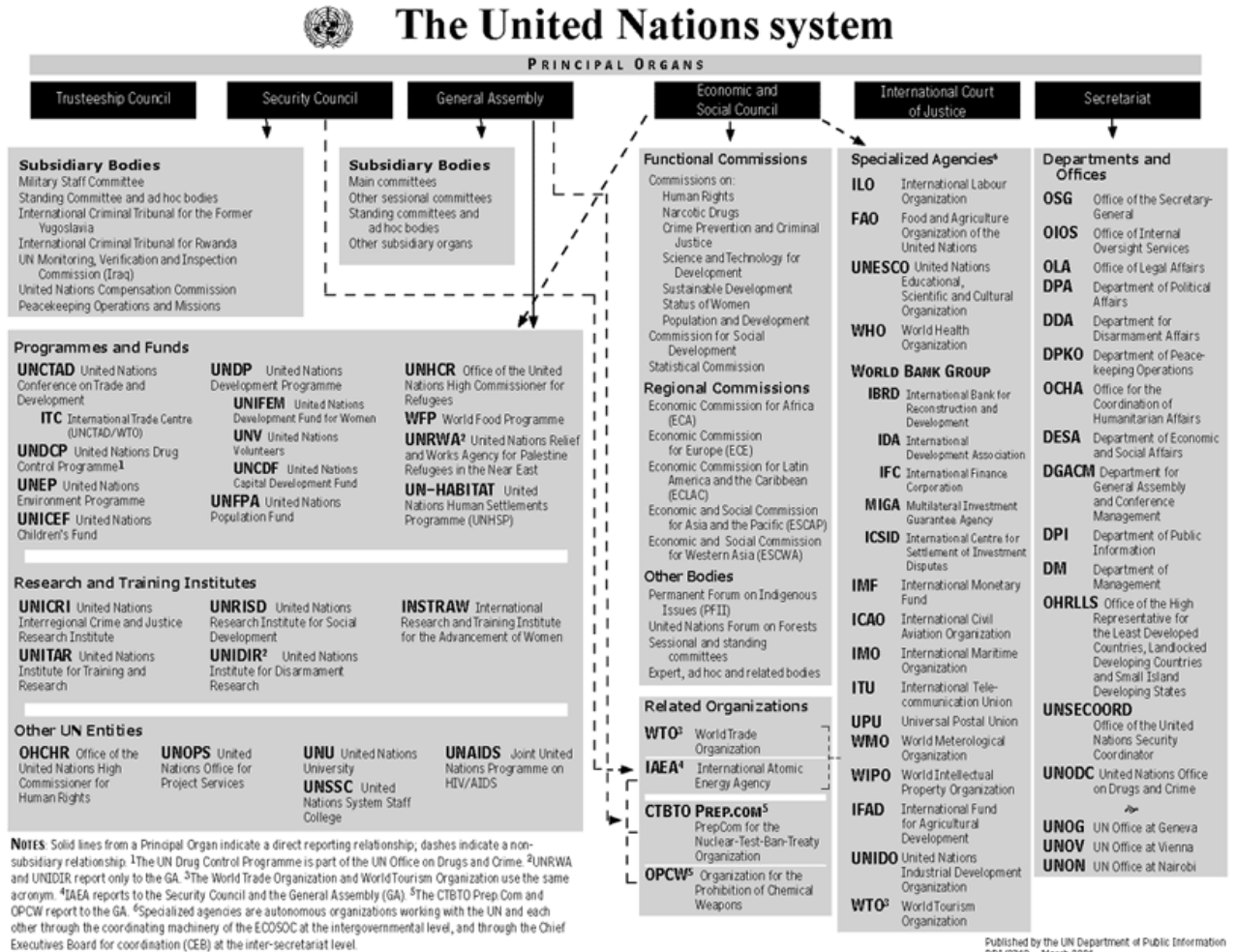
Value of Purchase orders from US\$ 30,000 up to US\$ 100,000: Limited competitive bidding is done by inviting a pre-selected short list of suppliers to respond through sealed bids. The shortlist consists of suppliers from developing countries, including the recipient country; under-utilized donor countries and other donor countries. The order is awarded to the most qualified and responsive contractor submitting the lowest bid.

Value of Purchase orders from US\$ 100,000 and up: International competitive bidding is the rule. If exigencies of a project so allow, suppliers are invited to bid by advertisement in the UN publication "*Development Business*", IAPSO's "*Business Opportunities*" on [www.iapso.org](http://www.iapso.org) or other trade publications. When requests for proposals have been issued, contracts shall be awarded to the best-evaluated responsive offer.

From the above follows that active search for information on approved projects and other business opportunities, together with active marketing towards the UN executing agency concerned, is the most efficient way for a company to enter the UN market.

## DECENTRALIZED PROCUREMENT

Many UN agencies have delegated authority to their respective country offices to undertake procurement up to a certain financial limit, varying by agency, from US\$ 5,000 up to US\$ 100,000. Local procurement by peacekeeping missions is authorized up to US\$ 200,000 for the larger missions. As developing countries become more self-reliant in managing their own technical cooperation, national execution (NEX) of projects and programmes increases, including procurement of necessary goods and services.



# UNITED NATIONS DEVELOPMENT PROGRAMME

The United Nations Development Programme (UNDP) is the developing countries' development agency, committed to making a pivotal contribution to halving world poverty by 2015. UNDP provides sound policy advice and helps build institutional capacity that generates equitable economic growth.

UNDP works with public and private sector partners to make the best possible use of aid resources in confronting the challenges and opportunities offered by globalization. It is committed to promoting good governance at all levels of society and building coalitions for action on issues critical to sustainable human development. Current priorities include the use of information technology for development, combating the spread of HIV/AIDS, promoting sustainable trade and helping address the effects of conflict and natural disasters.

UNDP is the main body for coordinating the United Nations' development work. Its global reach and management of US\$2.3 billion in financial resources annually make it the largest provider of development grant assistance in the United Nations system. UNDP is a hands-on organization, with 85 per cent of its staff working in developing countries and territories.

## **What does UNDP do?**

UNDP's global network of 133 country offices - and programmes in more than 174 countries and territories - helps people to help themselves. In each country office, the UNDP Resident Representative normally also serves as the Resident Coordinator of development activities for the United Nations system as a whole.

UNDP funds projects and programmes in Africa, the Arab States, Asia and the Pacific, Latin America and the Caribbean, and Europe and the Commonwealth of Independent States. It assists governments and civil society organizations in developing economic and social policies to address the multiple causes of poverty.

Ninety per cent of UNDP's core programmes focus on the 66 countries that are home to 90 per cent of the world's extremely poor people.

An important contribution to all these efforts is the publication of National Human Development Reports (NHDRs). An outgrowth of the annual UNDP Human Development Report, these publications track national trends in such areas as poverty, governance, education, health, gender and human settlements. To date, 120 developing countries have produced NHDRs, often with UNDP support; many contributed to public policy-making in the developing world and influenced the allocation of national resources.

UNDP administers special funds and programmes, including:

- ◆ The United Nations Capital Development Fund, which gives capital grants for poverty reduction programmes in the least developed countries, particularly for the rural poor;
- ◆ The United Nations Development Fund for Women, which provides direct financial and technical support to developing countries for innovative projects that contribute to equitable and sustainable development for women;
- ◆ The United Nations Volunteers, which sends technically qualified volunteers from developed and developing countries to provide critical skills needed in the developing world.

## **Who are UNDP's partners?**

UNDP coordinates its activities with other UN funds and programmes, and the international financial institutions, including the World Bank and the International Monetary Fund, to ensure maximum impact from global development resources.

In addition, UNDP's country and regional programmes draw on the expertise of developing country nationals and non-governmental organizations (NGOs). Seventy-five per cent of all UNDP supported projects are implemented by local organizations.

**Who governs UNDP?**

UNDP is headed by an Administrator, who is responsible to a 36-member Executive Board that represents all geographic regions and both donor and programme countries. The Board, in turn, reports to the UN Economic and Social Council. The Board is responsible for policy and strategic guidance, programme and financial approval and monitoring and coordination of UNDP programmes.

UNDP's current head, Mr. Kemal Dervis, assumed the duties of Administrator in 2005.

**How is UNDP different from bilateral and other development agencies?**

UNDP has a unique combination of assets. They are:

- Global in presence;
- Trusted, as a politically neutral partner to developing country governments;
- Multi-sectoral in scope; and
- Developing-country driven.



## ADVANCE INFORMATION ON BUSINESS OPPORTUNITIES

A prime concern of the United Nations system is the timely dissemination of advance information on business opportunities emanating from programmes and projects. Apart from affording "transparency" to procurement activities, such notices contribute greatly to the achievement of reduced costs through increased competition for contracts and thus ensuring best value for money, to the benefit of recipient countries. In addition, improved distribution of timely notices on business opportunities to developing countries contributes to the promotion of Technical Cooperation among Developing Countries.

Information on grant-funded business opportunities emanating from UN organizations, and UNDP-assisted projects, is available via <http://unbiz.un.int/>. This site contains resources to help businesses locate opportunities within the United Nations system including procurement notices and details of contracts awarded.

The primary source of information on loan-funded business opportunities in the United Nations system is ***Development Business*** from the UN Department of Public Information. This is available in print form 24 times each year or online at [www.devbusiness.com](http://www.devbusiness.com). Both versions are available by payable subscription only.

Enquiries regarding subscriptions should be directed to:

**Subscription Department  
UN Development Business  
P.O. Box 5850, Grand Central Station  
New York, NY 10163-5850, USA  
Tel: (1-212) 963 1516 or (1-212) 963 8524  
Fax: (1-212) 963 1381  
E-mail: [dbsubscribe@un.org](mailto:dbsubscribe@un.org)**

There are a number of resources available to assist in identifying which UN organizations are procuring which types of goods and services:

- A simple and easy way for users to access and navigate through the individual sites of the different UN organizations is available at <http://unbiz.un.int>
- [The Annual Statistical Report](#) (ASR) provides data on procurement of goods and services from 40 UN organizations and UNDP's network of country offices.
- [The General Business Guide](#) (GBG) describes which goods and/or services are procured by each UN organization, as well as the mandates, procurement needs, procedures and contact details for all organizations. This publication also outlines the UN General Terms and Conditions for the Procurement of Goods and Services.
- [Links](#) to organization websites can also be referenced.

*All of the above, as well as [Doing Business with the UN System - Practical Tips Guide](#), can be accessed via 'Links' on [www.ungm.org](http://www.ungm.org).*

## ORIGINS OF REQUISITIONS FOR GOODS AND SERVICES

Generally, United Nations requirements for goods and services are determined after a comprehensive review of development needs of each recipient country and assignment of priorities to selected plans which have been prepared by governments in co-operation with officials of the funding organizations.

### DEVELOPMENT PROJECTS UNDER GRANT-FUNDING

The system of allocating United Nations Development Programme (UNDP) financial assistance for development cooperation has recently been revised, from a five-year Indicative Planning Figure (IPF), to a more flexible and incentive-based multi-year approach, known as TRAC (target for resource assignments from the core). A joint UNDP and government analysis of development objectives is reflected in the Country Cooperation Framework and priority programmes identified for UNDP financing.

The recipient government, in consultation with UNDP, designates the executing agency of a UNDP-funded programme. Since 1992, national execution (NEX) is the normal mode of implementation, i.e. a national organization will be entrusted with execution. A United Nations organization can also be designated to implement a programme, in consideration of its specialized fields of competence. If a programme is multi-disciplinary or contains specialized technology, not normally available within the UN agencies, execution can be entrusted to the United Nations Office of Project Services (UNOPS). Prior to actual implementation, the feasibility of the programme is assessed in terms of economics and environmental factors, appropriate technology, manpower, implementation schedule and availability of funding including from national sources. When a programme reaches the approval stage, the executing agency will initiate procurement of goods and services required for implementation of the programme.

In addition, various UN organizations are also involved in procurement to deliver a wide range of technical assistance financed by other sources of funds, such as

#### Emergency Relief and Peacekeeping Operations:

Procurement may be initiated to support emergency relief and peacekeeping missions

#### Headquarters and Field Office Maintenance:

Procurement of equipment and services may be initiated for maintenance of Headquarters and Field Offices

### DEVELOPMENT PROJECTS UNDER LOAN-FINANCING

International and regional finance institutions such as the World Bank (IBRD), Asian Development Bank (ADB), African Development Bank (AFDB) and Inter-American Development Bank (IDB), assist developing countries by granting loans to finance major development projects. Based on overall development goals, recipient governments formulate their investment strategies, which are presented to appropriate financing institutions. The formulation of investment projects and approval of loans will involve an economic assessment of national and sectoral programmes, as well as pre-investment and formulation studies. The loan agreement establishes guidelines for hiring of consultants or procurement of equipment and supplies. The financing institutions generally retain the right to approve, or disapprove, of the recipient country's selections for awards of contracts.

The development banks may also directly provide a wide range of technical assistance services to developing countries through their in-house experts or by using specialists recruited for that purpose.

# United Nations Global Marketplace (UNGM)



**The UN Global Marketplace Secretariat**  
**Midtermolen 3**  
**DK-2100, Copenhagen Ø, Denmark**  
**Phone: +45 35467107**  
**Fax: +45 35467005**  
**Email: [registry@ungm.org](mailto:registry@ungm.org)**  
**Internet: [www.ungm.org](http://www.ungm.org)**

## **Introduction:**

The UN Global Marketplace acts as an important procurement tool to shortlist suppliers for competitive bidding. Its database of active and potential suppliers is available to all UN and World Bank procurement personnel, and is the main supplier database of 15 UN organizations. Potential suppliers of goods and/or services are encouraged to register their company on the UN Global Marketplace.

## **Registration Procedure:**

In order to register, the supplier must complete the initial registration process on [www.ungm.org](http://www.ungm.org). After doing so the supplier will receive login details by email. The supplier uses these login credentials to go in and complete the online registration form, also on [www.ungm.org](http://www.ungm.org). As part of the registration process, the supplier must select at least one UN agency to register with. The supplier's registration form will be evaluated by the chosen agency/agencies, before being accepted on the UN Global Marketplace.

Registration is free of charge.

For more information on the UN Global Marketplace, and how to register, please refer to [www.ungm.org](http://www.ungm.org), or alternatively contact the UN Global Marketplace Secretariat in Copenhagen at the above address.

# LIST OF ORGANIZATIONS IN THE UN SYSTEM



**with information about their  
procurement activities, locations and contact addresses**

*The following pages include specific details on the procurement activities of the United Nations System of Organizations, as well as Regional Development Banks*

# UNITED NATIONS SECRETARIAT NEW YORK



In New York, two organizational units of the Secretariat  
are involved in procurement

**UN PROCUREMENT SERVICE (UN/PS)**  
*Department of Administration and Management*

☒

**FIELD ADMINISTRATION AND LOGISTICS DIVISION (UN/FALD/DPKO)**  
*Department of Peacekeeping Operations*



The UN Secretariat also maintains procurement offices at:

**UNITED NATIONS OFFICE AT GENEVA (UNOG)**  
*Purchase and Transport Section*

☒

**UNITED NATIONS OFFICE AT NAIROBI (UNON)**  
*Contracts & Procurement Section*

☒

**UNITED NATIONS OFFICE AT VIENNA (UNOV)**  
*Commercial Operation Unit (COU)*

# UNITED NATIONS PROCUREMENT SERVICE (UN/PS)



304 East 45th Street  
NY 10017, New York, USA  
Phone: (1-212) 963 6409/6249  
Fax: (1-212) 963 6499  
Email: [register@un.org](mailto:register@un.org)  
Internet: [www.un.org/Depts/ptd/](http://www.un.org/Depts/ptd/)

## Introduction:

The Procurement Service of the United Nations was established to provide procurement services for:

- The various Departments and Offices of the UN Secretariat in New York;
- UN Peacekeeping Missions worldwide;
- Regional Commissions, Tribunals and other offices away from Headquarters, and;
- Other Organizations of the UN system and special assistance programmes .

The Procurement Service (PS) consists of three Procurement Sections and one Section providing central support services. PS is primarily organized to reflect the broad spectrum of its clientele (see organization chart).

The Headquarters Procurement Section deals with purchase requirements from offices within both Headquarters and the Offices away from Headquarters. The Field Procurement Section handles all purchases on behalf of peacekeeping missions except for transport equipment and services. The Logistics and Transportation Section is responsible for procurement of aircraft and sea transportation services plus motor vehicles and spare parts. The Support Services Section provides central support to Procurement in terms of electronic data processing and maintenance of the vendor database and supplier registration, compiles statistics and serves as a liaison for inquiries received from member states, vendors and the general public. The Support Services Section stewards the development and implementation of change management under the on-going reform process. The Section is also responsible for the Procurement Service's web page, which furnishes a variety of useful information for suppliers and potential vendors.

The UN purchased over 822 different categories of goods and services for a total value of US\$ 891,854,689 millions in 2003. The tables below show the top twenty, by volume, of goods and services purchased in 2003. Air transportation Services, Chemical & Petroleum Products, EDP Equipment and Services, Food Rations, Telecommunication Equipment & Services and Motor vehicles/parts & transportation equipment top the list in dollar terms, at some 54.8% of the total volume spent on procurement. The range of goods and services that are required in support of peacekeeping missions, which are purchased from commercial sources include food rations/catering services; accommodation units; communication equipment; and civil engineering services.

<b>Major Commodities of Goods and Services Purchased</b>	<b>AMOUNT IN US\$</b>
Air Transportation Services	\$206,080,726
Chemical & Petroleum Products	\$96,418,278
Motor Vehicles/Parts & Transportation Equipment	\$66,536,615
Telecommunication Equipment & Services	\$60,695,332
Freight Forwarding & Delivery Services	\$58,936,530
EDP Equipment and Maintenance Services	\$53,199,530
Food Rations/Catering Services	\$41,651,419
Architecture, Engineering & Construction Related Services	\$31,675,207

Building Management & Maintenance	\$30,642,268
Travel and Related Services	\$30,366,537
Prefabricated Buildings	\$23,622,140
Real Estate Rental & Lease	\$22,302,153
Inspection & Related Services	\$20,171,335
Airfield Operations	\$15,343,337
Cleaning & Waste Disposal Services	\$14,237,693
Maintenance & Repair Services	\$10,790,078
Generator Sets	\$10,728,036
Electrical Apparatus; Electronic Components	\$7,844,627
Tools & Hardware	\$7,053,010
Management Services	\$6,812,753
Others	\$76,747,074
<b>Grand Total</b>	<b>\$891,854,689</b>

### **Registration Procedure:**

Registration is a simple process and applicants can register online at the United Nations Global Marketplace website: [www.ungm.org](http://www.ungm.org). In order to ensure the quality of goods & services being purchased, UNPS applicants are required to submit additional information in support of their application.

Upon receipt of the UNPS specific documentation, applications will be evaluated and all applicants informed of the results. The criteria for registration include the relevance of the goods and services to the UN's needs as well as international business experience, compliance to international standards of quality and management and the financial stability of the company. Queries regarding registration material may also be addressed by email to: [register@un.org](mailto:register@un.org)

### **Competitive Bidding:**

United Nations Procurement is based on competitive bidding and obtaining 'best value' for money on behalf of the organisation. Bids are obtained through a competitive process. There are three (3) types of solicitation documents issued by UNPS to fulfill a procurement requirement. While each of the documents referred to hereunder contains the necessary information to submit a suitable offer, they will 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 RFQ is an informal invitation to submit a quotation, usually associated with requirements having an estimated procurement value of under \$30,000.00. Prices, and other commercial terms and conditions are requested and award is made to the lowest priced technically acceptable offer.

### **Invitation to Bid (ITB)**

An ITB is a formal invitation to submit a bid, usually associated with requirements that are clearly and concisely defined, with an estimated procurement value of over \$30,000.00. Normally price is the sole determinant in making an award. Where all technical criteria are met, award is made to the lowest bidder.

### **Request for Proposal (RFP)**

An RFP is a formal request to submit a proposal, usually associated with requirements for works and services, which cannot be clearly or concisely defined, with an estimated procurement value of over \$30,000.00. Price is only one of several factors comprising the evaluation criteria, which are determined before the RFP is released. Award is made to the qualified bidder whose bid substantially conforms to the requirement set forth on the solicitation documents and is evaluated to be the best value to the UN.

As an inter-governmental organization, geographical balance is an important consideration in everything the United Nation does. The Procurement Service is obliged to ensure equitable treatment to all vendors in its procurement activities and, at the same time, ensure the most suitable goods are purchased at the most competitive rates. For the immediate future, the focus of attention will be on the inclusion of more vendors from developing countries and countries with economies in transition in our procurement activities.

In recent years, more and more procurement authority has been delegated to offices and missions away from headquarters. This delegated authority is usually set at the level of US\$200,000. For purchases within this authority, the Procurement Service plays a normative role in setting policies and providing advisory support.



**DEPARTMENT OF PEACEKEEPING OPERATIONS  
FIELD ADMINISTRATION AND LOGISTICS DIVISION  
(UN/FALD/DPKO)**



**The Director  
Field Administration and Logistics Division  
Division of Peacekeeping Operations  
United Nations Secretariat  
New York, NY 10017, USA  
Tel: (1-212) 963 6141  
Fax: (1-212) 963 0383  
Internet: [www.un.org/depts/dpko](http://www.un.org/depts/dpko)**

**INTRODUCTION**

The Field Administration and Logistics Division (UN/FALD) is responsible for planning, setting up and maintaining peacekeeping missions, which have increased from five in 1988 to seventeen in 2000. In addition, there are fourteen other field missions to which FALD provides logistics and administrative support. The difference between the two types of missions is that the former generates a considerably higher volume of requirements across the whole spectrum listed below. UN/FALD draws up specifications for goods and services required in the areas of engineering, supply, transport, electronic services and logistics operations. Headquarters procurement for UN field missions is the responsibility of the Procurement Division, (see UN Procurement Division). Peacekeeping Missions carry out a variety of procurement locally and have received delegated procurement authority for goods and services up to US\$ 200,000 for the larger missions. (Addresses for on-going missions with procurement authority are provided in **ANNEX III** of this Guide.

**PROCUREMENT**

While the UN Procurement Division effects procurement for field missions mainly in the areas of food supply and catering services, communication and computer equipment, as well as aircraft charter services, a substantial portion of procurement of goods and services originate in the field for containerized, stockable and portable equipment such as water-purification systems, field hospitals, buildings for offices and housing; medical supplies, engineering and construction equipment and material, generators, mobile cranes, earth moving equipment, mine clearers, security equipment, POL (Petrol, Oil, Lubricants) and pharmaceutical products, warehouse equipment, furniture, cleaning equipment and supplies, stationery, bottled water, waste removal and many other goods and services.

**REGISTRATION PROCEDURE**

For procurement actions undertaken by the UN Procurement Division at Headquarters, interested parties should follow procedures indicated under the section UN Procurement Division in this Guide. For the field missions, interested businesses can contact respective Chief of Procurement Sections of each field mission at the addresses provided in Annex III of this Guide.

**PROCUREMENT**

Total value of procurement by field missions: US\$ 90 million  
Goods: US\$ 65 million  
Services: US\$ 25 million

# UNITED NATIONS OFFICE AT GENEVA (UNOG)



**Chief, Purchase and Transportation Section (PTS)**  
**United Nations Office at Geneva**  
**1211 Geneva 10, Switzerland**  
**Tel: (41-22) 917 28 40**  
**Fax: (41-22) 917 00 13**  
**E-mail: [procurement@unog.ch](mailto:procurement@unog.ch)**  
**Internet: [www.unog.ch](http://www.unog.ch)**

## INTRODUCTION

The United Nations Office at Geneva (UNOG) provides purchasing, contracting, business travel and transportation services to a variety of UN offices/departments. The main departments serviced are:

- United Nations Conference on Trade and Development (UNCTAD)
- Economic Commission for Europe (UNECE)
- United Nations Compensation Commission (UNCC)
- Office for the Coordination of Humanitarian Affairs (OCHA) - Geneva Office
- United Nations Environment Programme (UNEP) - Regional Office for Europe
- United Nations Institute for Training and Research (UNITAR)
- Office of the High Commissioner for Human Rights (OHCHR)
- Office of the United Nations High Commissioner for Refugees (UNHCR)  
(business travel and transportation only)

PTS also acts as the Secretariat of the Joint Purchase Service for UNOG and Specialized Agencies of the UN system at Geneva. This Service strives to standardize and to pool purchases, in order to allow economies of scale.

<b>PROCUREMENT VOLUME</b>	
Number of Purchase Orders and Contracts issued	3,804
Number of Travel Authorizations processed	18,405
Volume of equipment, supplies and services procured	US\$ 48.02 Million
Volume of travel and transportation expenses (estimated)	US\$ 16.62 Million
Total volume of activity	US\$ 64.64 Million

<b>BREAKDOWN OF GOODS AND SERVICES PURCHASED (in US\$)</b>	
<b>GOODS</b>	
Textile products	1,242,806
Paper and paper products	1,368,757
Fuel	270,643
Plastic and packaging products	421,423
Furniture	579,784
Security and safety equipment	1,139,831
Machinery and metal products	1,407,702
EDP equipment, supplies and software	7,270,812
Telecommunication equipment	896,977
Radio and Audio-visual equipment	1,207,352
Medical appliances	601,773
Transport equipment (incl. parts and accessories)	347,412
Other goods	42,737
<b>SERVICES (excluding travel) in US\$</b>	
Architectural, engineering, construction and other technical services	1,555,198
Maintenance, rental and cleaning of premises	6,658,509
Insurance policies	155,689
Professional services (incl. institutional consultancy contracts)	9,691,113
Rental of office equipment (incl. Photocopiers)	3,355,605
Transportation services (incl. air charters)	2,979,751
Communication services	1,185,922

Training	303,586
Information technology services	2,039,152
Printing and publishing services	2,313,811
Manufacturing and repair services (fixtures/furniture)	49,162
Human resources management	895,582
Other services	35,783

### **PROCEDURE FOR REGISTRATION AS POTENTIAL SUPPLIER**

UNOG prefers to do business with companies who are registered with PTS. Interested parties are therefore encouraged to contact the Chief, PTS, to request a Company Profile Form, which should be completed and returned to PTS by regular mail with a covering letter bearing the company's letterhead.

Requests for registration of the company will be screened by PTS for:

- Relevance of the product/service for UNOG requirements
- Sufficient length of time in business
- Compliance with UN payment terms
- Financial situation
- UN System experience

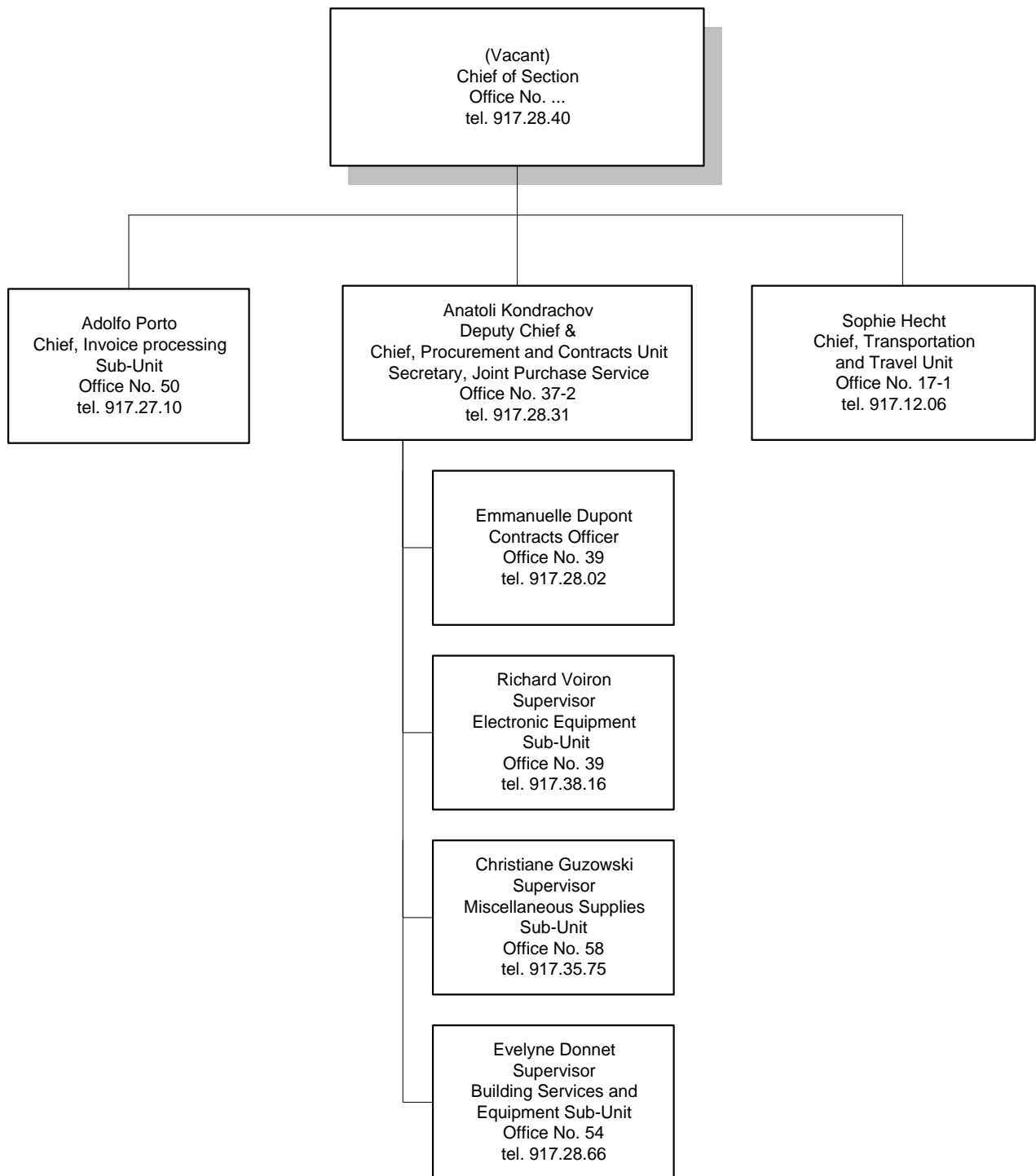
Upon acceptance, the company's name will be added to the UNOG Vendor Roster and be given equal consideration during vendor sourcing for a particular tender.

### **AWARD PROCEDURE**

UNOG procurement is carried out in accordance with the United Nations Financial Rules and under the guidance of the Procurement Division of United Nations Headquarters. Contracts/purchases over US\$25,000 are awarded on the basis of international competitive bidding through Invitations to Bid (ITB) or Requests for Proposals (RFP), unless there are exceptional factors that preclude bidding, such as extreme urgency. Tendering among pre-qualified vendors from the UNOG Vendor Roster is the norm; very large prospective contracts, however, will be advertised by Requests for Expression of Interests, through newspapers, or through specialised publications such as "*Development Business*", or on website [www.iapso.org](http://www.iapso.org) under "*Procurement Notices*". Normally, tenders are to be submitted by sealed envelope. In urgent situations, bids may also be submitted to a secure fax facility. Formal Bids/Proposals are opened and recorded in a public session; bidders will be given, upon request, a copy of the bid abstract, as recorded at the public opening.

The main considerations for contract awards are compliance with specifications, price, technical quality and acceptability, and compliance with delivery schedules. Depending on the value of the proposed contract, the final award has to be approved by the UNOG Committee on Contracts and the Director-General of UNOG.

## UNOG PURCHASE AND TRANSPORTATION SECTION



# UNITED NATIONS OFFICE AT NAIROBI (UNON)



**Deputy Chief, Support Services Service, Chief Procurement, Travel and Shipping Section  
Support Services Section**

**United Nations Office at Nairobi**

**P.O. Box 67578, Nairobi, Kenya**

**Phone: (254-2) 623664**

**Fax: (254-2) 623211**

**Email: [josie.villamin@unon.org](mailto:josie.villamin@unon.org)**

**Internet: [www.unon.org/ssse/contract.shtml](http://www.unon.org/ssse/contract.shtml)**

## **Introduction:**

The United Nations Office at Nairobi is inter-alia, responsible for personnel contracts and other staff related services, finance, conference services and support services, including general services, security, buildings and grounds management and contracts and procurement.

## **Procurement:**

The Procurement, Travel and Shipping Section (UNON/PTSS) is responsible for all procurement of goods; services and works of UNEP, UN-HABITAT and UNON. However, authority and responsibility of such procurement up to certain amounts can be delegated to the field/out posted offices, as and when required. The authorization to do so depends on budget of the field office, the volume of procurement and the number of staff.

Nonetheless, all stationery supplies, supplies for the UNON printing office and office equipment for needs of UNEP and UN-HABITAT Headquarters in Nairobi, including furniture, office automation, audio-visual, photographic, vehicles, reproduction as well as interpretation and communications equipment, are purchased by PTSS based on the requisitioners' indication of the generic specifications of items required. Further, PTSS also purchases equipment and other supplies for UN-HABITAT projects worldwide. The temporary services of individuals required by the organization from time to time may be obtained by their engagement as contractors under a contract entered directly with an institution or a company/corporation. The functions to be performed by the contractor shall be specified in the contract, which will contain a time schedule for their performance.

Contractual services with institutions, corporate bodies including feasibility studies, research, consultancy, expert services, as well as travel, shipping insurance and packing, maintenance services and other consulting services relevant to the work programme are retained wherever such expertise is not available in-house. UNEP has no technical cooperation programme, but the organization operated a number of joint projects dealing with various aspects of environmental activities, vis-a-vis climate, soil, water, health, pollution, wild and marine life conservation etc. These projects are executed by cooperating agencies that are responsible for selection of equipment, supplies and contracts, where applicable.

During the year 2003, the combined product distribution, value in US dollars for UN-HABITAT, UNEP and UNON was, as follows:

<b>GOODS</b>	<b>AMOUNT US\$</b>
BUILDING MATERIALS	5,141,178.41
OTHER EQUIPMENTS	4,663,166.19
SPARES PARTS	4,035,103.08
PETROL	1,117,098.07
OFFICE SUPPLIES	1,112,812.97
PERSONAL COMPUTERS	443,414.58
SOFTWARE	355,202.29

FURNITURE	336,893.26
VEHICLES & VEH.ACCESSORIES	291,508.38
ELECTRICAL	214,309.22
PRINTING SUPPLIES	168,018.43
PRINTERS	87,711.62
MEDICAL	64,322.61
UNIFORM	35,763.20
PROJECT SUPPLIES	32,275.59
KEYS/LOCKS	9,703.57
RUBBER STAMP	1,286.99
<b>TOTAL:</b>	<b>18,109,768.46</b>

<b>SERVICES</b>	<b>AMOUNT US\$</b>
CONSTRUCTION WORKS	17,283,320.90
CORPORATE CONTRACTS & OTHER SERVICES	1,148,261.43
MISC.SERVICES	294,679.85
PRINTING	216,653.55
ADVERTISEMENT	88,683.27
AIR TRANSPORT	6,946.61
<b>TOTAL:</b>	<b>19,038,545.61</b>

**Registration Procedure:**

PTSS maintains a computerized roster of vendors of over 1,000 suppliers from all over the world. To do business with UNON/PTSS, prospective vendors may request and complete a supplier profile form for goods or services. The information provided by a prospective vendor enables UNON/PTSS to decide whether the vendor is qualified or not to be registered as a prospective supplier of UNON requirements. If necessary, UNON/PTSS may investigate the past performance of a vendor by contacting customers who had dealings with the firm concerned, and advises the prospective vendors to update the information at least every two years. However, UNON/PTSS also makes use of the IAPSO vendor roster from time to time.

To be a potential supplier to UNON please fill out our Supplier Registration Form and send it to the following location or address:

Procurement, Travel & Shipping Section

Support Services Service, UNON

Tel: 254 20 623584/623019

Fax: 254 20 623211/624198

E-mail: [josie.villamin@unon.org](mailto:josie.villamin@unon.org)

**Competitive Bidding:**

Contracts for the purchase or rental of services, supplies, equipment and other requirements shall be let after competitive bidding or calling of proposals. Orders valued at above US\$ 1,500 must be opened to request for quotations while orders valued at above US\$ 25,000 must be opened to competitive bidding with at least three companies on the shortlist, but UNON/PTSS seeks to include as many as practical. Invitations for bids are usually sent by fax, and companies have an average of four weeks to prepare their bids. Depending on the dollar value of the requirements, the bids are submitted to UNON/PTSS either by fax or in sealed-bids envelopes, depending on the amount involved. Consulting companies are requested to submit comprehensive proposals for services based on detailed terms of reference in sealed-bids. However, contracts may be awarded without calling for proposals or bids when:

**The proposed contract involves commitments of less than US\$25,000;**

The prices or rates are fixed pursuant to national legislation or regulatory bodies or a standardization of supplies or equipment has been approved on advice of LCC; or

The proposed contracts relate to professional services other than staff services, or medicines, medical supplies, etc., and proprietary articles or perishable supplies;

The exigency of the service does not permit the delay attendant upon the issue of invitations to bids or calling for proposals; and The Head of the Organization determines that competitive bidding, or calling for proposals, will not give satisfactory results.

UNON'S Local Committee on Contracts reviews submissions under the following conditions:

All contracts or series of related contracts amounting to US\$150,000 or more;

When the contract will result in income to UNON of US\$ 150,000 or more; and

Proposals for modification or renewal of contracts previously reviewed by the LCC.

**Additional Information:**

As defined, outsourcing is contracting with a third party to perform specific tasks, and/or provide services and their related goods, based on specific terms and conditions. It is further mentioned in the report that common service arrangements among the UN system organizations are one form of outsourcing.

**UNON/PTSS has arranged the outsourcing of the following activities/services:**

Gardening and landscaping of the Gigiri Complex;

Cleaning services;

Buildings (external works);

Electrical and mechanical works;

Comprehensive Pest Control;

Sanitary Bin Services;

Catering Equipment Maintenance;

Simultaneous Interpretation Maintenance;

Perimeter Security System Maintenance

Waste Paper Collection;

Transportation of General Services Staff;

Shuttle/Taxi services after office hours for GS staff;

Clearing and forwarding services;

Travel Agency Services;

UN Commissary Operations;

Petrol Station Operations;

Catering Services;

Re-mailing and Courier Services;

Telephone Billing;

Storage and distribution of publications;

Maintenance of Office Equipment such as, Computers, Monitors and other peripherals; Typewriters, Fax machines, Photocopiers, Telephone Switchboard

Furthermore, UN-HABITAT and UNEP had also requested outsourcing of activities such as publication and printing, press coverage, workshop facilitation; construction and rehabilitation works; maintenance and operation of the mercure system and other technical studies. The deciding and managing procedures were adopted. Regarding the selection of vendors, the criteria used were in accordance with the UN Financial rules and Regulations, particularly FR No. 110.21 "Contracts shall be awarded to the lowest acceptable bidder...." Whereas the performance assessment criteria for the above mentioned activities are undertaken by individual concerned offices.

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The deciding and managing procedures were adopted. Regarding the selection of vendors, the criteria used were in accordance with the UN Financial rules and Regulations, particularly FR No. 110.21 "Contracts shall be awarded to the lowest acceptable bidder...." Whereas the performance assessment criteria for the above mentioned activities are undertaken by individual concerned offices.

# UNITED NATIONS OFFICE AT VIENNA (UNOV)



**Chief, Commercial Operations Unit**  
**General Support Section**  
**United Nations Office at Vienna**  
**Vienna International Centre**  
**P.O. Box 500, A-1400 Vienna, Austria**  
**Tel: (43-1) 260 60 5357**  
**Fax: (43-1) 260 60 5845**  
**Email: mdaum@unvienna.un.or.at**

## INTRODUCTION

The United Nations Office at Vienna (UNOV) is the headquarters for the United Nations activities in international drug control and crime prevention, and in the peaceful uses of outer space.

UNOV consists of the: Office for Outer Space Affairs; The Division of Administrative and Common Services; Office for Drug Control and Crime Prevention (ODCCP); and the United Nations Information Service, Vienna, which is responsible for public information activities of UNOV and which serves as the information centre for Austria, Hungary, Slovakia and Slovenia.

UNOV works closely with a number of UN agencies and programmes, and other international organizations based in Vienna. Through its Division of Administrative and Common Services, UNOV also provides administrative, conference, and other support and common services to: the Office for Drug Control and Crime Prevention; the Office for Outer Space Affairs, and several UN Secretariat units and UN Programmes operating in Vienna, including the International Trade Branch of the Office of Legal Affairs, the Reconstruction and Development Support Unit, and the United Nations Scientific Committee on the Effect of Atomic Radiation.

## DOING BUSINESS WITH UNOV

Procurement is carried out by UNOV through its Commercial Operation Unit (COU), which is responsible for the procurement of goods and services for UNOV, the Office of Drug Control and Crime Prevention, the Office for Outer Space Affairs and the other Vienna-based Secretariat units. When appropriate, COU is responsible for the procurement of common goods and services of other UN agencies and programmes based at the Vienna International Centre.

UNOV procures US\$ 6.71 million worth of goods and services. The majority of goods included EDP equipment and supplies, software, furniture, communication equipment, office equipment and supplies, medical equipment and supplies, and security equipment and clothing, and paper products. The major services procured included software services, telecommunication services, marketing services, mail services, computer and management training. The bulk of procurement was to satisfy the local needs at Vienna.

PROCUREMENT		
Goods	US\$ 1.64 million	US\$ 3.35 million
Services	US\$ 2.71 million	US\$ 3.36 million
Total	US\$ 4.35 million	US\$ 6.71 million

TOP TEN GOODS AND SERVICES PROCURED IN US\$					
1	Computer equipment	1,498,354	6	Marketing services	410,139
2	Software services	779,661	7	Mail services	403,315
3	Software	710,179	8	Equipment maintenance	354,454



4	Furniture	547,462	9	Photocopy machine rental	297,756
5	Telecommunication services	460,000	10	Communication equipment	247,850

## REGISTRATION REQUIREMENTS

UNOV is engaged in the procurement of goods and services from qualified suppliers through international competitive bidding. Potential suppliers interested in supplying products or services to UNOV should visit and register on the **United Nations Global Marketplace** at the website: <http://www.ungm.org>.

UNOV participates with other UN agencies and programmes in supporting the United Nations Global Marketplace and uses the database to establish a shortlist of suppliers for a Request for Proposal, or an Invitation to Bid.

Requests for registration are reviewed to ensure that they meet certain eligibility criteria, including:

- Completeness of supplier registration;
- Supplier's acceptance of the United Nations General Conditions of Contract for Services, and the United Nations General Conditions of Contract for Goods;
- Evidence that the products and services to be provided conform to established national and international quality standards;
- Financial solvency of the company, including strong cash flow and liquidity positions;

Once the registration is accepted, suppliers are given equal consideration during the tender process.

## BIDDING PROCESS

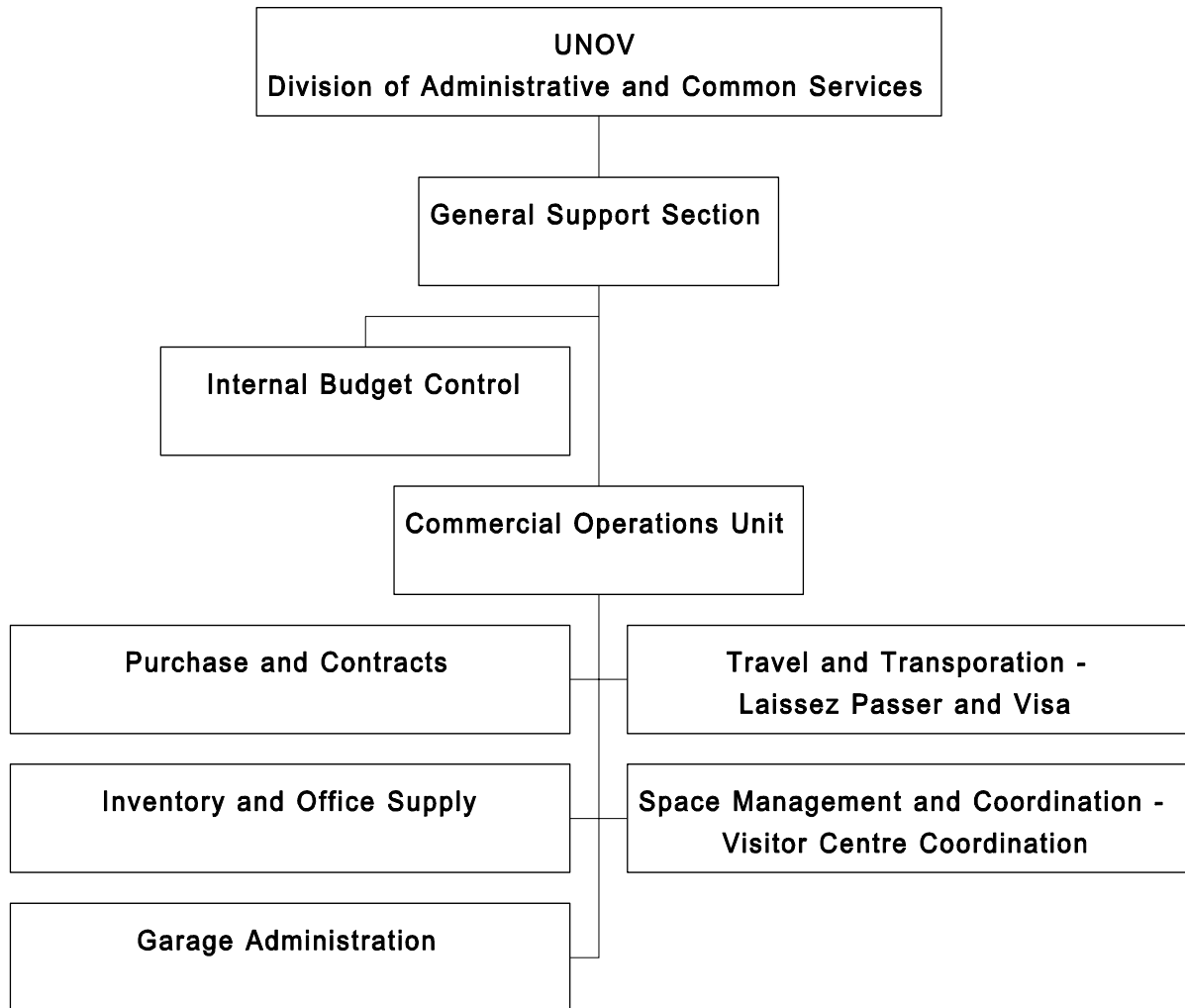
Contracts are generally awarded on the basis of the lowest acceptable offer, as well as compliance with specifications, technical acceptability, and compliance with delivery schedules, local servicing capability and availability of spare parts facilities. Contracts valued under US\$ 25,000 are generally awarded after comparing at least three quotations, unless there are exceptional factors that preclude bidding, such as extreme urgency. Quotations for these contracts are accepted by fax.

Contracts valued at or above US\$ 25,000 are awarded on the basis of formal competitive bidding after an Invitation to Bid or a Request for Proposal has been issued, unless there are exceptional factors that preclude bidding. Registered suppliers are invited to submit sealed offers that are opened and recorded at a public opening. Contracts valued at or above US\$ 150,000 are reviewed by the local Committee on Contracts in Vienna and approved by the Director of the Division of Administration and Common Services. Contracts above US\$ 500,000 require the approval of the Director-General of UNOV.

## CONTACT

Mr. Yoftahe Dimetros, Officer in Charge,  
Commercial Operations Unit  
United Nations Office at Vienna  
Vienna International Centre  
P.O. Box 500A  
1400 Vienna, Austria  
Tel: (+43-1) 260 60 4436  
Fax: (+43-1) 260 60 5845  
Email: [yoftahe.dimetros@unvienna.org](mailto:yoftahe.dimetros@unvienna.org)

# UNOV ORGANIZATION CHART



# UNITED NATIONS CHILDREN'S FUND (UNICEF)



**UNICEF Supply Division**  
**Unicef Plads, Freeport**  
**DK-2100, Copenhagen Ø, Denmark**  
**Phone: (45) 35 27 35 27**  
**Fax: (45) 35 26 94 21**  
**Email: [supplierapplications@unicef.org](mailto:supplierapplications@unicef.org)**  
**Internet: [www.unicef.org/supply](http://www.unicef.org/supply)**

## **Introduction:**

Founded in 1946, UNICEF advocates and works for the protection of children's rights, to help meet their basic needs and expand their opportunities so that they reach their full potential. UNICEF has a network of country and regional offices covering 158 countries and territories, and national committees in 37 industrialized countries. The only United Nations agency dedicated to women and children, UNICEF works with United Nations partners, governments and non-governmental organizations to promote children's rights, by focusing on five priority areas: girls' education, early childhood development, immunization 'plus'; fighting HIV/AIDS, and child protection. These priorities support efforts to achieve the Millennium Development Goals, agreed by world leaders in 2000.

## **Procurement:**

UNICEF Supply Division, based in Copenhagen, Denmark, oversees the organization's procurement operation. In 2003, UNICEF procurement totalled \$709 million. This included \$561 million of offshore procurement (through Copenhagen/New York) and \$148 million worth of supplies procured by field and regional offices. Full details of the 1,700 items UNICEF procures regularly are available in its online Supply Catalogue, at [www.unicef.org/supply](http://www.unicef.org/supply). The Copenhagen warehouse has an inventory of approximately 700 items, including several pre-packed kits that meet medical, sanitation and educational needs in emergency situations. Supply Division is currently establishing a global network of warehouse hubs in Dubai, Johannesburg, Panama and Bangkok to improve its responsiveness and efficiency, particularly in emergencies.

UNICEF works with governments and other partners to help them in their own efforts to procure supplies for children and their communities, and become self-sufficient. This activity, called Procurement Services, offers development partners a full supply management package in areas where UNICEF has recognized leadership. In addition to procurement, this can include assistance with product specifications, procurement use, end-user monitoring, including in-country operational support, and training in procurement and supply management. Procurement Services focuses primarily on the areas of supplies for health, nutrition, education, recreation, water and sanitation.

In 2004, the value of orders processed through Procurement Services is estimated to total \$225 million. In addition, Procurement Services provided \$12 million of warehouse items. Since mid-2001, projects have operated in over 65 countries. Through Procurement Services, UNICEF leverages additional resources for children. Hence UNICEF offers Procurement Services only when they contribute to the fulfilment of its international mandate and to the implementation of A World Fit for Children and the Millennium Development Goals.

## **Top 10 UNICEF commodity groups**

	<b>Amount US\$ Million</b>
Vaccines/biologicals	347
Education supplies	56
Medical supplies & equipment	54
IT & office supplies	45
Water & sanitation	37

Nutrition	29
Printing	29
Pharmaceuticals	28
Transport	24
Bednets & household tech.	18
TOTAL	667

**Registration Procedure:**

UNICEF is interested in diversifying its supplier base and in finding new suppliers that can provide quality goods at competitive prices. All applications to become a supplier with UNICEF must be made via the United Nations Global Marketplace (UNGM) website <http://www.ungm.org>.

Please follow the instructions provided on the UNGM website. Further information is available by contacting us at: [supplierapplications@unicef.org](mailto:supplierapplications@unicef.org)

**Additional Information:**

UNICEF:

- only purchases goods and equipment to implement its mandate;
- purchases primarily from manufacturers and authorized representatives;
- evaluates and registers suppliers with which it does business;
- uses competitive tendering for all procurement;
- invites an appropriate geographical range of suppliers to tender;
- purchases products that comply with recognised technical standards;
- does not purchase from companies employing child labour, nor manufacturers of land mines and their components.

# UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT (UNCTAD)



Head, Resources Management Service  
United Nations Conference on Trade and Development  
Palais des Nations  
1211 Geneva 10, Switzerland  
Tel: (41-22) 917 12 34  
Fax: (41-22) 917 00 57

## INTRODUCTION

Problems of international trade and development; financing related to trade including financial flows and external debt, problems of developing countries; international trade of primary commodities including negotiations, cooperative arrangements for improvement of standards of trade in commodities and development of the commodity sector; improvement of the international trading system and structures in manufactures and semi-manufactures including negotiation of international cooperation and preferential arrangements, control of restrictive business practices and protectionism; integration of the countries of Eastern Europe into the international trading system; transfer and development of technology; foreign direct investment, including advisory training and information services to assist countries in the preparation of policy and legal frameworks; generating trade-supporting services such as customs, transportation, banking and insurance, telecommunications or business information focusing on the informal, micro, small and medium-sized enterprise sectors; special programmes in favour of least developed, land-locked and island developing countries; standardization of international trade documents and simplification of trading procedures and other measures for the facilitation of trade.

## EQUIPMENT AND SUPPLIES

Purchase of EDP and office equipment and supplies for the needs of the UNCTAD secretariat in Geneva. Purchase of non-expendable and expendable goods for technical cooperation projects in developing countries including: EDP, equipment for training programmes (audio-visual and others), office, public works and transportation equipment and supplies.

### **SPECIAL NOTE**

*As a major part of the UNCTAD procurement is executed through the Purchase and Transportation Section of the United Nations Office at Geneva (UNOG), interested firms should refer to the procedures set forth on page 16 for inclusion as potential suppliers.*

## SERVICES

Corporate/institutional contracts with outside bodies for research, feasibility studies, surveys, supervision of work, design and development of software and didactic materials related to UNCTAD regular activities, as well as technical cooperation projects.

### **SPECIAL NOTE**

*As a major part of the UNCTAD procurement of services is executed through the Purchase and transportation Section of UNOG, we do not keep a formal roster of firms and do not provide questionnaires as is usual in larger United Nations bodies. Interested bodies should therefore refer to the procedures set forth on page 16 for inclusion as potential contractors.*

## PROCUREMENT

Equipment, supplies and services - already included in the UNOG procurement figures, except US\$ 2.3 million of field procurement processed by UNCTAD through the UNDP offices.

# UNITED NATIONS OFFICE FOR PROJECT SERVICES



## Headquarters:

Midtermolen 3 (PO Box 2695)  
2100 Copenhagen Ø, Denmark  
Tel.: +45 3546 7500  
Fax: +45 3546 7501  
E-mail: [hq@unops.org](mailto:hq@unops.org)  
Internet: [www.unops.org](http://www.unops.org)

## Procurement Enquiries:

Global Service Centre  
Midtermolen 3 (PO Box 2695)  
2100 Copenhagen Ø, Denmark  
Tel.: +45 3546 7500  
Fax: +45 3546 7508  
E-mail: [procurement@unops.org](mailto:procurement@unops.org)  
Internet: [www.unops.org](http://www.unops.org)

## Main Activities:

The United Nations Office for Project Services (UNOPS) is a self-financing entity within the UN System, providing project management and ancillary services to other UN agencies, International Financing Institutions, bilateral development agencies, and developing country governments. UNOPS is increasingly involved in implementing large-scale projects in countries where local capacity is limited, particularly in post-conflict and post-crisis countries. In recent years, the office has been mostly involved in infrastructure projects, engineering and construction projects, public sector reform and elections, procurement and logistics, environment, biodiversity and international waters, mine action and information technology.

## Role in Emergencies:

In the aftermath of natural disasters and complex emergencies, UNOPS is called upon for purchasing emergency supplies and assisting with logistics.

## Procurement Environment:

Each year, UNOPS procurement volumes for goods and services (including works) average at USD 720m. Items procured range from small, off-the-shelf products to highly specialised manufactured goods and primary commodities. UNOPS also contracts consulting and other professional services from individuals, firms, engineering contractors and non-governmental organisations.

UNOPS is a highly decentralized organization. Most procurement is undertaken by project offices directly, although the Global Service Centre (GSC) in Copenhagen also procures goods and services.

GSC is responsible for the corporate coordination of procurement activities and provides procurement support and advice to UNOPS' client services divisions.

For general inquiries regarding procurement opportunities with UNOPS, UNOPS procurement process or to making an appointment to visit, interested parties may contact the Global Service Centre (GSC) (see above).

## Business Opportunities:

Business opportunities with UNOPS, including requests for Expressions of Interest (EOIs), are posted directly on the UNOPS website ([www.unops.org](http://www.unops.org)) and often in UN Development Business (<http://www.devbusiness.com/>), The Development Executive Group ([www.developmentex.com](http://www.developmentex.com)), International publications and in local newspapers in the project country.

## Expressions of Interest (EOI)

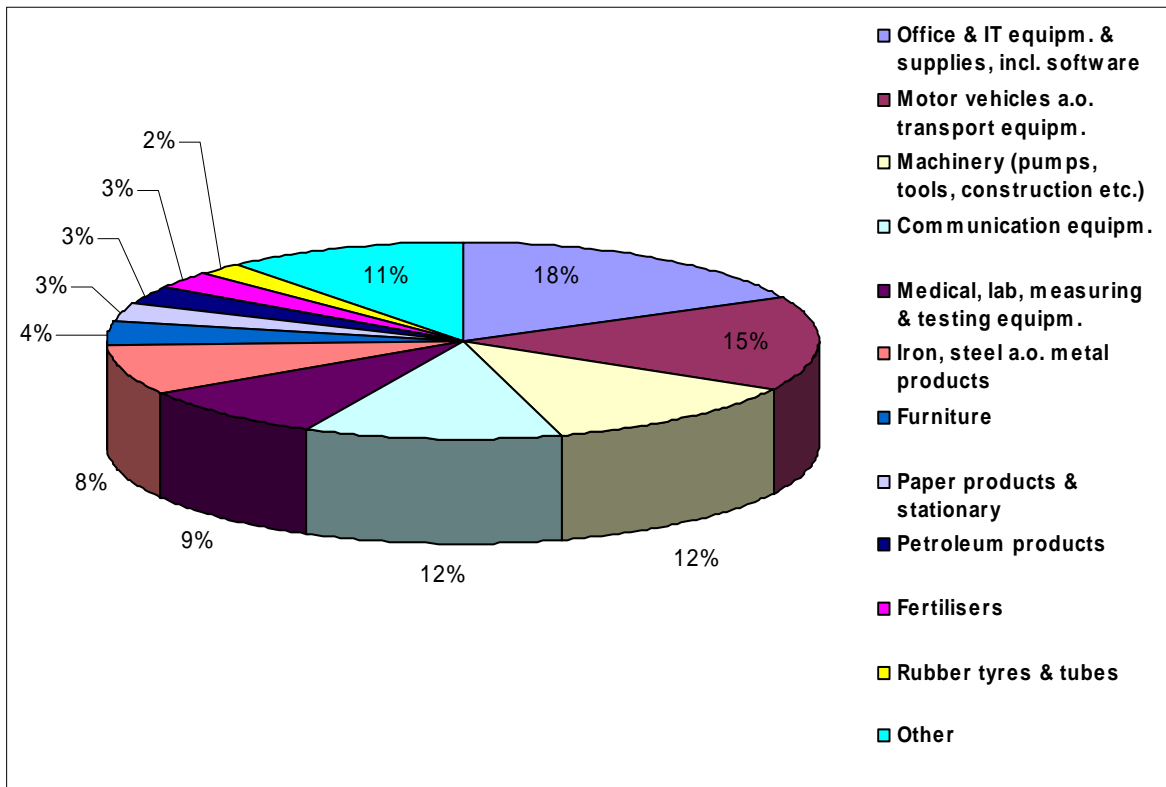
An EOI is a written communication by a supplier providing information about its products, resources, qualifications and experience. The submission of an EOI does not necessarily result in the inclusion on a short list (list of invitees) for procurement.

## Registration Procedure:

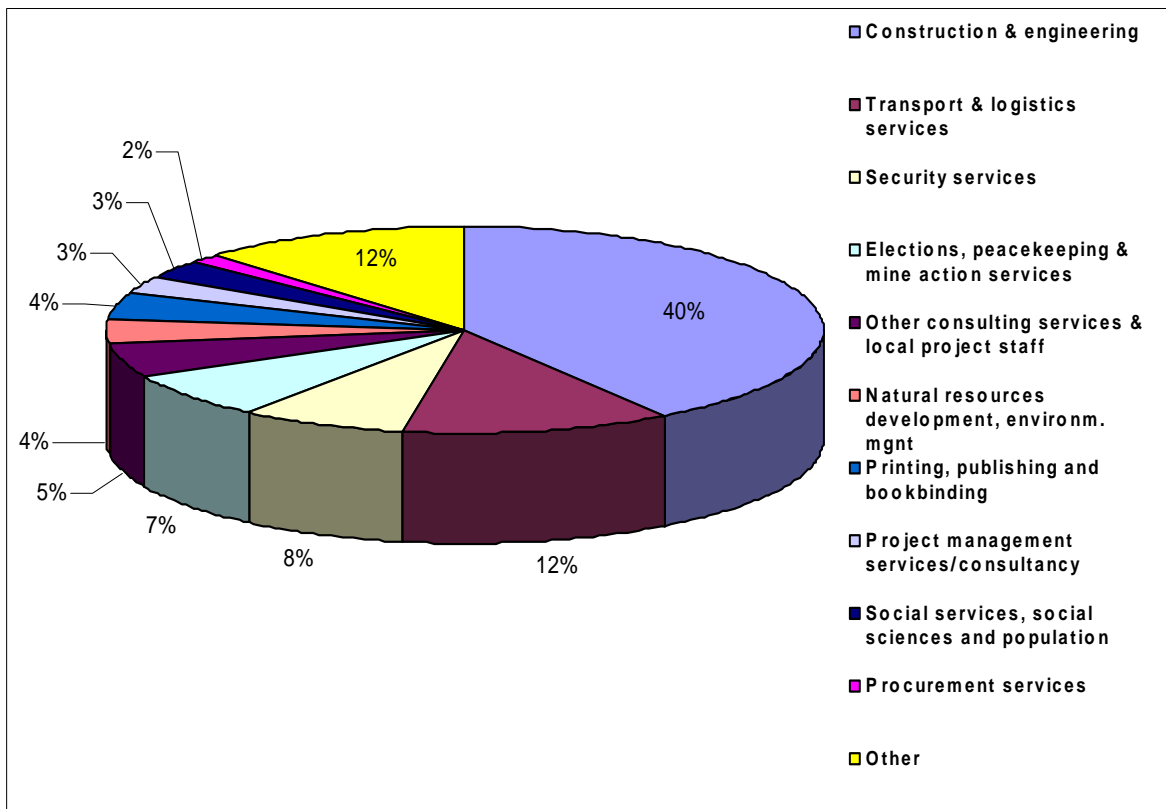
Suppliers interested in working with UNOPS should register with the United Nations Global Marketplace (UNGM), which, among other sources, is used by UNOPS to identify potential suppliers.

**UNGM** is the common UN vendor roster, used by 15 UN organisations, to which suppliers can register online on: [www.ungm.org](http://www.ungm.org).  
 By registering with UNGM, vendors agree to accept the UNOPS General Conditions of Procurement.

**Major Categories of Goods purchased by UNOPS in 2005 - Total volume: USD 110.6 million**



**Major Categories of Services contracted in 2005 - Total volume: USD 608.8 million**



# UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)



**Director, Office of Legal & Procurement Support**  
**United Nations Development Programme**  
304 East 45th Street, 8th Floor,  
New York, NY 10017, USA  
Fax: (212) 906-6663  
Email: [olps.info@undp.org](mailto:olps.info@undp.org)

## INTRODUCTION

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life.

Through a worldwide network of a 136 offices, UNDP works with Governments, organizations of civil society and people in some 166 developing countries and territories.

The substantive focus is helping countries build and share solutions to the challenges of:

- Poverty Reduction;
- Democratic Government;
- Crisis Prevention and Recovery;
- Energy and Environment;
- HIV/AIDS;
- Information and Communications Technology.

Annual programme delivery of UNDP is nearly USD2500 million. Procurement of goods and professional services covers nearly 40% of the total programme delivery.

## PROCUREMENT

For executing the above development programmes, UNDP or its executing agency procures wide range of goods and professional services. Procurement in UNDP is very decentralized and managed at the country level by the Resident Representatives.

The list of commonly procured goods and services are as follows:

### Commonly Procured Goods

- Electrical Equipment
- Computers
- Telecommunications Equipment
- Cooling and Heating Equipment
- Laboratory Equipment
- Motor Vehicles
- Agricultural Equipment
- Medical Supplies and Equipment
- Office Equipment
- Power Generators
- Water Supply Systems
- Shelter Items
- Construction Equipment and Materials

### Commonly Procured Services

- Information technology
- Public Administration
- Education, Training and Social Services
- Agriculture
- Printing
- Energy
- Transportation
- Water Supply
- Environment
- Natural Resources
- Communication



## Procurement 2003

### 3.1 Procurement by UNDP (HQ)

<b>Services</b>	<i>In Million USD</i>
IT Services	28.0
Office Supplies & Equipment	3.5
Furniture	0.5
Telecommunication	3.5
Equipment	
Management Consulting	1.5
Services	
<b>Total</b>	<b>37.0</b>

### 3.2 Procurement by UDNP (country offices)\*

Procurement	<b>In Million USD</b>
Goods	<b>270</b>
Services	<b>720</b>
<b>Total</b>	<b>990</b>

\*Nearly 70% of above procurement at the country level was executed by national execution

(NEX).

## REGISTRATION

Interested parties should contact the concerned country offices and/or register online on the UN Global Marketplace [www.ungm.org](http://www.ungm.org). Competitive bidding procedures are followed, with due regard to servicing and spare parts facilities in the country of destination.

**UNITED NATIONS DEVELOPMENT PROGRAMME  
INTER-AGENCY PROCUREMENT SERVICES OFFICE (IAPSO)**



**The Director, UNDP/IAPSO  
Midtermolen 3  
P.O. Box 2530  
DK-2100, Copenhagen Ø, Denmark  
Phone: (45) 3546 7000  
Fax: (45) 3546 7001  
Email: [registry@iapso.org](mailto:registry@iapso.org)  
Internet: [www.iapso.org](http://www.iapso.org)**

**Introduction:**

IAPSO - The Inter-Agency Procurement Services Office - is part of the United Nations Development Programme, UNDP, but operates as an independent entity in competition with private companies and is 100 % self-financed. As part of UNDP, IAPSO is uniquely experienced in providing procurement and consulting services to its partners in development. For 25 years, IAPSO has assisted projects in over 100 countries by providing a range of services to its clients. Whether it is the provision of advisory services, direct procurement or training and capacity building, IAPSO has the experience and expertise to ensure that development projects anywhere in the world have access to world-class procurement and consulting resources.

**Procurement:**

IAPSO plays a vital role in ensuring that development projects have access to the very best suppliers. Our services to the business community ensure that potential suppliers understand how the Aid & Development community undertakes procurement of goods and services and have fair and transparent access to the international development community.

In a typical year, IAPSO assists around 2000 projects worldwide, on a non-profit basis, with a wide range of goods, from either large-scale international competitive procurement of electrical distribution equipment or the supply of a fleet of vehicles, down to ensuring that a single computer is delivered and installed.

In line with financial regulations applicable to all procurement actions conducted by UNDP, IAPSO typically awards contracts to suppliers as a result of Open International Competitive Bidding Processes, ensuring, thus, compliance with principles of transparency, openness and universality of public procurement practices.

IAPSO has considerable knowledge and experience in the procurement of health sector goods, clearly demonstrated when IAPSO was awarded a contract by WHO to become a procurement agent for the Global TB Drug Facility (GDF) in March 2001. IAPSO won this contract in an open competitive process among selected institutions or organizations dealing with the procurement of TB drugs known to the Stop TB partners. As procurement agent, IAPSO has undertaken the bidding and selection of suppliers to the GDF. IAPSO orders the drugs and will arrange for laboratory analysis and pre-shipment inspection, freight, insurance and delivery of GDF products to the first port of entry to the recipient countries.

## PROCUREMENT BY MAJOR COMMODITY GROUP 2006

Description	Percentage of Total Procurement	Amount in US\$ Million
Automotive Products	34.9%	46.33
Pharmaceuticals (Anti-TB)	12.1%	16.06
Freight & Transport	10.8%	14.34
Laboratory Equipment & Supplies	10.3%	13.67
Medical Equipment & Supplies	6.4%	8.5
Technical Equipment	5.2%	6.9
Others	20.3%	26.95
<b>Total</b>	<b>100%</b>	<b>132.75</b>

### Registration Procedure:

IAPSO serves as the secretariat for the United Nations Global Marketplace (UNGM). The UNGM acts as an important procurement tool to shortlist suppliers for competitive bidding. Its database of active and potential suppliers is available to all UN and World Bank procurement personnel, and is the main supplier database of 15 of the largest procuring organizations of the UN. Potential suppliers are encouraged to register their company on the UNGM at [www.ungm.org](http://www.ungm.org).

For guidelines to supplying the UN please refer to [www.iapso.org/supplying/index.asp](http://www.iapso.org/supplying/index.asp) and the IAPSO publication "Practical Tips: How to do Business with the UN System", which can be downloaded at [www.iapso.org/information/publications.asp](http://www.iapso.org/information/publications.asp).

Suppliers are also encouraged to contact directly the IAPSO personnel concerned with the product lines relevant to their company. Up-to-date contact names and telephone numbers can be found under "Who's Who" on the IAPSO website [www.iapso.org](http://www.iapso.org).

### Additional Information:

As an extra service, IAPSO provides statistics on procurement data. The Annual Statistical Report , which provides data on procurement of goods and services from 40 UN organizations, and UNDP's network of country offices, can be downloaded from the IAPSO website [www.iapso.org](http://www.iapso.org).

IAPSO can help you to accelerate the procurement process through the use of its on-line catalogues - UN Web Buy. For regularly purchased items, IAPSO continually negotiates long-term agreements on behalf of its clients through a process of international competitive bidding. This not only results in highly competitive prices but also waives the need for any further lengthy bidding process. For further information on UN Web buy please go to [www.unwebbuy.org](http://www.unwebbuy.org).

# UNITED NATIONS POPULATION FUND (UNFPA)



United Nations Population Fund  
220 East 42<sup>nd</sup> Street  
New York, NY 10017, USA  
Tel: (1-212) 297 5381/5392  
Fax: (1-212) 297 4916/5250  
Internet: [www.unfpa.org](http://www.unfpa.org)

## THE ORGANIZATION

UNFPA, the United Nations Population Fund, helps developing countries find solutions to their population problems. UNFPA began operations in 1969. It is the largest international source of population assistance. About a quarter of population assistance to developing countries is channelled through UNFPA.

## AGENDA FOR ACTION

In September 1994, the International Conference on Population and Development (ICPD) adopted a Programme of Action for the next 20 years, including a set of specific objectives for all countries relating to health, women's status, and social development. The Fund helps countries achieve these objectives which include:

- Universal access to reproductive health care, including family planning and sexual health by 2015;
- Universal access to primary education by 2015. Countries should try to close the gender gap in primary and secondary education;
- Infant mortality rate below 35 per 1000 live births, and an under-five mortality rate below 45 per 1000 by 2015;
- Reducing maternal mortality rates by one half of the 1990 levels by the year 2000 and halve it again by 2015;
- Increasing life expectancy at birth to 75 years or more by 2015.

## THE PROGRAMMES

UNFPA has three main programme areas: *Reproductive Health*, including *Family Planning* and *Sexual Health*. UNFPA supports the provision of reproductive health care including wider choice of family planning methods and related information. Reproductive health care services include: safe motherhood; counselling and prevention of infertility; preventing and treating reproductive tract infections and sexually transmitted diseases including HIV/AIDS; and dealing with health consequences of unsafe abortion. Better reproductive health, including family planning and sexual health is a route to achieving desired family size and to broader choices in life. Reproductive health is vital for women, and it is also important for other family members, and for the safety and security of the family itself.

## POPULATION AND DEVELOPMENT STRATEGY:

UNFPA helps countries to formulate and implement comprehensive population policies as a central part of sustainable development strategies. This includes support for data collection and analysis, and research.

## ADVOCACY:

UNFPA is an advocate for ICPD goals which include: reproductive health and rights; longer life expectancy; lower infant and maternal mortality; closing the gender gap in education; strengthening national capacity to formulate and implement population and development strategies, and increasing resources for population development.

UNFPA offers assistance only at a country's own request. There is international agreement of the importance of addressing population and development issues, but each country decides its own approach.

All UNFPA activities promote the autonomy and equality of women.

## UNFPA FUNDED PROGRAMMES

The programmes that UNFPA funds seek to promote sustainable development. Population goals are closely related to other development goals:

- Population programmes, with investments in health care, education and promoting the equality of women, are the basis for social development;
- Balanced population growth and distribution limit damage to the environment and help conserve precious resources;
- Balanced urban growth lessens pressure on cities and helps both urban and rural development;
- A sustainable level of population can better meet needs for food, water energy, education and employment, and improve standards of living and the quality of life for everyone.

## THE FREEDOM TO CHOOSE

UNFPA supports the right of individuals and couples to decide freely the number and spacing of their children and to have the information and means to do so. All UNFPA funded projects are undertaken in accordance with the principles and objectives of the ICPD Programme of Action, which declares that coercion in any form, is unacceptable.

## PROCUREMENT

UNFPA purchases approximately US\$ 70-100 million in goods and services annually, the majority of which is through its Headquarters Procurement Unit located in New York. UNFPA field offices have been delegated limited authority to undertake local and regional procurement.

### PROCUREMENT BY MAJOR COMMODITY GROUP

COMMODITY	AMOUNT (US\$)
Audio/Visual Equipment	586,055
Pharmaceuticals	815,239
Publication/Printing	3,778,261
Vehicles	4,166,170
Medical Equipment**	5,797,607
Office Equipment and EDP	5,977,890
Miscellaneous	11,456,068
Contraceptives	39,411,795
Total	71,989,085

\*\*includes US\$ 1857,226 for RH Kits

An annual Statistics Report, detailing types of contracts and goods purchased by country, is available upon request.

UNFPA's Procurement Unit makes every effort to ensure that the procurement process is made as progressive and transparent as possible and, in this respect, UNFPA follows competitive bidding procedures in which due regard is given to price, conformity with requirements, support services and delivery. In this respect single requests for purchase valued in excess of US\$ 30,000 are subject to formal sealed bidding procedures including a public opening of bids (although security deposits are most often not required) whereas below this threshold a requirement will be subject to a comparison of a minimum of three separate written quotations.

Purchase Orders exceeding US\$ 100,000 are also subject to review and approval by the Contracts Review Committee located at UNFPA Headquarters in New York. In order to benefit from "economies of scale" and "improved delivery schedules", UNFPA has entered into long term price agreements with a number of contraceptive manufacturers and also uses long term agreements negotiated on behalf of the United Nations by IAPSO for purchase of vehicles, motorcycles and office equipment.

UNFPA maintains a computerized roster of potential suppliers and updates this roster on a continuous basis. Prospective vendors are required to complete a "Registration Form for Prospective Vendors", which is available to all companies on request. Prospective vendors may also download this form directly from UNFPA's website. Completed forms should be returned to the

address noted above, along with product catalogues, price lists, financial reports and any other relevant information, such as discounts available to the United Nations.

If approved, the company's information will be included in a roster of "Approved Suppliers", and it is this roster that is consulted whenever establishing shortlists of companies who will receive an invitation to bid/quote for a particular requirement.

Companies are encouraged to contact directly the Officers concerned (see organization chart below) with the product lines/services relevant to the company.

**IMPORTANT NOTE:**

*UNFPA, along with a number of other UN entities, has decided not to do business with companies, or any of their affiliates or subsidiaries, which engage in any practice inconsistent with the rights set forth in the convention on the Rights of the Child, regarding certain protection applicable to children performing work, or engage in the sale or manufacture of anti-personnel mines, or any significant component produced primarily for the operation thereof.*

# UNITED NATIONS RELIEF AND WORKS AGENCY FOR PALESTINE REFUGEES IN THE NEAR EAST (UNRWA)



**Chief, Procurement and Logistics Division  
UNRWA Headquarters  
Bayader Wadi Seer, P. O. Box 140157  
11814 Amman, Jordan  
Tel: (962-6) 5864 124  
Fax: (962-6) 5864 125**

## **MANDATE**

Since 1950, UNRWA has been providing education, health, relief and social services to Palestine refugees registered with the Agency in Jordan, Lebanon, the Syrian Arab Republic, the West Bank and the Gaza Strip, who now number over 3.7 million persons. The Agency's mandate, deriving from a December 1949 General Assembly resolution, has been renewed repeatedly pending a solution to the refugee issue.

## **EDUCATION PROGRAMMES**

Provides elementary and preparatory education to 468,651 Palestine refugee children in UNRWA's area of operations accommodated in 637 schools, as well as three schools in Lebanon at the secondary level; runs 8 vocational and technical training centres offering 4,680 training places in 51 different trade and technical courses of two-year duration, including architectural drafting, dental hygiene, banking, marketing, secretarial and business practices, mechanical, building and electrical trades, hairdressing and dressmaking; operates three Educational Sciences Faculties (as part of three training centres in Jordan and the West Bank) which provides pre-service and in-service teacher education leading to a bachelor's degree; and provides merit-based university scholarships to some 673 refugee students every year. These figures, especially school population, are increasing at 2.5 - 3% every year representing growth in the refugee population, which is one of the highest in the region.

## **HEALTH PROGRAMMES**

UNRWA runs 122 health care facilities providing a full range of preventive and curative services including mother and child health and family planning services. Of these, 111 provide special care for diabetes and hypertension, 82 provide dental services and 93 accommodate clinical laboratories.

The Agency established an Integrated Programme for Prevention and Control of Non-Communicable Diseases with special emphasis on active case-finding and prevention of major complications associated with risk factors that are common to most of these diseases, such as obesity, smoking and lack of physical exercise. In this context a special manual for prevention and control of diabetes mellitus among Palestine refugees was prepared and, following adoption by WHO/EMRO, widely distributed in 1995 in the countries of the region.

UNRWA made a marked contribution under its Peace Implementation Programme towards rehabilitation, upgrading and construction of primary health care facilities and introduction of a new planning approach in the environmental health sector in the Gaza strip. The latter process resulted in assessment of needs, identification of projects, completion of detailed feasibility studies and development of technical designs for sewerage and drainage in camps and adjacent municipalities which established the foundation for implementing major development projects.

## **RELIEF AND SOCIAL SERVICES PROGRAMMES**

Provides quarterly food support in kind and cash, rehabilitation of shelters and selective cash assistance in crises to 205,286 people comprising 5.6% of all registered refugees. Through community-based and managed programmes, promotes women's development (20,534 participants in 71 centres) youth leadership, sports and recreational activities (13,191 participants in 27 centres) and rehabilitation and integration of refugees with disabilities (3,145 participants in

34 centres/programmes and referrals to specialized facilities). Contributes to poverty alleviation through skill training, micro-enterprise loans, group-guaranteed lending schemes and production units, currently assisting 1,526 refugees.

## FUNDING

UNRWA is funded largely by voluntary contributions from governments and intergovernmental organizations. However contributors seldom keep pace with the demands of a growing refugee population and inflationary pressures further reduce the resources available. A series of austerity measures introduced in recent years have affected the quality and level of services provided to refugees. In response to repeated funding shortfalls, the Agency continues to exert rigorous control over costs while seeking to expand its donor base.

REGULAR CASH BUDGET	US\$ 322.1 MIL
REGULAR BUDGET CASH EXPENDITURE	US\$ 257.5 MIL

## PROCUREMENT

International procurement at UNRWA is carried out solely by the Supply Division at Headquarters (Amman). Supply and Transport Departments in the fields are authorized to undertake local procurement only.

Procurement and Logistics Division at HQ (Amman) purchases goods for approximately US\$ 23.6 million. Field offices purchase for approximately US\$ 9.1 million in total. The total purchases by UNRWA are 32,728,860.78.

## SUPPLIER REGISTRATION PROCEDURE

Procurement and Logistics Division at Headquarters and Field Supply & Transport Officers in each Field office maintain their own "Register of Approved Suppliers". New suppliers are added to the Register after investigation of suitability. The investigation involves consideration of several factors such as performance as a potential supplier, periodic testing of vendor products, ability to respond quickly to Agency's needs, timely delivery, dependability of product and services and so forth.

## COMPETITIVE BIDDING

In compliance with the Agency's policy, all purchasing transactions should be undertaken on the basis of competitive bidding. Request for quotation or invitation to tender are issued in accordance with the estimated monetary values of the purchases as follows:

VALUE IN US\$	BID SYSTEM
Up to 999	Oral or written request addressed to at least one supplier
1,000 to 4999	Oral or written request addressed to at least 3 suppliers
5,000 to 14,999	Written invitation to tender addressed to a minimum of 4 suppliers
15,000 to 29,000	Written invitation to tender addressed to a minimum of 8 suppliers
Above 30,000	Written invitation to tender addressed to a minimum of 12 suppliers

For HQ Purchases, and up to US\$ 100,000 the awarding authority is given to the Director of Technical Operations who himself may delegate authority up to certain levels below this amount to the Chief, Procurement and Logistics Division and other designated officials within that division. For HQ purchases above 100,000 the awarding authority is assigned to the Headquarters Contracts Committee (HQCC).

For Field purchases, and up to US\$ 30,000 the Field Office Director (FOD) is the awarding authority who in turn may delegate authority up to certain levels below this amount to designated officials in the Field. Up to US\$ 100,000, FOD, upon recommendation of the Field Contracts Committee (FCC) is the awarding authority who may delegate authority up to this amount to the FCC. For field purchases above USD 100,000 the HQCC is the awarding authority.

## RECENT DEVELOPMENTS:

### Peace Implementation Programme:

Following the signing of the Declaration of Principles between the PLO and Israel in September 1993, UNRWA launched its Peace Implementation Programme, which aims to develop infrastructure, improve living conditions and create employment opportunities in refugee communities. Now in its seventh year, the programme has attracted over US\$230 million in extra-budgetary funding for a wide variety of construction projects and other activities.



**WHAT THE AGENCY BUYS:**

Educational and recreational supplies, teaching aids, audio-visual equipment, hand tools, other general supplies, medicines, vaccines, medical equipment, foodstuff, blankets, clothes and building materials.

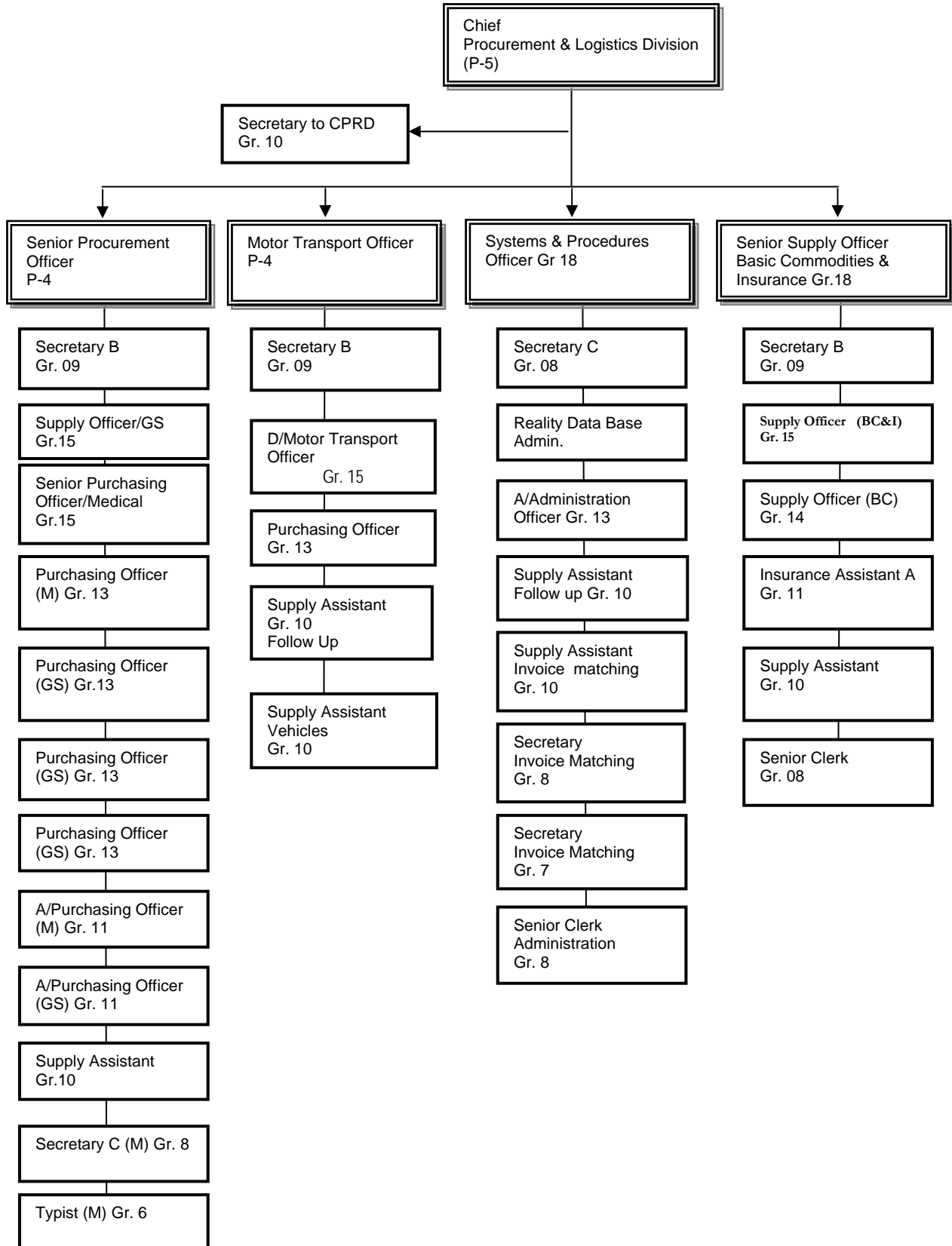
**HQ MOVE:**

In July 1996, UNRWA completed the relocation of its headquarters from Vienna, Austria, to the Gaza Strip with additional headquarters units operating in Amman. For the first time since headquarters was transferred out of Beirut in 1978 the Agency is fully in the area of operations.

**Other UNRWA Headquarters:**

UNRWA Headquarters Gaza  
P.O. Box 371  
Gaza City

# UNRWA PROCUREMENT SECTION



# UNITED NATIONS UNIVERSITY (UNU)



**Director of Administration  
United Nations University  
53-70, Jingumae 5-chome,  
Shibuya-ku, Tokyo 150-8925, Japan  
Tel: (81-3) 3499 2811  
Fax: (81-3) 3499 2828  
Email: mbox@hq.unu.edu**

## **INTRODUCTION**

The UNU is an international academic organization, which plays a unique role in world affairs and in promoting the United Nations' aims of peace and progress. It provides and manages a framework for bringing together the world's leading scholars to tackle the pressing problems of today, and helps alleviate the isolation of researchers in developing countries.

The plan for this type of international institution was proposed more than 20 years ago by the then United Nations Secretary-General, U-Thant. In June 1992, the Japanese Government made available a permanent headquarters building for the UNU in Tokyo.

The UNU is an autonomous body of the United Nations with academic freedom guaranteed by its Charter. It works closely with the UN Secretariat, UNESCO and other UN organizations, acting as the link with the world's academic community. Its work is carried out through a network of research and training centres and programmes (RTC/Ps), in both developing and developed countries.

In addition, the UNU works with existing academic institutions in different parts of the world. The subject of the UNU's work range from development economics research to the application of science and technology in developing countries.

The UNU takes a multidisciplinary approach, ensuring a broad range of viewpoints. The current work is carried out within four programme areas, each of which relates to an area of major global concern. The work is approved by the UNU's Council and coordinated by staff at its Tokyo Headquarters and RTC/Ps located in different parts of the world. The structure and orientation of the UNU is constantly evolving as it keeps pace with fundamental changes.

The UNU is organized on a networking principle. The University Headquarters is the hub and coordination point of the worldwide system. The Rector is the chief academic and administrative officer.

Research and training centres and programmes are set up to work on specific problems requiring a sustained effort. They help strengthen research and advanced training institutions, particularly in developing countries.

The UNU's research and training centres and programmes (RTC/Ps) conduct in-house research and training, and coordinate research and training involving institutions in many countries. The University so far has the following RTC/Ps:

- ❑ **UNU World Institute for Development Economics Research (UNU/WIDER)**, Helsinki, Finland (March 1985), concentrates on policy-oriented socio-economics research to solve urgent problems.
- ❑ **UNU Institute for New Technology (UNU/INTECH)**, Maastricht, the Netherlands (October 1990), examines the social and economic impact of new technologies, particularly in the developing countries.

- ❑ **UNU International Institute for Software Technology (UNU/IIST)**, Macau (July 1992), concentrates on advanced joint research and development projects, post-graduate curriculum development, and dissemination of public domain software and publications – all involving fellowships at UNU/IIST in Macau and with partners in developing countries.
- ❑ **UNU Institute for Natural Resources in Africa (UNU/INRA)**, located in Legon (Accra), Ghana, with a Mineral Resources Unit in Lusaka, Zambia (April 1990), develops scientific and technological capacities in Africa for effective management of the Continent’s natural resources.
- ❑ **UNU Institute of Advanced Studies (UNU/IAS)**, Tokyo, Japan (April 1996), situated next to the UNU Headquarters, is concerned with the interaction of science, technology and society.
- ❑ **UNU Programme for Biotechnology in Latin America and the Caribbean (UNU/BIOLAC)**, Caracas, Venezuela (July 1988), develops and promotes biotechnology in the region.
- ❑ **UNU International Leadership Academy (UNU/ILA)**, Amman, Jordan (April 1995), serves as a focal point for the exchange of information and experience among young potential and future leaders of the world.
- ❑ **UNU International Network on Water, Environment and Health (UNU/INWEH)**, Ontario, Canada (January 1997), is concerned with a focus on integrated watershed management in developing countries.

## PROCUREMENT

Contracts for the purchase and rental of equipment awarded in accordance with United Nations Financial Regulations. Competitive tendering procedures are followed and selection made on the basis of the lowest offer, account being taken of technical requirements, quality, delivery and standardization.

Procured supplies and services include office furniture, machines and supplies, computer hardware and software equipment, communications equipment, pharmaceutical supplies and medicines, photocopying equipment and supplies and contracting services for maintaining headquarters buildings both for United Nations University Headquarters Building in Tokyo and for the building of UNU/RTCs located in different countries, including printing services and related publishing activities.

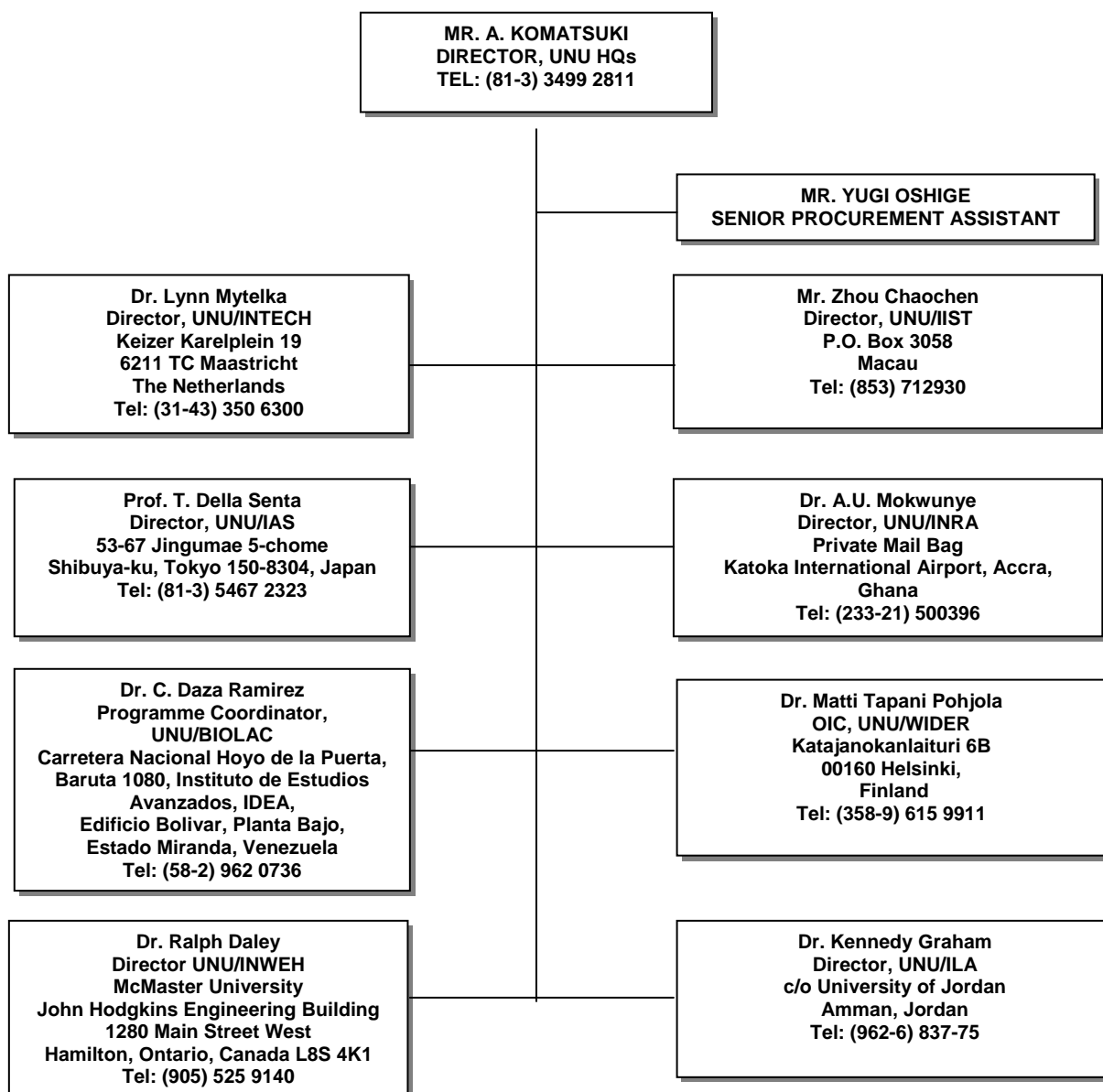
### MAJOR GOODS AND SERVICES PURCHASED

DESCRIPTION	AMOUNT (US\$)
Office Equipment, Furniture, Machinery Supplies	11,506
Vehicles	20,445
Maintenance of Office Equipment	7,691
Printing and Document Reproduction Services	382,223
Computer Hardware and Software	189,313
Stationery Supplies	56,644
Building Maintenance Services	432,787
Translation Services	26,850
Catering Services	49,811
Conventional Services	174,749
Pharmaceutical Supplies	4,459
<b>TOTAL:</b>	<b>1,347,478</b>

## REGISTRATION PROCEDURE

Interested parties should write to request inclusion in the Contractor’s roster. Upon receipt and acceptance of the appropriate questionnaires, the firm’s name will be added to the roster and given equal consideration in the selection process. Commercial enterprises whose products may be of interest are invited to send catalogues and price lists to the above address.

## UNU ADMINISTRATION - MANAGEMENT DIVISION



# WORLD FOOD PROGRAMME (WFP)



**Chief, Non-Food Procurement Branch  
Management Services Division  
Via Cesare Giulio Viola, 68/70  
00148, Rome, Italy  
Phone: (39-06) 6513 2365  
Fax: (39-06) 6513 2807**

**Internet: [http://home.wfp.org/wfp\\_internal/new\\_index/divisio](http://home.wfp.org/wfp_internal/new_index/divisio)**

## **Introduction:**

The World Food Programme of the United Nations became operational in 1963 and today is the world's largest international food aid organization. 70% of all global food relief is handled by WFP. The organization works to eradicate hunger and poverty and, above all, to ensure food security and the access of all people at all times to an active and healthy life.

WFP's mission consists of three principal objectives, each reflecting a distinct group of beneficiaries:

- Food for WORK to promote the self-reliance of poor people and communities through development projects. Priority is given to infrastructure projects that promote disaster prevention, emergency preparedness and mitigation and post-disaster rehabilitation;
- Food for GROWTH to assist vulnerable people - infants, school children, pregnant women and the elderly - at the most critical times in their lives. In this way, WFP uses food aid as a preventative measure and thus ensures food security for present and future generations; and
- Food for LIFE to provide life-sustaining relief to victims of natural disasters, such as earthquakes, floods and droughts, or civil wars and political unrest.

In 2003, WFP assisted 104.2 million of the poorest people in 81 countries in the world: 16.2 million recipients of development assistance, 61.2 million beneficiaries in emergency operations and 26.8 million people in protracted relief and recovery operations. These included 5.7 million internally displaced people, primarily in camp situations and 2.6 million refugees. A large proportion of its activities is directly implemented through staff located in the 81 countries. The organization, however, also works in close collaboration with governments, non-governmental organizations (NGO) and other UN agencies.

## **Procurement:**

The main objective of WFP procurement is to ensure that appropriate commodities are purchased and delivered to the beneficiaries and WFP staff in a timely and cost-effective manner. Consistent with this, WFP purchases are being made on a competitive basis with over-all cost effectiveness, efficiency and timely delivery being the main criteria. Procurement activities fall into three main categories: food, non-food, including contracts, and transport services. At WFP Headquarters, the Food Procurement Branch is responsible for procurement of food commodities and related inspection services. The Non-Food Procurement Branch is responsible for the purchases of goods and services and the Transport and Logistics Division is responsible for contracting land, sea and air transport services. Country Offices also have substantial procurement authority.

WFP has implementing ERP software (SAP) to replace its legacy systems. This software provides greater integration of finance and operations with procurement, enhanced vendor and item management and greater visibility within the organization of the entire supply chain.

## **FOOD PROCUREMENT BRANCH**

The Food Procurement Branch is located in the Transport Division. Food aid, mainly acquired through donations from the Member States, constitutes the principal element of WFP's assistance.

Food purchases in 2003 amounted to US\$ 634.21 million.

Food commodities are purchased internationally by the Food Purchases Unit and locally/regionally by procurement personnel in the field. Offers are only solicited from short-listed suppliers for specific and funded requirements. Typically, suppliers are allowed three to four business days to prepare their offer and requested to hold its validity for 48 hours. Procurement recommendations from the Country Offices are authorised at Headquarters where the results of local tenders are reviewed. All purchases greater than US\$ 100,000 are reviewed on a quarterly basis by a senior management committee known as the Committee on Contracts, Transport and Insurance.

International purchases are frequently made on a FOB basis. Suppliers, however, are requested to offer prices based on both FOB and CFR terms as the evaluation is made on the basis of the final delivered cost. WFP operates its own shipping service that works with commercial counterparts to determine the most economic means of shipping the commodity. Local purchases are typically made on a DDU basis. Payment is effected within four business days after presentation of documents for international purchases and against delivery for local purchases.

#### **NON FOOD PROCUREMENT BRANCH**

The Non-Food Procurement Branch is located in the Management Services Division. It is responsible for the purchase of non-food items and services. In 2003, the non-food procurement at Headquarters amounted to US\$ 79.63 million. The main non-food items purchased are shown in Table 1 below. In 2003, the non-food procurement in the field amounted to US\$ 99.12 million

The competitive process for these purchases are similar to that described above for food, except that suppliers are requested to hold their offer for 30 days. All purchases greater than US\$100,000 are subject to the prior approval of the Contracts and Purchases Committee, a body composed of senior managers at Headquarters. Non-food purchases are typically made on a DDU basis if delivered to Headquarters or purchased locally by a Country Office. International purchases either shipped to or effected by Country Offices are normally made on CIP or CIF terms. Payment of non-food purchases is usually made within 30 days of presentation of documents or delivery depending on the contracted delivery terms.

As part of WFP's strategy to rationalize the procurement of frequently purchased non-food items and reduce lead-times, the Contracts and Procurement Agreements Group entered into a number of long-term frame agreements, known as Blanket Purchase Agreements (BPAs). Although the agreements are established in Rome, the principal users are the Country Offices who place their orders directly with the suppliers. BPAs are currently established for frequently purchased items and those required on a rapid response basis.

#### **TRANSPORT AND LOGISTICS DIVISION**

The Transport and Logistics Division is responsible for the procurement of ocean, land and air transport and food and non-food related insurance. The Division is organized into four units, three of which are actively engaged in procurement. A large amount of authority for overland transport has been delegated to WFP Regional Bureaux and country offices.

#### **OCEAN TRANSPORTATION SERVICE:**

The Ocean Transportation Service (OTS) is the ocean freight contracting and shipping arm of the WFP. Its role is to plan and implement all ocean transport arrangements for the Programme's food aid shipments and to coordinate and schedule all expected cargo deliveries. In procuring ocean transport services for cargoes that may vary in size from the smallest parcels up to 50,000 tonnes or more of relief food. OTS puts out the Programme's requirements to the market through a panel of international shipbrokers. This provides equal opportunity to all eligible carriers, irrespective of cargo origin or its funding. The contracts arising from the process, whether liner or charter, is based on the WFP Charter Party "WORLDFOOD" or the non-negotiable Liner Waybill. Both of these are approved by BIMCO (The Baltic and International Maritime Council) of which WFP is an Associate Member.

#### **LOGISTICS SERVICE:**

The Logistics Service (OTL) generally takes responsibility for cargo when ocean transport comes to an end. OTL's function is to plan, establish and coordinate the implementation of all WFP's landside (including air) transport and logistics operation and activities in cooperation with the Country Office

OTL is responsible for awarding overland transport contracts to landlocked countries. Shortlists are maintained of transporters who can demonstrate their ability to fulfil a number of the key requirements of the Programme.

All contracts are issued after having sent out a "Request for Offer" RfO, to the shortlisted companies. For shipments of less than 2000 tonnes, the RfO is issued to identify a clearing and forwarding agent for the country in question. The agent will be appointed for a fixed period of time. Shipments greater than 2000 tonnes are contracted through specific RfO sent each time to the shortlisted companies. All shortlists are reviewed and evaluated periodically.

#### **INSURANCE AND LEGAL BRANCH:**

The Insurance and Legal Branch (OTI) establishes and administers insurance cover for WFP commodities and property, as well as various no-transport related insurance policies. OTI also maintains a network of independent superintendents to control WFP commodities at critical stages.

The various types of cover are placed based on offers obtained through leading international brokers. The panel is reviewed and updated on a regular basis, but particularly comprises of brokers with offices in most major countries in order to reach as many of the world's leading markets as possible. Currently, OTI covers losses to WFP's commodities through a captive sell insurance scheme, reinsuring excessive losses and general average expenditure on the open market. Other types of more specialized covered procured include policies for WFP's liabilities as charters of ocean vessels and aeroplanes, for cash in transit, for third party liabilities relating to premises and vehicles worldwide, and for insurance of staff in hazardous areas.

#### **COUNTRY OFFICE PROCUREMENT**

WFP maintains seven regional procurement offices located in the major areas of operation. These offices are responsible for guiding and coordinating all procurement within their respective regions. Offices are currently located in Angola, Burkina Faso, India, Côte d'Ivoire, Kenya, Uganda and Zimbabwe. All WFP Country Offices, however, benefit from a substantial degree of delegated authority that ensures a prompt and effective response to local needs.

WFP Country Offices are authorized in exceptional circumstances to make local food purchases up to US\$ 100,000 to permit the Country Director to meet emergency requirements from the local market. Regional Bureaus are authorized to make purchases of non-food items up to US\$ 500,000 for competitive purchases and US\$ 200,000 for direct purchases without reference to Headquarters. Country Offices are authorized to make purchases of non-food items up to US\$ 200,000 for competitive purchases and US\$ 100,000 for direct purchases.

Internal transport arrangements from the port, or from the point where overland transport terminates in the case of landlocked countries, are completely delegated to the Country Offices. Contractors are selected in the same manner as described above.

<b>TOP 10 PRODUCT CATEGORIES 2003</b>	<b>VALUE (US\$M)</b>
Food	634.21
Transport	252
Warehousing and Logistics	36.42
Vehicles	19.95
IT Equipment	17.80
Office Services	17.67
Communication Equipment	16.65
Utilities and Rental	10.87
Office Supplies and Furniture	8.85
Training and Conferences	6.81

#### **Registration Procedure:**

Potential suppliers of goods and/or services to WFP are encouraged to register their company on the UN Global Marketplace [www.ungm.org](http://www.ungm.org).



**Additional Information:****WFP POLICY ON THE ENVIRONMENT**

Environmental degradation contributes to food insecurity by undermining the natural resource base on which poor rural communities depend for their livelihoods. In 1998, WFP adopted a policy to ensure that environmental issues are systematically considered in the design and implementation of programmes. Two of these initiatives directly affect procurement activities. The energy and environmental implications of the food basket provided by WFP are taken into account during the programme planning and procurement stage. WFP also ensures that sound procurement, storage, use and disposal procedures are applied with respect to hazardous chemicals, such as pesticides and fumigants, that are required for its operations.

# UNITED NATIONS ECONOMIC COMMISSION FOR AFRICA (UN/ECA)



**Chief, General Services Section  
Conference and General Services Division  
Economic Commission for Africa  
Africa Hall – P.O. Box 3001  
Addis Ababa, Ethiopia  
Tel: (251-1) 511047  
Fax: (251-1) 511874/514416**

## INTRODUCTION

The Economic Commission for Africa undertakes studies and research, implements regional and sub-regional projects in the areas of food security and sustainable development, economic and social policy, development management, regional cooperation and integration, development information services, and promote advancement of women. Two administrative divisions support substantive areas, namely: the **Office of Policy Planning and Resource Management** and the **Conference & General Services Division**.

## PROCUREMENT

In ECA the procurement functions have been entrusted to the Conference and General Services Division. The Procurement Unit, which falls under the purview of General Services Section, procures all goods and services for the United Nations Economic Commission for Africa from local and international markets. The Commission also procures goods and services through UN Headquarters.

The following are the most important items ECA procures:

Computer equipment & accessories; Building materials and supplies; Medical equipment and supplies; Office Furniture and equipment, Spare parts for office equipment, Office supplies; Security equipment and supplies; Fuel and Gas oil; Institutional Contracts.

### MAJOR GOODS PURCHASED

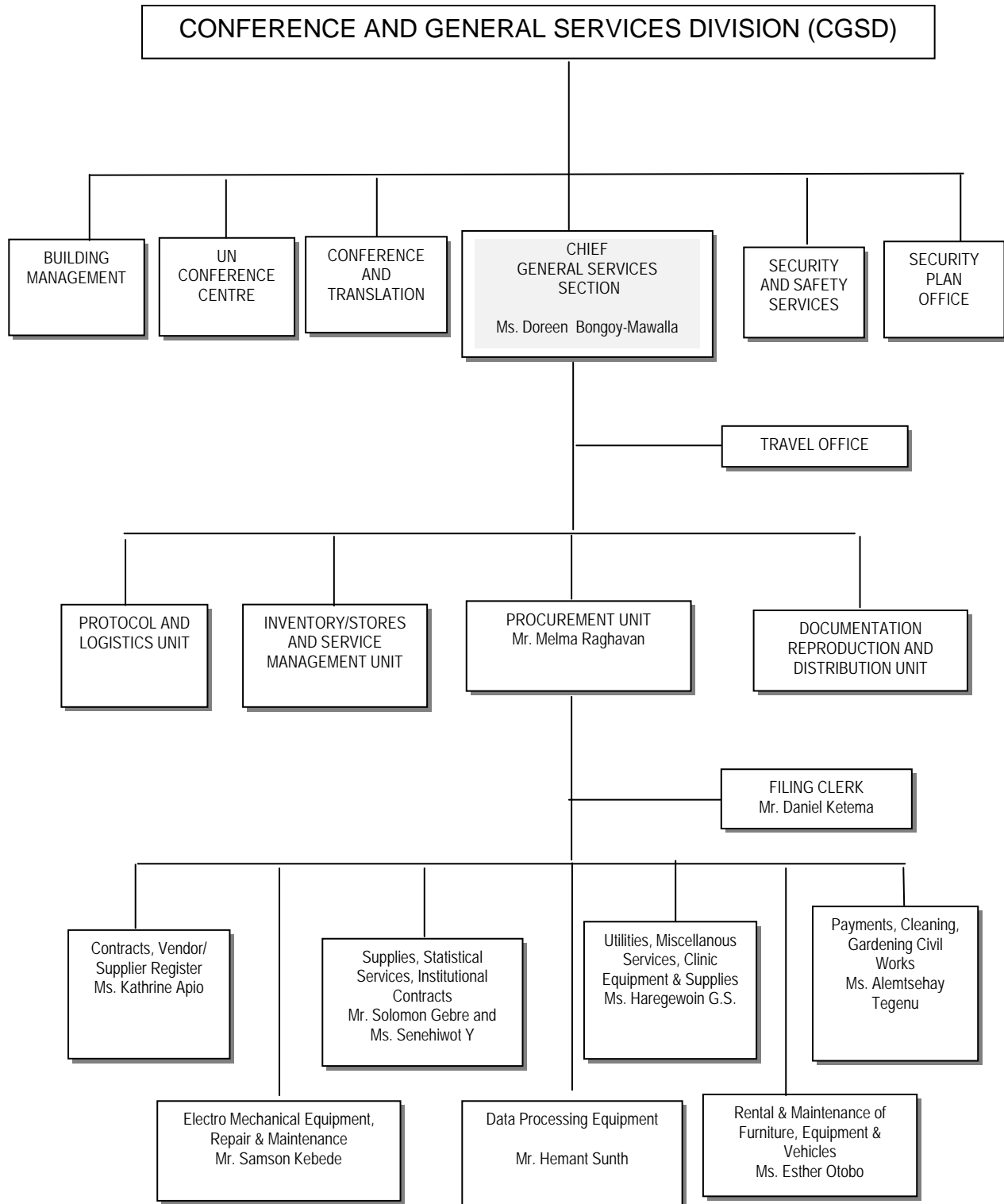
PRODUCT	AMOUNT IN US\$
Computer equipment & accessories	1,372,139
Building materials & supplies	314,908
Office supplies	321,210
Office equipment	267,944
Security equipment & supplies	130,854
Medicines	62,044
Spare parts for office equipment	154,810
Medical equipment	50,151
Furniture	250,000

### MAJOR SERVICES PURCHASED

PRODUCT	AMOUNT IN US\$
Generator house construction	41,174
Renovation	95,475
Maintenance of Electro-mechanical equipment	288,000
Road construction	162,732
Electrical maintenance	78,605
Cleaning/janitorial service	78,061
Gardening	52,568
Equipment maintenance	28,500
Insurance	470,124

## REGISTRATION PROCEDURE

Interested new suppliers can write to the Chief of General Services Section indicating their interest in providing goods or services. A complete form for potential vendors is sent to the new requisitioning companies and once the form is returned/duly completed, it is analyzed and, if accepted for inclusion in the roster of suppliers and contractors, the new supplier will equally be considered in the subsequent request for quotation (RFQ), invitation to bid (ITB) or request for proposal (RFP). Competitive bidding procedures are followed with due regard being given to factors such as price, technical specifications, standardization policies, services, delivery time, delivery potential and availability of spare parts, etc.



# UNITED NATIONS ECONOMIC COMMISSION FOR LATIN AMERICA AND THE CARIBBEAN (ECLAC)



**Chief, General Services Section  
Economic Commission for Latin America and the Caribbean  
P.O. Box 179-D  
Santiago, Chile  
Phone: Tel: (56-2) 210 2000  
Fax: (56-2) 210 2229 (Purchase and Transportation Unit)**

## **Introduction:**

The Secretariat of the Economic Commission for Latin America and the Caribbean (ECLAC) undertakes the following functions and activities:

- a) Provides substantive secretariat services and documentation for the Commission and its subsidiary bodies;
- b) Undertakes studies, research and other support activities within the terms of reference of the Commission;
- c) Promotes economic and social development through regional and sub-regional cooperation and integration;
- d) Gathers, organizes, interprets and disseminates information and data relating to the economic and social development of the region;
- e) Provides advisory services to Governments at their request and plans, organizes and executes programme of technical cooperation;
- f) Formulates and promotes development cooperation activities and projects of regional and sub-regional scope commensurate with the needs and priorities of the region and acts as an executing agency for such projects;
- g) Organizes conferences and inter-governmental and expert group meetings, and sponsors training workshops, symposia and seminars;
- h) Assists in bringing the regional perspective to global problems and forums and introduces global concerns at the regional and sub-regional levels; and
- i) Coordinates ECLAC activities with those of the major departments/offices at United Nations Headquarters, specialized agencies and inter-governmental organizations, with a view to avoiding duplication, ensuring complementarily exchanging information.

## **Procurement:**

ECLAC's Headquarters is located in Santiago, Chile. There are two Sub-Regional offices, one covering Mexico, Central America, Dominican Republic and Haiti, located in Mexico City. The other covering the English speaking Caribbean is located in Port of Spain, Trinidad and Tobago. Purchasing activities are carried out independently at Headquarters and Sub-Regional Offices. The Purchase and Transportation Unit of the General Service Section carries out all procurement activity of ECLAC. Purchases are made directly from local suppliers or abroad, depending on the nature of the product or service.

During 2003, over four and a half million US dollars were purchased for ECLAC Headquarters. About 34% of the total was devoted to the purchase of goods and the remaining 66% to the purchase of services.

<b>MAJOR GOODS PURCHASED IN 2003</b>	<b>AMOUNT IN US\$</b>
TELECOMMUNICATIONS EQUIPMENT	41,174.00
TELECOMMUNICATIONS EQUIPMENT (SUPPLIES)	38,241.11
OFFICE SUPPLIES	30,851.60
TELECOMMUNICATIONS EQUIPMENT (STORAGE)	42,790.80
COMPUTER SYSTEMS, SPECIAL PURPOSE OTHER	102,289.96
FURNITURE AND ACCESSORIES	40,848.00
MICRO-COMPUTERS	103,589.08
PC HARDWARE	81,817.43
FURNITURE	58,476.00
STATIONERY ARTICLES	39,392.29
RADIOLOGY EQUIPMENT	37,000.00
OTHER GOODS	947,591.73
<b>TOTAL:</b>	<b>1,564,062.00</b>

<b>MAJOR SERVICES PURCHASED IN 2003</b>	<b>AMOUNT IN US\$</b>
CONSTRUCTION WORK AND SITE MANAGEMENT	1,118,251.21
CLEANING SERVICES	129,000.00
OFFICE AND COMPUTER REPAIR SERVICES	68,400.00
PC HARDWARE MAINTENANCE AND SUPPORT	57,886.52
PC HARDWARE MAINTENANCE	39,315.07
ARCHITECTURAL DESIGN	38,000.00
PC SOFTWARE MAINTENANCE AND SUPPORT	36,992.00
TRADESMAN'S SERVICES	33,500.00
POSTAL AND DELIVERY SERVICES	32,200.00
LEASING OR RENTAL SERVICES	174,693.27
PRINTING AND BOOKBINDING	112,000.00
COMMUNICATION SERVICES, IT RELATED	40,000.00
OTHER SERVICES	1,128,959.93
<b>TOTAL:</b>	<b>3,009,198.00</b>

**Registration Procedure:**

Registration of suppliers and vendors is carried out on a regular basis. The Vendor Roster is currently being updated to coincide with the adoption of the new purchasing database and the adoption, organization-wide, of the Integrated Management Information System (IMIS). For registration purpose, interested companies must write to:

General Services Section/Procurement and Transportation Unit  
 ECLAC – Santiago  
 P.O. Box 179D  
 Santiago, Chile  
 Or send a fax to  
 General Service/Purchase and Transportation Unit  
 ECLAC – Santiago  
 (562) 210 2229

**Competitive Bidding:**

For purchases below US\$ 20,000, purchasing staff is required to compare at least three offers. Competitive bidding procedures are followed in all cases where purchases meet or exceed the threshold amount of US\$ 20,000. In those cases, formal bidding through sealed bids is carried out. Bids are opened by a Tender Committee. Whenever the purchase amount reaches US\$ 50,000 to under US\$ 200,000, the purchase requires the approval of the Local Committee on Contracts. For

purchase on or above the US\$ 200,000 level, approval of the Headquarters Committee on Contracts in New York is required.

José Manuel Medina V.  
ECLAC-United Nations  
Ph. 562 210 2588  
Fx. 562 210 2229  
jmmedina@eclac.cl

# UNITED NATIONS ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC (ESCAP)



**Chief, Purchase & Transportation Unit  
Conference and General Services Section  
UN Economic and Social Commission for Asia and the Pacific  
UN Building, Rajadamnern Nok Avenue  
Bangkok 10200, Thailand  
Tel: (66-2) 288 1214  
Fax: (66-2) 288 1034**

## **INTRODUCTION**

ESCAP is the main organization for United Nations activities in the Asian and Pacific region. Since the Second World War, the Economic and Social Commission for Asia and the Pacific has been working with Governments to find solutions to regional economic and social problems. Established in 1947 in Shanghai, China, as the Economic Commission for Asia and the Far East (ECAFE) to assist in post-war economic reconstruction, the Commission moved its headquarters to Bangkok in January 1949. The name was changed in 1974 to reflect both the economic and social aspects for development and the geographic location of its member countries.

ESCAP is the largest of the five UN Regional Commissions, comprising 51 members and 9 associate members and representing some 60 per cent of the world's population or 3.5 billion people. Strengthened by 50 years of experience as a regional think-tank, ESCAP's activities are more and more concentrated on spreading the growth momentum from its more dynamic member countries to the rest of the region. The challenge lies in bringing some 830 million of the regions poor into the economic mainstream, enabling everybody to achieve a better standard of life as envisaged in the Charter of the United Nations.

The main legislative organ of ESCAP is the Commission, which meets annually at the ministerial level and reports to the UN's Economic and Social Council (ECOSOC). It provides a forum for all Governments of the region to review and discuss economic and social issues and to strengthen regional cooperation. The Advisory Committee of Permanent Representatives and other Representatives designated by Members of the Commission (ACPR), composed of ESCAP members and associate members, meets every month to advise and exchange views with the Executive Secretary on the Commission's work which covers the following sub-programmes:

- Regional Economic Cooperation
- Environment and Sustainable Development
- Poverty Alleviation through Economic growth and Social Development
- Transport and Communications
- Statistics
- Least Developed, Land-locked and Island Developing Countries

## **PROCUREMENT**

In ESCAP, procurement functions have been entrusted to the Purchase and Transportation Unit, which falls under the purview of the Conference and General Services Section of the Division of Administration. Procurement is carried out locally with almost 90% of supplies and services coming from vendors in the ESCAP region.

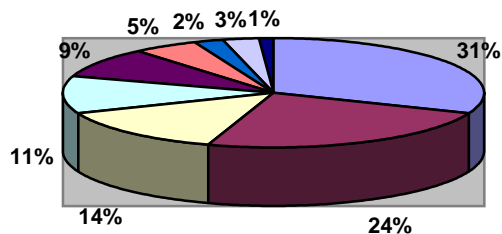
Procured supplies include computer hardware and software equipment, communication equipment, building and construction material and equipment, photocopying equipment and supplies, office stationery and supplies, office furniture, etc. Procured services include contracting of corporate consultants for professional services, custodial services, freight forwarding services, travel agency services, and printing and publishing services.

Interested vendors and contractors could either, download and fill out the required form and instructions at [www.unescap.org](http://www.unescap.org), or send in a written request with relevant information for inclusion in the vendor roster. Purchasing staff is required to compare at least three offers before placing an order for amounts less than US\$20,000. Such offers from registered vendors can be submitted by fax or mail. Purchase orders valued at more than US\$20,000 are subject to competitive bidding procedures with emphasis on price, quality, delivery terms and warranty conditions.

The local Committee on Contracts at ESCAP is authorized to consider and recommend all purchases valued at US\$50,000 and above with the additional requirement for proposed orders valued at US\$200,000 and above to be referred to the Headquarters Committee on Contracts for further review and recommendation for approval. In the case of income-producing service contracts, those that result in an income exceeding US\$40,000 are to be awarded only after the approved recommendation from Headquarters Committee on Contracts.

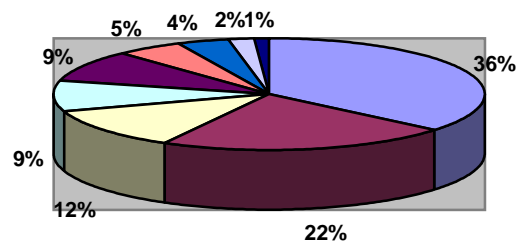
The total amount for major goods and services purchased is US\$ 3.46 million.

THE FOLLOWING IS A REPRESENTATION OF THE DISTRIBUTION OF THE TOTAL **GOODS/SUPPLIES** PROCURED



(Machinery 31%, EDP/Com eqpt. 24%, BM supplies 14%, Office eqpt. 11%, Stationery 9%, Sec. Eqpt. 5%, Elec. Eqpt. 3%. Fuels/Chem. 2%, Furniture 1%)

THE FOLLOWING IS A REPRESENTATION OF THE DISTRIBUTION OF THE PROCURED **SERVICES**



(Operational Services 36%, Printing 22%, Equipment repair 12%, Building repair 9%, Rental 9%, EDP support 5%, Misc. 4%, Moving 2%, A/V Services 1%)

ESCAP's regional institutes in Bogor, Tokyo and New Delhi, and out-posted office in Port Vila, are authorized to undertake procurement locally within appropriately set limits.

Communications by e-mail on specific procurement matters may be addressed to:

Mr. Brian W. Heath, Chief,  
 Conference and General Services Section  
 Email: [heath.unescap@un.org](mailto:heath.unescap@un.org)

**UNITED NATIONS ECONOMIC AND SOCIAL COMMISSION FOR WESTERN ASIA (ESCWA)**





**Chief, Purchase and Transportation Unit**  
**UN Economic and Social Commission for Western Asia**  
**Riad Solh Square, P.O. Box 11-8575**  
**Beirut, Lebanon**  
**Tel: (961-1) 981 301 to 981 310**  
**Fax: (961-1) 981 510 and 981 511**

## **INTRODUCTION**

The United Nations Economic and Social Commission for Western Asia (ESCWA) was established in 1973 to promote economic and social development through regional and sub-regional cooperation; to formulate and promote development assistance activities and projects commensurate with the needs and priorities of the region and to act as executing agency for relevant operational activities; to organize conferences and inter-governmental expert group meetings, sponsor training workshops, symposia and seminars, carry out studies, research and surveys; to establish and develop statistical databases and information pertinent to the work of ESCWA; and, to coordinate activities with major United Nations Headquarters departments, specialized agencies, inter-governmental organizations, League of Arab States, Gulf Cooperation Council and the Organization of the Islamic Conference, with a view to avoiding duplication and ensuring complementarity and exchange of information. ESCWA presently serves thirteen (13) Member States in the region.

## **PROCUREMENT and COMPETITIVE BIDDING**

The Purchase and Transportation Unit at ESCWA undertakes purchase of goods and services on the basis of competitive bidding, depending on estimated amounts. For purchases in the amount of less than US\$ 5,000, quotations are sought from international and/or local vendors, and are accepted either by sealed envelope or by facsimile. For purchases with the amount of US\$ 5,000, but less than US\$ 20,000, offers are sought from international and/or local vendors, including from United Nations Headquarters, IAPSO and other offices, as may be required, and are usually delivered in sealed (vendor) envelopes to the Purchase and Transportation Unit.

Bids with the value of US\$ 20,000 or more, an ITB or RFP is prepared and as many vendors are invited locally and internationally. In such cases, bids and/or proposals are delivered to the Secretary of the Bidding Committee and are kept in safe custody until the public opening day. According to the UN Procurement Manual and Financial Regulations, awards for bids with a value of US\$ 50,000, but less than US\$ 200,000, require the advice of the Local Committee on Contracts. For amounts of US\$ 200,000 or more, Headquarters Committee on Contracts approval is obtained.

Goods purchased vary from stationery supplies, including for reproduction equipment, paper for all purposes, consumables, spare parts, various office equipment, communications and data processing equipment (hardware and software), including reproduction equipment, vehicles, photocopiers, etc. Services include contracts for external outsourcing and security, gardening and cleaning, operation and maintenance of building, including equipment and systems, maintenance and repair services for EDP (hardware and software), office and reproduction equipment including the processing of Institutional Contracts.

## **REGISTRATION PROCEDURE**

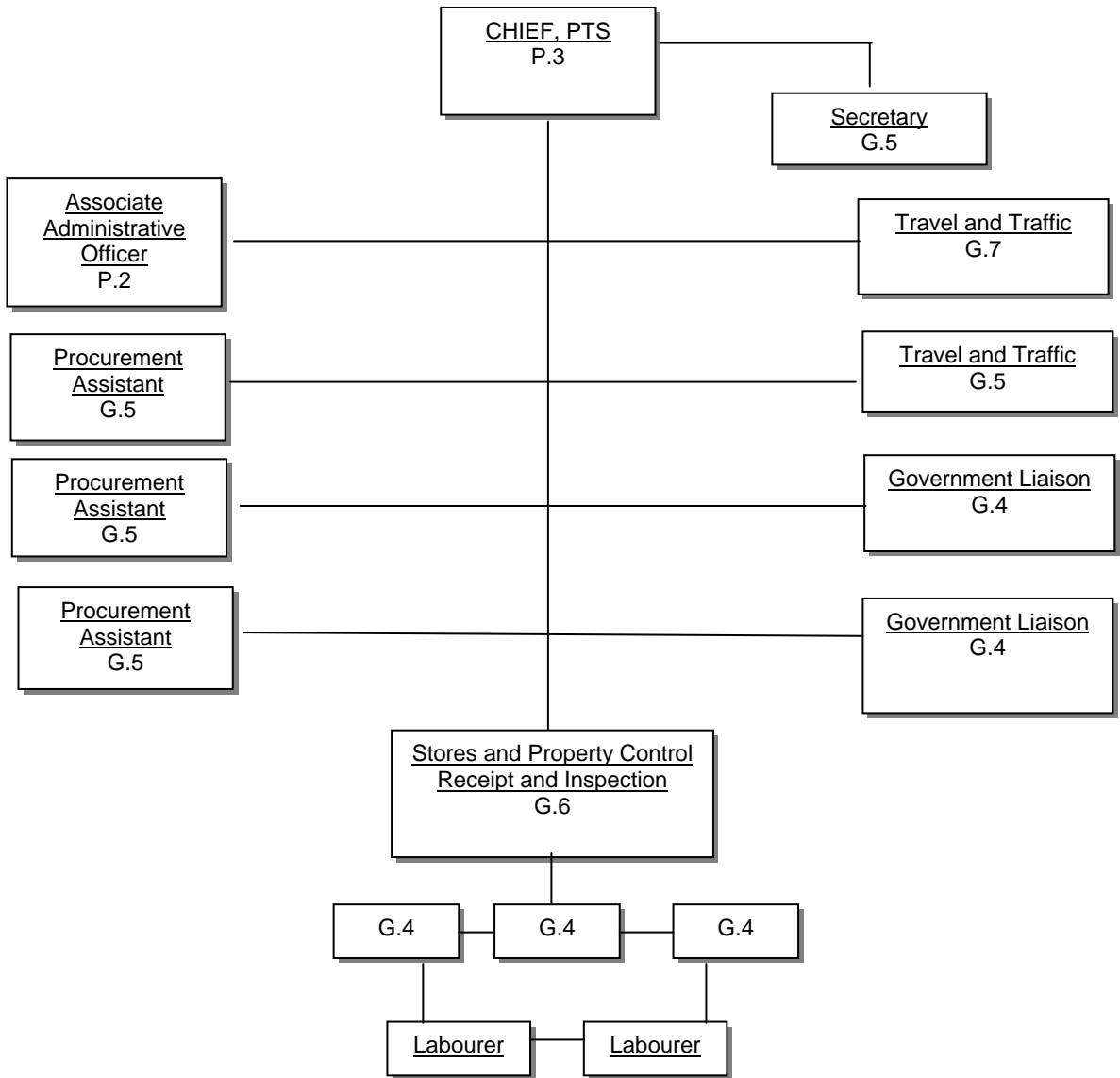
The Purchase and Transportation Unit advertizes in newspapers from time to time to attract new potential local suppliers to be added to the vendor database. In addition, international and local business guides (directories) are used to seek for potential vendors and invite them to register. Vendors are required to complete a vendor registration and a bank information form. Upon receipt and acceptance, the new vendor is added to the database and is given equal consideration to bid.

## **MAJOR GOODS AND SERVICES PROCURED**

The Purchase and Transportation Unit has processed the following procurement activities from the regular budget resources (extra-budgetary are not included) as broken-down below:

<b>DESCRIPTION</b>	<b>AMOUNT IN US\$</b>
Individual Contractors	215,000
External Translation, Printing and Binding	33,000
Data Processing Services	160,000
General Operating Expenses	600,000
Maintenance of Equipment and Miscellaneous Services	35,000
Supplies and Materials	425,000
Acquisition of Furniture and Equipment	348,000
Acquisition of Office Automation Equipment	242,000
Other Contractual Services (incl. Institutional Contractors)	142,000

ESCWA PURCHASE AND TRANSPORTATION UNIT



# UNITED NATIONS OFFICE FOR THE COORDINATION OF HUMANITARIAN AFFAIRS (OCHA)



**Chief, Disaster Response Branch (DRB)  
Office for the Coordination of Humanitarian Affairs  
c/o United Nations Office at Geneva  
8-14, avenue de la Paix  
1211 Geneva 10, Switzerland  
Tel: (41-22) 917 1234  
Fax: (41-22) 917 0023**

## **INTRODUCTION**

As a result of the UN reform, launched in 1997 by the Secretary General, the Department of Humanitarian Affairs has been discontinued from 01 January 1998 and is now replaced by the (United Nations) Office for the Coordination of Humanitarian Affairs (OCHA). This office is headed by the Under-Secretary General for Humanitarian Affairs/Emergency Relief Coordinator. OCHA has offices in New York and Geneva.

The responsibilities of the Emergency Relief Coordinator, as defined in the General Assembly Resolution 46/182 of 19 December 1991, focus around three core functions:

- ❑ Policy development and coordination functions in support of the Secretary-General, ensuring those all-humanitarian issues, including those, which fall between gaps in existing mandates of agencies, are addressed.
- ❑ Advocacy of humanitarian issues with political organs, notably the Security Council and relevant humanitarian partners and actors,
- ❑ Coordination of humanitarian emergency response, including natural disasters.

Through the Secretariat of the International Decade for Natural Disaster Reduction, it continues to promote disaster mitigation and prevention.

The Disaster Response Branch (DRB) of OCHA-Geneva (former Relief Coordination Branch/RCB), dealing mostly with natural disasters and environmental emergencies (including technological accidents), is at present the entity most involved in procurement (through its Logistics and Transport Unit (LTU)).

## **BREAKDOWN OF MAIN GOODS AND SERVICES PURCHASED**

- ❑ Basic emergency relief items, including communications equipment, tents, water disinfection and transport equipment, tools, blankets, kitchen sets, plastic sheeting, tarpaulins, generators and spare parts, soap, latrines, etc.
- ❑ Transport by road, sea and air (chartered planes/commercial airlines/rotary wing assets)
- ❑ Other supplies customarily needed by OCHA include office and transport equipment for field offices.

Information on the value of the above items is contained in the chapter on UNOG Geneva.

**IMPORTANT NOTE:**

OCHA is, in principle, not involved in the procurement of medical or food items, which fall under the mandate of other UN Agencies. These are to be offered directly to the World Health Organization (WHO) in Geneva and the World Food Programme (WFP) in Rome, respectively.

**PROCEDURE FOR REGISTRATION AS POTENTIAL SUPPLIER**

**AWARD PROCEDURE**

As the procurement of goods and services for OCHA-Geneva is executed through the Purchase & Transportation Section of UNOG, interested firms should refer to the registration and award procedures set forth on UNOG's pages herein.

**NOTE**

**DRB/LTU maintain only an "Information List of Potential Suppliers" purely as an indication on the technical specifications of the proposed (non-food, non-medical) relief materials.**

# UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)



**Chief, Supply and Transport Section  
United Nations High Commissioner for Refugees  
Case Postale 2500  
CH-1211 Geneva 2 Depot, Switzerland  
Tel: (41-22) 739 8111  
Fax: (41-22) 739 7306  
E-mail: [hqsf00@unhcr.ch](mailto:hqsf00@unhcr.ch)**

## **INTRODUCTION**

The United Nations High Commissioner for Refugees provides protection and assistance to the world's refugees. When first created by the United Nations General Assembly in 1951, UNHCR was charged primarily with resettling 1.2 million European refugees left homeless in the aftermath of World War II. Today, more than 21.5 million people are of concern to UNHCR. The organization has become one of the world's principal humanitarian agencies with its headquarters in Geneva and offices in some 121 countries.

Refugees are people who have fled, or cannot return to, their countries because of conflict or a well-founded fear of persecution for reasons of their race, religion, nationality, political opinion, or membership in a particular social group. In recent years, UNHCR has been called upon to look beyond its strict mandate to also provide help to others forced to live in refugee-like situations. Included in this category are persons who have been granted protection on a group basis or on humanitarian grounds; whether internally displaced in their own country or forced to cross an international border. UNHCR also assists and monitors the reintegration of refugees who have recently returned to their own countries.

UNHCR protects, assists and seeks lasting solutions for refugees in a variety of ways. To carry out its protection functions, it promotes adherence to international agreements on refugees and constantly monitors compliance by governments. UNHCR also seeks durable solutions for the problems of refugees through the repatriation to their homeland, integration in the first country of asylum, or resettlement in a third country. To complement these roles, UNHCR assists refugees to survive or to rebuild their lives by coordinating the provision of shelter, food water, sanitation and medical care. In order to carry out its work, UNHCR typically works in tandem with governmental, non-governmental organizations (NGOs) and other UN agencies.

## **PROCUREMENT**

The bulk of UNHCR international purchasing is done by the Supply and Transport Section from Geneva, Switzerland. Wherever UNHCR has major programmes involving procurement, Regional Procurement Offices have been established, as is currently the case in Nairobi, Sarajevo, Skopje and Surabaya. All UNHCR field offices, however, are authorized to undertake local and regional procurement. Operational partners also make purchases on behalf of UNHCR.

The supplies purchased for refugees include shelter products such as tents, plastic and canvas tarpaulins and prefabricated warehouses; water supply equipment; pharmaceuticals and medical equipment; textiles and clothing; household and domestic items; construction materials and hand tools; agricultural seeds, hand tools and machinery; insecticides; fuel and lubricants; insurance, inspection freight and transport services. UNHCR is also a significant buyer of light and heavy vehicles and spare parts; computer hardware and software and radio telecommunications equipment.

The Supply and Transport Section in Geneva purchase goods for approximately US\$ 115.5 million, of which, services for US\$ 26.6 million, including freight costs and air services. The UNHCR office

in Kenya, the UNHCR operation in Former Yugoslavia, and in Indonesia procured goods and services for another US\$ 41 million.

#### **MAJOR GOODS PURCHASED**

PRODUCT	AMOUNT IN US\$ MIL
Tarpaulins/Plastic sheets/tents	12.6
Mats and Mattresses	12.5
Pick ups and 4 Wheel Drive vehicles	11.5
All Freight orders (except air charters/light air crafts)	9.2
Air charters/Light air crafts	8.8
Corporate Services	8.6
Blankets	7.8
Construction Equipment and supplies	5.3
Kitchen sets	5.0
Computers and supplies	4.4
Food and family parcels	4.1
Telecommunications equipment	3.9
Specialised vehicles	3.8
Heavy vehicles	3.0
Water Equipment	2.8
Medical items	2.7
Office Equipment and supplies	2.5
Textiles and shoes	1.7
Household equipment/Educational items	1.6
Generators	1.2
Tyres and spare parts	1.1

#### **MAJOR CORPORATE SERVICES PURCHASED**

CORPORATE SERVICES	AMOUNT IN US\$ MIL
Information Technology	4.2
Training and Professional Services	1.3
Communications	1.1
Electronic documentation & Records management	0.9
Printing & Publishing	0.7
Building/construction maintenance	0.3
Environmental science	0.05

#### **REGISTRATION PROCEDURE**

It is the practice of UNHCR to extend competition to as wide a geographical range as possible. The Supply and Transport Section maintains a computerized roster of almost 1,300 suppliers from all over the world. The roster is linked to a product database containing detailed specifications of each product. Suppliers may be manufacturers, brokers or general traders, who can arrange quick and efficient delivery at competitive prices.

New suppliers who want to apply for registration as a potential supplier to UNHCR should register on the United Nations Global Marketplace (UNGM). As a rule, only registered suppliers are considered when establishing the short list for a quotation request or invitation to tender.

#### **COMPETITIVE BIDDING**

Competitive bidding procedures are followed with emphasis on the appropriate quality, rapid delivery of goods and local servicing and spare parts facilities. Single purchase orders in excess of US\$ 20,000 at Headquarters, and US\$ 5,000 in field locations, are subject to formal bidding, unless precluded by exceptional factors such as emergencies. For purchases below these amounts, purchasing staff is required to compare at least three offers. Irrespective of the value of the requirement, offers are most frequently invited by facsimile on the basis of a shortlist established from registered vendors.

Purchase orders of US\$ 100,000 or more are subject to approval by the Committee on Contracts in Geneva or, where established, at the field office. Local Committees on Contracts are generally authorised to consider purchases up to US\$ 200,000. Contracts are generally adjudicated on the basis of the lowest acceptable offer meeting the criteria stated in the bid document.

In order to rationalize the procurement process and shorten delivery lead-time, UNHCR has established two principal strategic tools: the Central Emergency Stockpile and long-term call-off contracts called frame-agreements. Both arrangements focus on the major relief items. The stockpile of high priority goods, such as blankets and vehicles that is maintained in Northern Europe, permits UNHCR to respond rapidly during the initial phase of an emergency. The frame-agreements that UNHCR has concluded with a number of suppliers, assure the availability at fixed prices and stable quality of an increasingly wide range of products. The main characteristics of the frame-agreements are that they guarantee no minimum or maximum quantities, they are non-exclusive, and permit UNHCR to obtain the same items elsewhere when required and they are generally valid for one year renewable.

Currently UNHCR has entered into frame-agreements for items like: blankets; plastic jerry cans; ballistic armour; buckets; vehicle tyres and tubes; computer and telecommunications equipment; some office equipment; essential drugs and office stationery and supplies. In addition, UNHCR has concluded frame-agreements for services such as: training services; transport and forwarding and inspection services. Expressions of Interest for these products are solicited through **Development Business** on [www.devbusiness.com](http://www.devbusiness.com) and **Procurement Notices** on website [www.iapso.org](http://www.iapso.org). The Permanent Missions to the United Nations in Geneva are also advised of forthcoming tenders.

UNHCR also uses frame-agreements for light vehicles and motorcycles concluded by the UNDP/Inter-Agency Procurement Services Office (IAPSO), on behalf of the UN system.

#### **UNHCR POLICY AGAINST ANTI-PERSONNEL MINES**

UNHCR supports a ban on anti-personnel mines that have killed or maimed tens of thousands of refugees. High proportions of these innocent victims are women and children. Anti-personnel mines are a menace to millions of innocent civilians and pose a serious obstacle to the return of many refugees worldwide. In addition, UNHCR has pledged to boycott companies that manufacture or sell mines, or mine components, either directly or through subsidiaries. UNHCR will not knowingly buy any product from such a company.

If a company submits a bid to UNHCR, it shall constitute a guarantee that neither the company, nor any affiliate or subsidiary controlled by the company, is engaged in the sale or manufacture, either directly or indirectly, of anti-personnel mines, or any component produced primarily for the operation thereof. A contract clause confirming this is included in every purchase order.

#### **GREEN PROCUREMENT**

In 1997, UNHCR formally established guidelines for environmentally sensitive procurement. The Guidelines highlight the desirable environmental qualities of UNHCR's purchases. Basic to the guidelines is the following principle:

***UNHCR's environmentally friendlier policy is to strive to purchase products and services that have less negative impact on the environment. Environmental considerations form part of the evaluation and selection criteria, which could cover, depending on goods and services to be purchased, their manufacture, transport, packaging, use and disposal.***

As a first step, guidelines and specifications have been established for four groups of commodities: potentially hazardous chemicals; ozone depleting substances; office paper; and computers. Environmental criteria for additional items will be established, whenever possible, in cooperation with other UN agencies. These guidelines will be applied not only to purchases, whether by UNHCR or implementing partners, but also to in-kind donations.

## **REGIONAL SUPPLY OFFICES**

UNHCR Regional Service Centre in Kenya

| P.O. Box 43801



Lion Place, Waiyaki Way,  
Westlands, Nairobi, Kenya  
Tel: (254-2) 44 20 52  
Fax: (254-2) 44 48 63

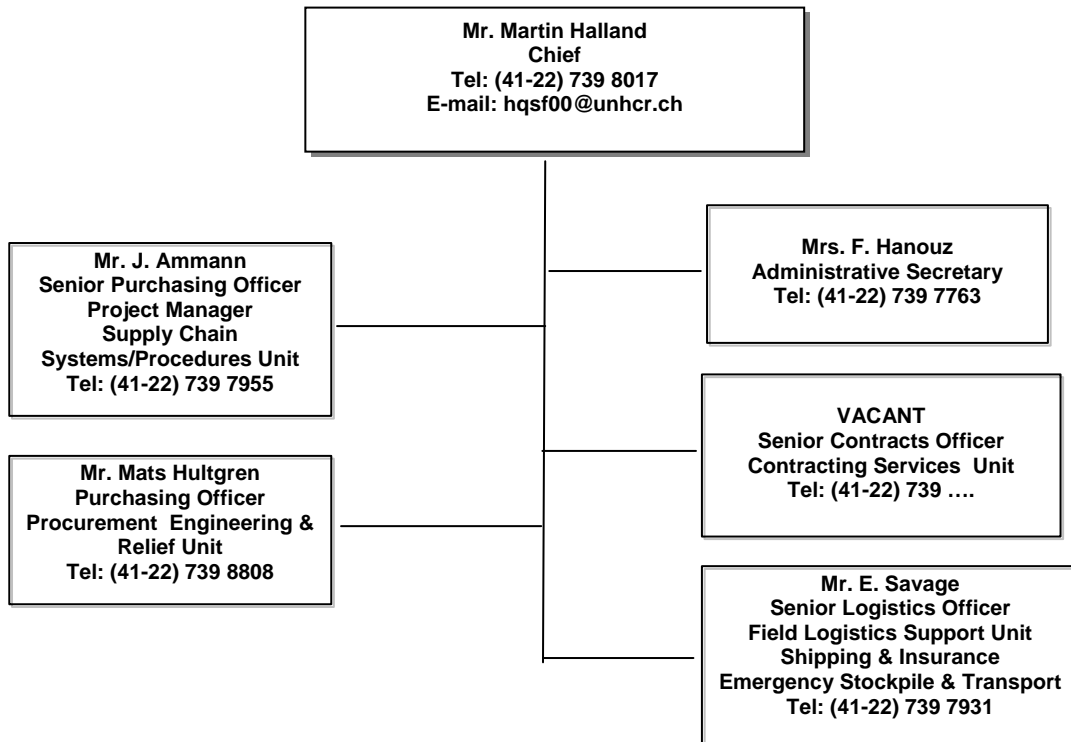
UNHCR Branch Office  
Supply Chain Centre  
Zeleznicka 53  
1000 Skopje  
Former Yugoslav Republic of Macedonia  
Tel: (389-91) 238 075  
Fax: (389-91) 366 483  
UNHCR Regional Office - DRACO

01 B.P. 7982  
11 Plateaux, Angre  
7eme Tranche, Lot No. 3160  
Abidjan, Côte d'Ivoire  
Tel: (225-20) 31 55 77  
Fax: (225-20) 31 55 88

Office of the UNHCR Chief of Mission  
Unis Building, Fra Andela Zvizdovica Street  
7100 Sarajevo, Bosnia and Herzegovina  
Tel: (387-71) 666 160  
Fax: (387-71) 447 442

UNHCR Regional Office in Indonesia  
P.O. Box 6602/JKPWK  
Jakarta, Indonesia  
Tel: (62-21) 391 28 88  
Fax: (62-21) 391 27 77

## UNHCR SUPPLY AND TRANSPORT SECTION



# INTERNATIONAL TRADE CENTRE UNCTAD/WTO (ITC)



**Director of Administration  
General Services and Publications Section  
International Trade Centre  
54-56, Rue de Montbrillant  
1202 Geneva, Switzerland  
Tel: (41-22) 730 01 11  
Fax: (41-22) 733 44 39  
E-mail: [itcreg@intracen.org](mailto:itcreg@intracen.org)**

## **INTRODUCTION**

ITC is a technical cooperation organization whose mission is to support developing and transition economies, and particularly their business sectors, in their efforts to realize their full potential for developing exports and improving import operations with the ultimate goal of achieving sustainable development.

ITC operates as a joint subsidiary — global, impartial, non-profit — of the World Trade Organization (WTO) and the United Nations, the latter acting through the United Nations Conference on Trade and Development (UNCTAD).

For more than 35 years — ITC was launched in 1964 — ITC has built a solid foundation of expertise covering major operational aspects of trade promotion and export development. It also has established a unique network of trade contacts by coordinating its activities with a large number of other trade-related organizations inside and outside the United Nations system. This experience and access can be tapped by business people and government officials seeking to expand trade.

ITC's technical cooperation services are available to all developing countries and economies in transition, with the least developed countries receiving priority. Acting through relevant government and trade support institutions, ITC focuses its work on supporting the business sector. Its ultimate beneficiaries are therefore individual enterprises, both public and private, and in particular those small in scale.

ITC offers practical, concrete, action-oriented advice, information and training to persons ranging from an individual entrepreneur wanting to launch an export business to officials of neighbouring countries who are seeking to enhance regional trade. It works through countries' trade-related government departments and business service organizations so that they can help spread ITC's services and continue to support local exporters and importers long after ITC has finished its work in the country.

ITC's help is available on several levels. First of all, ITC is a clearing-house for international experience in trade promotion, export development and management of international purchasing and supplies, drawing on its network of government and business institutions and access to specialized expertise to promote technical cooperation links as well as international business cooperation.

Secondly, ITC also produces publications, management tools, learning systems, training manuals and technical material of various types, which provide practical information and advice on export development, trade promotion, and the management of international purchasing and supplies. Thirdly, upon request and subject to the availability of funding, ITC carries out field projects designed to meet the particular needs of one or a group of countries. Country projects can last from a few weeks to several years, depending on the number and types of activities involved.

These projects are drawn up with its clients and carried out by local experts and officials working in a cohesive team with ITC specialists assigned to the projects. This work is coordinated with other organizations when relevant.

ITC's technical cooperation programme covers six core services:

- Development of products and markets.
- Development of trade support services.
- Trade information.
- Human resource development.
- Management of international purchasing and supplies.
- Assessment of needs and programme design.

#### **TYPE OF EQUIPMENT AND SERVICES PROCURED**

The General Services and Publications Section does the bulk of ITC's international purchasing. In addition, ITC in some cases authorizes UNDP to carry out local purchase for field projects. Items purchased include office equipment, EDP equipment, audiovisual equipment, laboratory and scientific equipment, vehicles, furniture, printing, documentation, stationery and office supplies. Occasionally, ITC engages the services of consultancy companies to assist with the implementation of projects.

#### **REGISTRATION PROCEDURE**

The General Services and Publications Section is initiating a roster of suppliers from all over the world. On a case-by-case basis, preference may be given to supplies originating from developing countries and from under-utilized major donor countries.

#### **COMPETITIVE BIDDING**

Competitive bidding procedures are followed with emphasis on the appropriate quality, rapid delivery of goods to programme sites, and local servicing and spare parts facilities. Single purchase orders in excess of US\$ 20,000 are subject to formal bidding, unless precluded by exceptional factors. For purchases below this amount, purchasing staff is required to compare at least three offers. Purchase orders of US\$ 150,000, or more are subject to approval by the Committee on Contracts. It is the practice of ITC to open competition to as wide a geographical range as possible.

# INTERNATIONAL LABOUR ORGANIZATION (ILO)



**Chief, Procurement Section**  
**4, Route des Morillons**  
**CH-1211 Geneva 22, Switzerland**  
**Tel: (41-22) 799 7602**  
**Fax: (41-22) 799 8529**  
**E-mail: hovda@ilo.org**

## **INTRODUCTION**

The ILO was created in 1919 and is a UN specialized agency with a unique tripartite structure representing employers, workers and governments. In 1944 the International Labour Conference, an annual meeting of the 174 member countries, adopted the following

### ***Declaration of Philadelphia:***

- Labour is not a commodity;
- Poverty anywhere constitutes a danger to prosperity everywhere;
- All human beings, irrespective of race, creed or sex, have the right to pursue both their material well-being and their spiritual development in conditions of freedom and dignity, of economic security and equal opportunity;
- Freedoms of expression and of association are essential to sustained progress.

### **The ILO engages in:**

- The formulation of international policies and programmes to promote basic human rights, improve working and living conditions and enhance employment opportunities;
- The creation of international labour standards - backed by a unique system to supervise their application - to serve as guidelines for national authorities in putting these policies into action;
- An extensive programme of international technical cooperation formulated and implemented in active partnership with constituents, to help countries in making these policies effective in practice;
- Training, education, research and publishing activities to help advance these efforts.

ILO's International Programme on the Elimination of Child Labour (IPEC) has since 1992 focused on the most intolerable forms of child labour, i.e. bonded child labour, commercial sexual exploitation and trafficking in children and child labour in hazardous work in dangerous industries, occupations and working conditions.

## **PROCUREMENT**

The bulk of ILO's procurement of goods and services are made locally in the project country. Under the general supervision of the Procurement Section in Geneva, ILO field offices are authorised to place local purchase orders up to a value of US\$ 20,000 for goods available "off-the-shelf" at competitive prices. The same limit applies to contractual services, frequently provided by local NGOs.

All international procurement is made by the Procurement Section in Geneva. The value of ILO procurement for technical cooperation projects amounts to US\$ 26.1 million, whereof Equipment for US\$ 12 million and Services for US\$ 14.1 million. The purchases include a wide range of technical equipment.

The equipment database in ILO comprises more than 18,000 articles and the technical specifications of most of these articles are described in 17 Equipment Planning Guides published by ILO. The equipment purchased may vary from year to year depending on what types of projects are being implemented. At any given moment, ILO has about 350 active projects. Most of these projects require office equipment, computers and vehicles in the start up phase. Some of the

projects have an important equipment component, such as vocational training projects, development of cooperatives and labour intensive road rehabilitation projects.

## EQUIPMENT PURCHASED

ILO CATEGORY DESCRIPTION	UNCCS* GROUPS			
	FROM	TO	US\$	PERCENT
Motor vehicles	490000	491899	1,866,619	15.6
Office machines and photocopiers	449500	451999	1,474,145	12.2
Hand tools and welding consumables	429200	429999	834,839	7.0
Printers and computer accessories	454000	455999	770,372	6.4
Personal computers	452000	453999	743,000	6.2
Educational and training equipment	389800	399999	608,312	5.1
Paper products	300000	329999	466,624	3.9
Tractors and trailers	441500	441999	344,630	2.9
Machine tools and powered hand tools	442000	442799	323,138	2.7
Earth moving and construction machines	444000	444999	310,910	2.6
Motor vehicle spare parts	491900	498999	284,170	2.4
Furniture	380000	386999	276,673	2.3
Engines, pumps and compressors	456000	432999	180,278	1.5
Software	456000	459999	127,043	1.1
Telecommunication equipment	467000	469999	61,341	0.5
Motorcycles	499000	500000	59,338	0.5
Welding machinery	442800	443999	56,863	0.5
Other categories			(less US\$ 50,000)	

\*United Nations Common Coding System

## REGISTRATION PROCEDURE

ILO procurement is strictly on merit without preferences. ILO is now relying on the United Nations Global Marketplace (UNGM), which is regularly downloaded into ILO's own procurement system, which is linked to a search engine creating shortlists of potential suppliers of products or product groups. The shortlists of suppliers to be invited are made with the help of the UNGM by the responsible Procurement Officer as and when required. Interested suppliers are therefore highly recommended to register with UNGM ([www.ungm.org](http://www.ungm.org)). Registered suppliers are encouraged to write to ILO with a short presentation of their company and product range.

## ILO POLICY CONCERNING LABOUR ENGAGED BY SUPPLIERS

The conditions of work offered to all categories of employees of the Supplier shall at least be compatible with the provisions of the following ILO Conventions, copies of which are available on request:

- (1) CONVENTION NUMBERS 29 & 105: concerning the prohibition of forced and bonded labour;
- (2) CONVENTION NUMBERS 87 & 98: concerning freedom of association and protection of the right to organize and to collective bargaining;
- (3) CONVENTION NUMBERS 100 & 111: concerning the right to equal remuneration and protection against discrimination;
- (4) CONVENTION NUMBER 138: concerning the minimum age for employment. The Supplier undertakes, in particular, to respect the prohibition of employment of children below 14 years of age, or the minimum age for employment permitted by law, or the age of the end of compulsory schooling in the area in question, whichever is higher.

## COMPETITIVE BIDDING

The *Common Guidelines for Procurement by Organizations in the UN System*, as described in **ANNEX I**, are applied by the ILO. Field offices are authorized to make local procurement up to an order value of US\$20,000, provided that the requested items are readily available in the country at competitive prices. Contracts estimated to exceed US\$100,000 are advertised in *Development Business* and *Business Opportunities* on [www.iapso.org](http://www.iapso.org).

Subcontracting to technical cooperation consultants and other service suppliers is usually made in the project country, or in the region around, on the basis of locally established shortlists.

### **ILO FIELD OFFICES**

All field offices (and HQ departments) are listed with phone, fax and E-mail addresses on Internet:

**<http://www.ilo.org/public/english/depts/dir.htm>**

(Replace "ENGLISH" with "FRENCH" or "SPANISH" as required)

# FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS (FAO)



Chief, Procurement Service  
Food and Agriculture Organization  
Administrative Services Division  
Viale delle Terme di Caracalla,  
00100, Rome, Italy  
Phone: (39-06) 570 56588  
Fax: (39-06) 570 54959  
Email: [AFSP-Vendors-list@fao.org](mailto:AFSP-Vendors-list@fao.org)  
Internet: [www.fao.org](http://www.fao.org)

## **Introduction:**

As the leading international body for food and agriculture, FAO is involved at every level of agricultural development - from demonstrating to subsistence farmers new techniques for cultivating food crops, to advising governments on how to achieve more stable and equitable international trade in agricultural commodities.

FAO has four main tasks:

- It carries out a major programme of technical advice and assistance for the agricultural community on behalf of governments and development funding agencies;
- It collects, analyses and disseminates information;
- It advises governments on policy and planning;
- It provides opportunities for governments to meet and discuss food and agricultural problems.

Founded in 1945, FAO is the largest of the UN specialized agencies. It concentrates on finding ways to eliminate the hunger and poverty affecting millions of people in developing countries. FAO provides direct technical assistance through its Field Programmes. This assistance is usually directed at specific problems, and can lead to large-scale capital investment in agriculture - essential for development. The Organization's Regular Programme allows it to act as a clearing-house for information, to advise governments on policy and planning and to service meetings of governments and experts on food and agricultural issues.

The priorities and direction of FAO's efforts to eliminate hunger and poverty are the product of more than 55 years of thought and experience within and outside the Organization. The connection between hunger and poverty is recognised in the goal of world food security - a situation in which all people have at all times both physical and economic access to the food they need.

Finding answers to the problems of the smallest and poorest farmers is stressed through policies and programmes that promote integrated rural development - through the cultivation of goods and fodder crops, animal husbandry, small-scale fisheries and forest industries, either individually or together - for greater food production and economic self-reliance.

## **Procurement:**

The bulk of FAO procurement is done by the Procurement Service from Rome, Italy. Recently, Field Offices have been delegated authority to effect procurement (purchases and/or contracts) within specified limits. These are US\$ 25,000 for Projects, CTA's and FAO Representation Offices, US\$ 50,000 for Sub-Regional Offices and US\$ 100,000 for Regional Offices.

As a general rule, procurement action is undertaken on the basis of competitive tenders. Competition is normally extended to as wide a geographical range as possible. Direct procurement may be authorised in exceptional circumstances, and for specified reasons. Certain procurement actions, which exceed US\$ 100,000, are examined by Headquarters Procurement Committee. Procurement is generally effected with prime sources of supply, not agents.



Goods purchased include practically all types of manufacturing equipment; vehicles; industrial materials and finished products; communications equipment; building, irrigation and construction equipment; office equipment and supplies. Furthermore, through its enhanced mandate regarding emergency operations, the Organization purchases large quantities of seeds, tools, fertilisers, pesticides and agricultural supplements. The Organization also procures duty-free items for sale in its Commissary, and services for the Department of General Affairs and Information (GI).

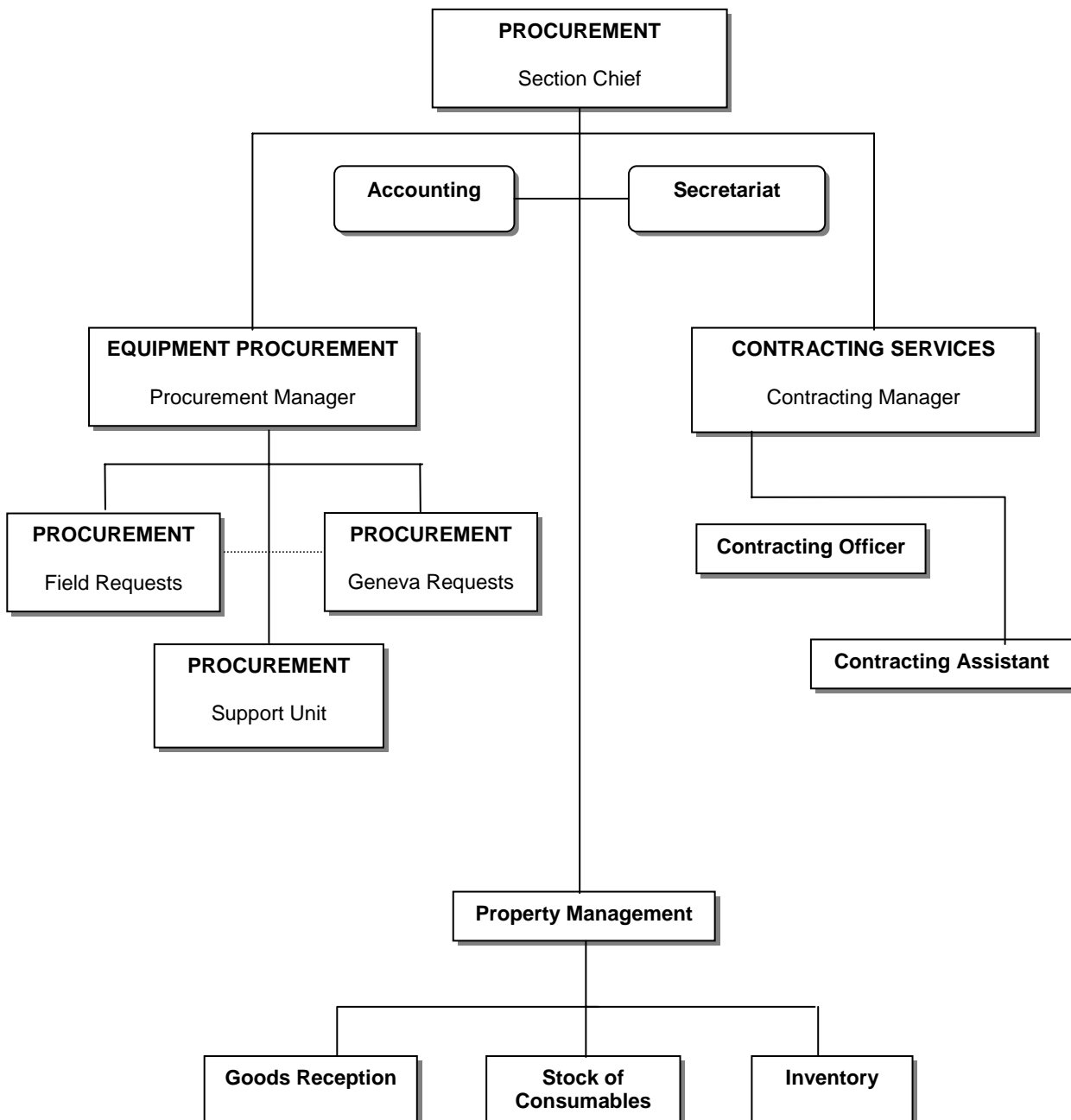
Services required and contracted for are linked to the Organization's technical fields of activity, but they also include Building, Cleaning, General Maintenance, Software Development, Systems Programming, Maintenance, Telecommunications Services and Training, etc.

<b>MAJOR GOODS PURCHASED IN 2003</b>	<b>AMOUNT IN US\$</b>
Chemicals, basic	149,744,767
Grain mill products, starches & starch products	15,047,057
Agricultural produce	13,628,422
Other headquarters purchases	12,464,083
Commissary	10,048,205
Machinery, special purpose	6,030,318
Transport equipment	6,011,394
Office, accounting and computing machinery	5,224,189
Other field purchase orders	4,855,943
Animals, live, and animal products	4,633,396
Pharmaceutical products and vaccines	4,452,590
Mission orders	4,238,854
Machinery, general purpose	3,189,450
Fabricated metal prods, not machinery & equipment	2,074,968
Medical appliances. precision and optical instruments	1,808,398
Electric machinery & apparatus; electronic components	1,431,080
Trade services, business services, general surveys & studies	1,003,554
Others	2,026,228
<b>TOTAL</b>	<b>247,610,557</b>

<b>MAJOR GOODS PURCHASED IN 2003</b>	<b>AMOUNT IN US\$</b>
Letters of agreement	20,927,654
Travel	9,265,544
Contract	5,543,832
Information technology	5,145,319
Maintenance & repair services	4,766,656
Printing, media services, and library	3,843,014
Transportation, storage and materials handling	3,421,711
Communications	2,910,620
Environment	1,388,083
Architecture, engineering, construction and other	1,360,336
Cartography, natural resources surveys, earth sciences	1,142,364
Others	3,519,795
<b>TOTAL</b>	<b>63,234,928</b>

**Registration Procedure:**

The FAO Headquarters Procurement Service maintains a computerized register of over 5000 potential suppliers/contractors from all over the world. This register, the database of which is linked to specific products or services, based on the United Nations Common Coding System (UNCCS). Suppliers or Contractors who offer products or services of interest to the Organization, and who would like to be registered, are encouraged to complete a Supplier Profile Form, which is available on request. As a general rule, only registered suppliers are considered when establishing the shortlist for a competitive process.



# UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION (UNESCO)



**Chief, Procurement Service**  
**7, Place de Fontenoy**  
**75352, Paris 07 SP, France**  
**Phone: +33 - 1 - 45 68 08 73**  
**Fax: +33 - 1 - 45 68 55 04**  
**Email: [procurement.info@unesco.org](mailto:procurement.info@unesco.org)**  
**Internet: [www.unesco.org/procurement](http://www.unesco.org/procurement)**

## **Introduction:**

UNESCO has a mandate covering Education, Science, Culture and Communications (including informatics). The overall thrust of UNESCO's programme is based on a 6 year Medium Term Plan while the current programme details are presented in the biennial programme. UNESCO is governed by its biennial General Conference, which approves the programme and its Executive Board, which meets in the Spring and Autumn of each year. The next biennial programme, document 33C/5, will be approved at the General Conference to be held in the Autumn of 2005.

In addition to Sectors responsible for managing activities in the different areas of this broad mandate, UNESCO has specialised organizational units, for example the World Heritage Centre, International Institute for Educational Planning etc., as well as International and Regional centres across the world. UNESCO's programme also includes many thematically focused programmes including, for example, Man and the Biosphere; Towards a Culture of Peace; Educating for a Sustainable Future, etc.

The approved programme is implemented using the assessed contributions from the Member States of UNESCO. However, their programmes and specific larger project activities are also financed by extra-budgetary resources provided by donors. The majority of projects nowadays are largely identified, designed and implemented by staff in UNESCO's network of over 80 Field Offices across the globe supported by staff at its Headquarters' in Paris. In addition to their representative status, these Field Offices have significant delegated responsibility in the management of all UNESCO programmes. The decentralisation of assistance closer to Member States is a key UNESCO policy and is in conformity with the overall thrust of UN General Assembly resolutions concerning development activities.

## **Procurement:**

UNESCO procurement activities are managed within the Procurement Service, which also has responsibilities for UNESCO's international training activities, project reporting as well as substantive responsibilities including the promotion and coordination of the UNESCO Umbrella Project for Maintenance, emergency project management, etc. Because procurement is now a decentralised activity, the mandate of the Procurement Service is broad. It participates in project design, specification of requirements for projects, the design of solutions to problems involving equipment, the technical review of project documents and requirements, costing of projects, design of logistics, the backstopping of Field Offices for all these aspects of procurement, in addition to undertaking procurement and contracting for all types of project activities, which involve equipment.

The Service also undertakes training both in-house and for its Member States in subjects related to its mandate. Decentralisation of procurement action is therefore implemented in partnership with Field Offices and Member States. The Headquarters Service provides backstopping for Field Office activities and the professional basis for contracting for technically complex or higher value activities throughout the project design and implementation cycle. It also focuses on working with Member States in order to achieve human resource development in project management and logistics with the objective of achieving sustainable development.

In order to provide this service, UNESCO employs specialised procurement staff who have the academic and professional profiles to be able to devise the required innovative solutions involving equipment, who have experience of practical development environment and who are fully trained in UN contracting practices.

**Requirements:**

In view of its broad mandate, an annual listing of UNESCO procurement requirements does not reflect the needs of the organisation. In the listing below, the range of supplies procured over the last few years is indicative. Much of the procurement undertaken is "one off" and use is therefore made of all sources of supplier information that can be accessed in order to satisfy the specific requirements of project activities.

***Education***

Educational Technology  
Management Aids  
Audio-Visual Aids  
Computer Aided Instruction (Radio, TV, Satellite Education)  
School Science Laboratories  
Pre-Vocational Training Shops  
Rural Schools  
Training of Handicapped  
Mobile Libraries  
Basic Education Materials  
Emergency Assistance  
Educational Press  
School Environment  
Evaluations

***Science***

Faculties of Science and Engineering - all disciplines  
(Undergraduate and Post-Graduate)  
Data Processing - Networks, Computers & Robotics  
Marine Science Stations  
Hydrology  
Seismic Research Networks  
Oceanographic Research  
Vessels & Instruments  
Meteorological Measurements  
Scientific Instrumentation and Calibration  
Environmental Research Stations  
Materials Testing Centres  
Pollution Control Projects  
Computer Aided Design & Manufacture  
Metrology Laboratories  
Solar Energy Research & Alternative Energy Sources  
Optical Instrument Testing  
High Resolution Photography  
Electron Microscopy

***Culture***

Safeguard/Restoration of Ancient Monuments, Buildings, Documents, Works of Art in all Media  
Dating of Ancient Objects  
Archaeological Survey  
Museum Display Materials  
Art Reproduction  
Recording of Oral Traditions  
Mobile Theatres  
Book Restoration  
Research Activities

***Communications***

Radio and TV Broadcast and Production - mobile and studio

News Printing Presses  
 Computerized Editing  
 Information Distribution Systems incl. Internet Links  
 Archiving and Preservation  
 Book Publishing  
 Film Production and Processing  
 Satellite Networking  
 News Agencies  
 Rural Publication  
 TV, Video and Audio Systems in all Areas of Mandate  
 General Printing and Reproduction  
 Translation and Language Teaching Systems - Mobile and Static

**General Programmes**

Libraries and all sub-systems  
 Multi-Media Centres  
 National Archives  
 Information & Documentation Centres  
 Microfilm Units  
 Custom Built Systems incl. Specialized Vehicles

<b>Goods and Equipment Procured Between 2000 - 2003</b>	<b>USD x million</b>
Total procured during 2000	19.91
Total procured during 2001	29.95
Total procured during 2002	24.79
Total procured during 2003	25.87

**Registration Procedure:**

UNESCO selects potential suppliers from a database of pre-qualified and approved companies interested in doing business with UNESCO.

As of June 2004 UNESCO has established cooperation with the United Nations Global Marketplace (UNGM). The UN Global Marketplace acts as a single window, through which the business community may register with the UN system, providing an excellent springboard to introduce their goods and services to many UN organizations, countries and regions. The database facilitates the interchange of supplier information within the UN system as information is made available to all UN organizations, and it acts as an important procurement tool to shortlist suppliers for competitive bidding.

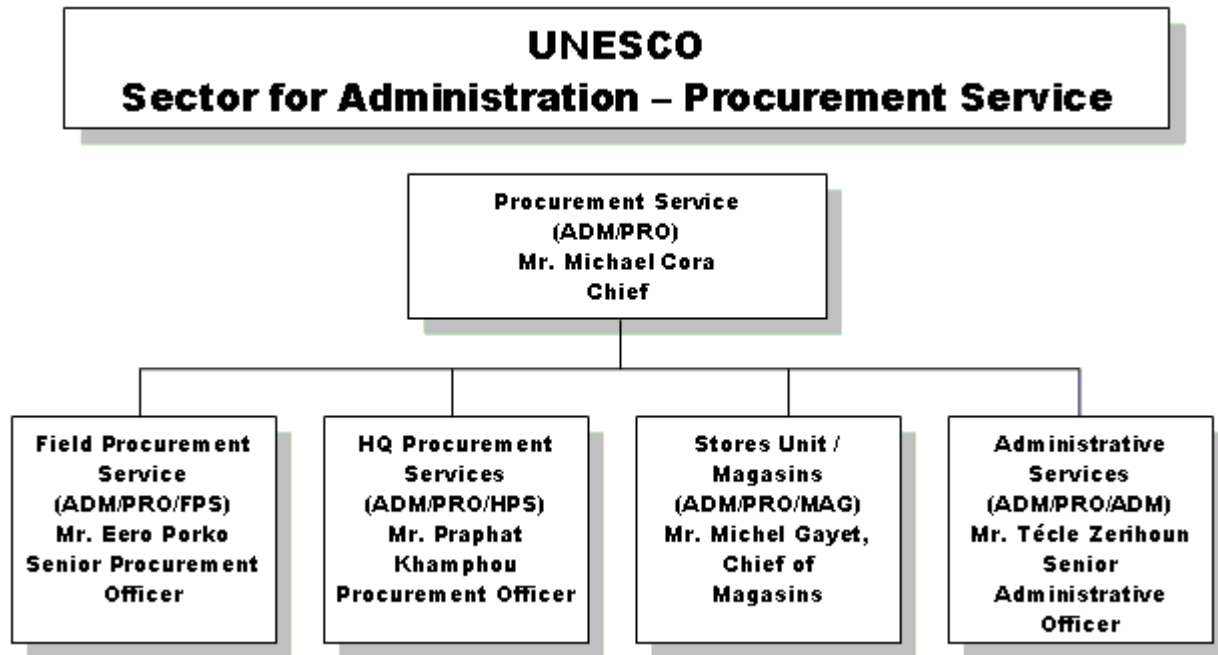
With this background, potential suppliers to UNESCO are urged to register their companies at the UN Global Marketplace indicating their special areas of expertise which satisfies specific needs of UNESCO by visiting the UNMG home page at <http://www.ungm.org>. Registration with UNMG is free of charge and the procedures as explained at their website are simple and easy to follow. Please note that suppliers registered at the UNMG are accessible to the entire UN System while a UNESCO-specific registration is not shared by any others.

**Competitive Bidding:**

All Field Offices have delegated authority to manage procurement independently of the Headquarters Service within the requirements of the of UNESCO Manual and Financial Regulations which are consistent with the UN harmonised system. Field Offices therefore have the same responsibilities and rights as Headquarters to establish contracts. Contracts under US\$100,000 are placed after a minimum of 6 suppliers has been consulted. Formal international bidding is obliged for contracts above US\$20,000, sealed bids being received by a closing date and formally opened in the presence of two professional staff. Full records of the reception of these bids and their evaluation must be retained for audit. When the contract exceeds US\$100,000, sealed international bids are received in Paris and selected Field Offices for formal opening. After evaluation, a Contracts Committee must approve these contracts and contractor selection process.

**Additional Information:**

For additional information and to contact an officer specialised in your area of concern, please refer to **Who's Who?** at our web site <http://www.unesco.org/procurement>.



# INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO)



**Chief, Procurement Section  
Technical Cooperation Bureau  
International Civil Aviation Organization  
999 University Street, Montreal, Quebec  
Canada H3C 5H7  
Tel: (1-514) 954 8100  
Fax: (1-514) 954 6287 or 954 6077  
E-mail: [procurement@icao.int](mailto:procurement@icao.int)**

## INTRODUCTION

Executes technical cooperation programmes that pertain to civil aviation, financed UNDP cost sharing arrangements and Trust Funds. Some projects are aimed at improving aviation safety and raising operations standards, while others are oriented towards training of flight and airport ground personnel. In addition, the Organization operates a Civil Aviation Purchasing Service (CAPS) to assist governments in the acquisition of civil aviation equipment when funds from other sources are involved. In respect of consultancy work, the main fields of activity include air transport economics, regional planning, telecommunications, airport master planning and design.

## PROCUREMENT

A wide spectrum of equipment is purchased including the following categories: airport ground equipment, airborne and ground communications/navigation/radar equipment, meteorological equipment, flight inspection systems, test and measuring instruments, training aircraft, flight simulators, air traffic services equipment and air traffic control simulators, electronics training equipment, computers, language laboratory and audio-visual teaching aids. Within the scope of the fields of activity in consultancy work, the types of services occasionally required are: studies (feasibility, planning, economical, technical), design, installation supervision, flight calibration of ground navigational aids, projects management and institutional strengthening.

The International Civil Aviation Organization procured goods and services for approximately US\$ 24.53 million. The major goods and services procured by the International Civil Aviation Organization are:

DESCRIPTION	AMOUNT IN US\$
Ground Nav aids VOR/DME/ILS	2,688,000
Radar Heads Upgrade	2,400,000
ATS Airspace Planning	3,600,000
ATS Communication Equipment	2,034,000
ATS Meteorological Equipment	550,000
Fire Fighting Vehicles	860,000
Aircraft Refuellers	500,000
Freight and Mail Forwarding Service	773,000
Computer equipment	500,000

## REGISTRATION

### • EQUIPMENT

The ICAO Procurement Section procures the majority of equipment and supplies required for technical cooperation projects. Whenever practicable, procurement is effected on the basis of international competitive bidding if the estimated value exceeds US\$ 7500. Bids/Sealed Tenders are sought from suppliers selected from the roster of registered companies. A roster of potential suppliers is maintained. Companies wishing to be registered as potential suppliers may obtain registration documents by writing to the aforementioned contact point. Applications for registration are subject to certain fees. Purchase orders are placed with the lowest cost technically

acceptable tender with due consideration given to quality and reliability of equipment, delivery time, availability of spare parts, after-sale servicing and training facilities for operational and maintenance personnel.

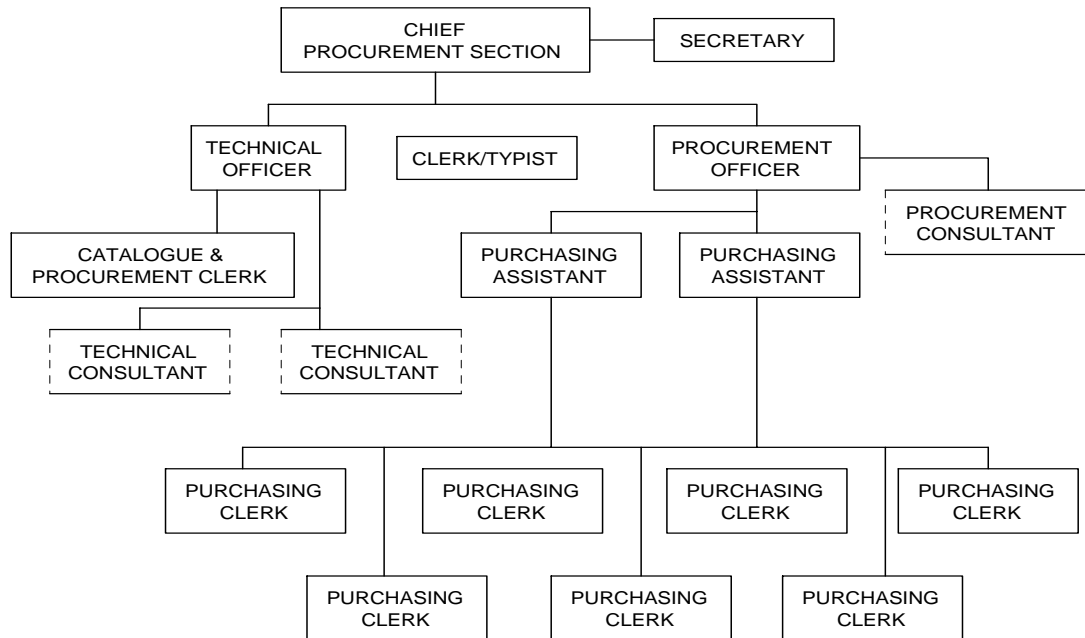
• **SUBCONTRACTING SERVICES**

A register of consulting firms is maintained. Registration procedures are as described in the equipment paragraph above. For individual projects, long lists are drawn from the roster. A shortlist of potential consultants is then selected, following coordination with the recipient government. Technical evaluation precedes the award of contract, which is made on the basis of the lowest price tender which best meets the technical specifications, other tender requirements, and is subject to agreement on commercial conditions.

**PROCUREMENT**

Equipment and Services: US\$ 24.53 million

**ICAO PROCUREMENT SECTION**





# WORLD HEALTH ORGANIZATION (WHO)



**Advisor, Procurement Services  
World Health Organization  
20, avenue Appia  
1211 Geneva, 27, Switzerland  
Tel: (41-22) 791 2802/2801  
Fax: (41-22) 791 41 96**

## **INTRODUCTION AND SCOPE OF ACTIVITIES**

The World Health Organization (WHO) was created in 1948. Today, with over 190 Member States, WHO is the lead agency in international health. As we enter the 21<sup>st</sup> century, human health - and its influence on every aspect of life - is central to the larger picture of sustainable development. WHO makes the difference in the life of all the world's people by enhancing both life expectancy and health expectancy; fighting poverty and inequity in health care; making the world a healthier place through quality norms and standards, striving towards the goal of **HEALTH FOR ALL** through primary health care; protecting lives through immunization and access to essential drugs; investing wisely through disease eradication and health promotion; delivering a global public good.

Global Health Initiatives spearheaded by WHO - Eradication of poliomyelitis, leprosy, guinea-worm diseases, rolling back malaria, stopping tuberculosis, tobacco free initiative, universal access to essential drugs and improving blood safety.

## **MAJOR GOODS AND SERVICES**

The major goods purchased by WHO Supply Services in US\$ millions, are:

Pharmaceutical products and vaccines	19.2
X-ray/radiological apparatus, appliances and consumables	13.4
Administrative supplies, incl. computers and office furniture	11.7
Laboratory supplies, equipment and instruments	10.9
Medical and surgical equipment, orthopaedic appliances and medical consumables	10.6
Transport (all vehicles, boats, bicycles etc.)	6.3
Insecticides, pesticides and related equipment for vector control	4.2
Miscellaneous drugs	4.0
Electric/electronic instrumentation and equipment	3.6
HIV Test Kits	3.3
Cold chain equipment	3.3
Video/audio equipment	1.9
Dental instruments and appliances	1.8
Condoms and contraceptives	1.0
Mosquito netting	0.7
Syringes, disposable, incl. autodestructing	0.6

WHO Procurement Services do not handle the purchase of services, which are contracted out individually by WHO's technical services.

## **METHOD OF REGISTRATION**

Commercial enterprises who believe that their products would be of interest to WHO are invited to submit catalogues and price lists to the Advisor of WHO Procurement Services for evaluation. Should this documentation indicate that they might be competitive on a worldwide basis, they are then invited to fill in a Company Profile Form. Appropriate suppliers are selected from these records to tender for goods required.

In the case of pharmaceutical products, it is necessary to provide evidence that the product offered is normally registered in the country where it was produced - for domestic sale and use.

For consultancy services, direct contact should be made with the appropriate administrative or technical division according to the programme activity. Procurement Services are not involved in negotiating consultancy services.

The Geneva Headquarters procures the bulk of supplies and equipment required. Within the frame of delegated authority, regional offices engage in both regional and international procurement. The planning and implementation of WHO field projects are the responsibility of six WHO regional offices, located as follows:

## REGIONAL PROCUREMENT OFFICES

Regional Office for Africa,  
Harare, Zimbabwe  
Dr. A.A. Bouékassa,  
Supply Services Officer  
Tel: (001) 407 733 92 41  
Fax: (001) 407 733 99 70

Regional Office for the Eastern  
Mediterranean, Alexandria, Egypt  
Mr. I. Asadi,  
Logistics Support Officer  
Tel: (203) 40 402 02  
Fax: (203) 48 332 86  
E-mail: asadii@who.sci.eg

Regional Office for South-East Asia,  
New Delhi, India  
Mr. H.W. Stephenson,  
Medical Supply Officer  
Tel: (91-11) 331 78 04  
Fax: (91-11) 331 86 07  
E-mail: stephensonh@whosea.org

Regional Office for the Americas,  
Washington, USA, Mr. W. Erdahl,  
Acting Chief of Procurement, PAHO  
Tel: (1-202) 974 30 00  
Fax: (1-202) 974 36 63  
E-mail: erdahlwi@paho.org

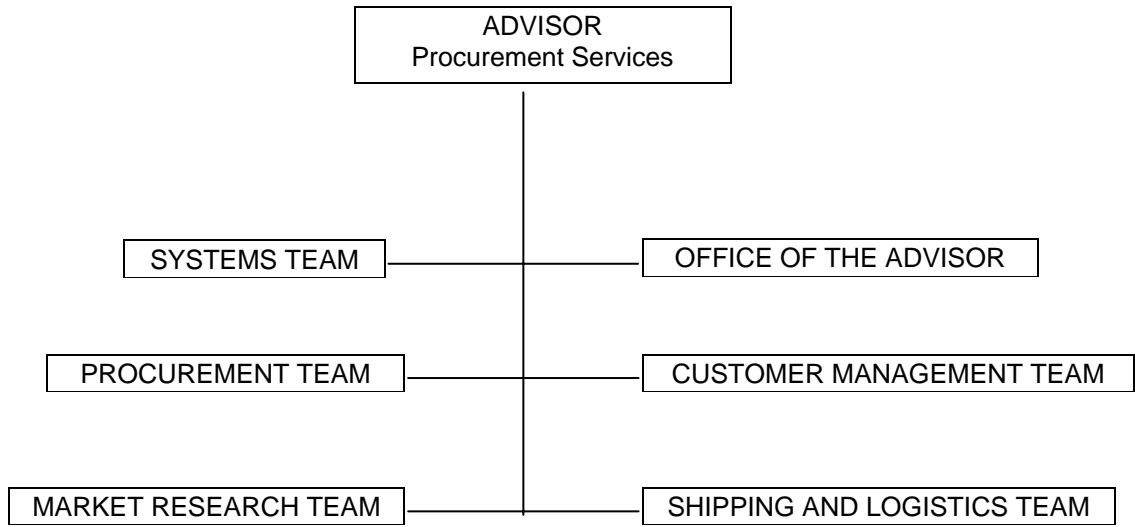
Regional Office for Europe,  
Copenhagen, Denmark  
Mr. C. Nathan,  
Administrative Services Officer  
Tel: (45) 3917 1717  
Fax: (45) 3917 1818  
E-mail: cjn@who.dk

Regional Office for the Western Pacific,  
Manila, Philippines  
Mr. Peter King,  
Supply and Administrative Officer  
Tel: (632) 528 80 01  
Fax: (632) 521 10 36  
E-mail: kingp@who.org.ph

## PROCUREMENT

Procurement Services, Geneva	:	US\$ 96.5 million
Regional Offices	:	US\$ 21.8 million (excl. EURO, PAHO)
Total for WHO	:	US\$ 118.3 million

## WHO PROCUREMENT SERVICES (PRS)



# PAN AMERICAN HEALTH ORGANIZATION (PAHO)



**Procurement Services Unit**  
**Pan American Health Organization**  
**525 23<sup>rd</sup> Street N.W.**  
**Washington, D.C. 20037, USA**  
**Tel: (1-202) 974 3426**  
**Fax: (1-202) 974 3615**  
**E-mail: [procurement@paho.org](mailto:procurement@paho.org)**

## INTRODUCTION

PAHO works with member countries in many technical cooperation programmes involving development of both the health infrastructure and health programmes vital to meeting the health needs of the Americas. Among these programmes are: Health and Human Development, Health Promotion and Protection, Health Systems and Services Development, Health and Environment, Disease Prevention and Control and Vaccines and Immunization. Included in these programmes are such important activities as emergency preparedness and disaster relief, accident prevention, control of toxic substances and control of leprosy, sexually transmitted diseases, hepatitis, bacterial diseases, and parasitic conditions including Chagas' disease, schistosomiasis, filariasis, and leishmaniasis. These parasitic diseases are all vector-borne and, along with malaria and leprosy, are the targets of WHO's Special Programme for Research and Training in Tropical Diseases.

## PROCUREMENT

The bulk of PAHO international procurement is done by the Procurement Unit from Washington D.C. PAHO Field Offices also procure locally available goods and services.

Supplies purchased include audio/visual equipment, office equipment and supplies, vehicles, pharmaceuticals, vaccines, laboratory/hospital equipment and supplies, syringes and needles, chemicals, diagnostic reagents, cold chain equipment, insecticides, sprayers, environmental test equipment, printing services, and technical services. PAHO does not maintain any commodity stockpiles. All orders are placed on an "as needed basis."

## MAJOR INTERNATIONAL PROCUREMENT

<b>GOODS/SERVICES</b>	<b>TOTAL IN US\$</b>
Vaccines	134,521,672
Agrochemicals	12,883,858
Pharmaceuticals	4,604,688
Freight Charges	7,388,530
Contractual Services	4,804,082
Syringes and Needles	2,486,512
Computer Supplies and Equipment	5,112,804
Laboratory Supplies and Equipment	1,145,402
Environmental Supplies and Equipment	561,338
Medical and Dental Supplies and Equipment	711,865
Other	106,462
General Supplies and Equipment	408,513
Vehicles, part and accessories	668,809
Office Supplies	690,189
Audio/Visual Services and Equipment	168,287
Laboratory, Reagents and Culture Media	200,932
Veterinary Supplies and Equipment	68,660
Contraceptives	52,154
Cold Chain	262,380
Printing Supplies, Equipment & Services	842,917
Publications and Subscriptions	44,917
<b>TOTAL</b>	<b>177,734,971</b>

## **REGISTRATION PROCEDURE**

Requirements and specifications are developed by project officers or technical staff in the field or at headquarters. Most of the purchases are made by the Headquarters procurement office through competitive bidding procedures. Single purchase orders in excess of US\$15,000 are normally subject to formal bidding. For purchases below US\$15,000 procurement staff normally obtain at least three offers from qualified suppliers. Offers are most frequently invited by facsimile or e-mail. Procurements of US\$70,000 or more are subject to approval by the PAHO Contract Review Committee in Washington D.C.

Field offices and research centres normally have authority to make individual local purchases valued up to US\$15,000. Purchases above this amount normally require Headquarters approval. Whenever practical, procurement is effected on a competitive basis. There is no formal procedure for supplier registration, however, potential suppliers may submit a written request to the Washington Procurement Unit for a Company Profile Form. Interested firms should also send catalogues, technical literature, product lists, price lists, etc. to the Procurement Services Unit.

# WORLD BANK (WB)



## **BORROWER PROCUREMENT**

Manager, Procurement Policy and Services Group

WORLD BANK

1818 H. St. NW, Washington, DC 20433, USA

Tel: (1-202) 473 1554

Fax: (1-202) 522 3318

Website: <http://www.worldbank.org/html/opr/procure/contents.html>

## **INSTITUTIONAL PROCUREMENT**

Chief, Procurement Section, General Services Department

WORLD BANK

1818 H. St. NW, Washington, DC 20433, USA

Tel: (1-202) 473 3933

Fax: (1-202) 522 2088

Email: [Tballard@wb.org](mailto:Tballard@wb.org)

## **INTRODUCTION**

The World Bank Group is a multilateral lending agency consisting of four closely associated institutions: The International Bank for Reconstruction and Development (IBRD), The International Development Association (IDA), The International Finance Corporation (IFC) and the Multilateral Investment Guarantee Agency (MIGA). Both the IBRD and IDA are heavily involved in providing assistance for growth and development projects that call for procurement of goods and services by their borrowers. The term "World Bank" is used here to refer to the IBRD and IDA only.

The Bank lends for projects in a wide range of sectors, including agricultural projects, infrastructure, education, environment, finance, law, population, health and nutrition, urban and rural development, industry, information systems, telecommunications and privatization.

## **PROCUREMENT**

The government of the borrowing country is responsible for all procurement steps, including advertising, prequalification, evaluation, and preparation of bidding documents, evaluation of bids and contract awards. The World Bank's role is to ensure that borrowers' implementation of procurement is carried out in accordance with the policies and procedures agreed upon with the Bank. The borrower is the primary source of information regarding all aspects of the bidding process.

The best way to find out about procurement opportunities is to subscribe to ***Development Business***, a United Nations publication, available in print or online, that monitors projects in the pipeline of the World Bank and publicizes opportunities to bid as they arise. Each month ***Development Business*** publishes the World Bank's Monthly Operational Summary (MOS), which is a summary of projects under consideration for financing by the World Bank, as well as a description of recently approved Bank projects. The publication also contains invitations to bid on World Bank-financed projects and notices of recently awarded contracts. Subscription information is available at: <http://www.devbusiness.com/>.

The procedures for the procurement of goods and works are described in the pamphlet ***"Guidelines: Procurement under IBRD Loans and IDA Credits"***, which is available from the World Bank's InfoShop (Tel: 1-800-645-7247). The procedures for selection of consultants are described in the ***"Guidelines: Selection and Employment of Consultants by World Bank Borrowers"***, also available from the InfoShop. These documents are also available in their entirety on the World Bank's website at:

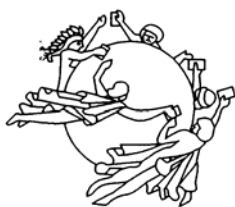
<http://www.worldbank.org/html/opr/procure/propage.html>.

World Bank assisted projects frequently require a wide range of consulting services. The procedures for selecting consultants differ from those for procuring goods and works. To assess the qualifications of firms and to assist borrowers in establishing a shortlist of bidders, the World Bank maintains the DACON system (Database of Consulting Companies), a computerized roster of consulting firms interested in doing business on Bank-assisted projects.

To obtain the registration material, contact:

DACON  
Procurement Policy and Services Group  
The World Bank  
1818 H Street, N.W.  
Washington, D.C. 20433, USA  
Tel: (1-202) 458 4095  
Fax: (1-202) 522 3317

# UNIVERSAL POSTAL UNION (UPU)



**Universal Postal Union**  
**Case Postale**  
**CH-3000 Berne 15, Switzerland**  
**Tel: (41-31) 350 31 11**  
**Fax: (41-31) 350 31 10**  
**E-mail: [info@upu.int](mailto:info@upu.int)**  
**Internet: [www.upu.int](http://www.upu.int)**

## INTRODUCTION

As part of its basic mission, the Universal Postal Union undertakes to promote and develop communication between all the people of the world. With 189 member countries, the UPU is the primary vehicle for cooperation among the world's postal services, which provide a truly universal network of up-to-date postal products and services. Through its many activities, the UPU seeks to promote the free flow of international mail, stimulate and develop growth in mail volumes and improve the quality of postal service for customers.

The UPU was established in Berne, Switzerland on 9 October 1874 – a day now celebrated worldwide as World Post Day. It became a specialized agency of the United Nations on 1 July 1948. Responsibility for financing the UPU's activities is shared jointly by the member countries based on a contribution class system.

The international postal network remains the largest and densest physical distribution network in the world. More than six million postal employees collect, sort and deliver a total of more than 400 billion items to addresses across the world. Postal customers can conduct their business in more than 700,000 post offices.

The International Bureau, Headquarters for the UPU, is located in Berne and provides support facilities and technical expertise for the UPU's bodies. In addition to its other activities, it also organizes and promotes technical cooperation for the benefit of Union members.

## PROCUREMENT

National postal service providers are among a country's major employers and, as such, are large contributors to the economy through the purchase of goods and services. Each national postal service sets and manages its own procurement policies.

The UPU regularly provides national postal service providers with procurement-related information, such as lists of suppliers for various postal equipment.

The UPU's International Bureau also purchases goods and services internationally for its own needs and for projects benefiting member country postal administrations.

## MAJOR PURCHASES

GOODS AND SERVICES	AMOUNT IN US\$ (thousands)
Computer and office equipment	1,894
Postal equipment	164
Consultancy services	1,177
Building and maintenance services	1,399
Information systems services	964
Document production and publishing services	1,465
Training services	692



Translation and interpretation services	1,400
TOTAL	9,153

### **REGISTRATION PROCEDURE AND COMPETITIVE BIDDING**

The UPU's International Bureau bases its purchasing policy on the principles and procedures of the United Nations system. Competitive bidding procedures are followed. For single purchases in excess of 50,000 Swiss francs, a request for tender is placed in the Swiss "*Feuille officielle suisse de commerce*" and, as necessary, in appropriate trade journals. For purchases between 20,000 and 50,000 Swiss francs, purchasing staff are required to compare three offers. These purchases are subject to approval by the International Bureau's Purchasing Committee. The final decision is given by the Director General.

Interested suppliers are encouraged to submit a supplier profile to the above address, adding «Attention: Procurement».

# INTERNATIONAL TELECOMMUNICATION UNION (ITU)



**Chief, Business Development Unit  
International Telecommunication Union  
Place des Nations  
CH-1211, Geneva 20, Switzerland  
Phone: (41-22) 730 5447  
Fax: (41-22) 730 6204  
Email: [cosmas.zavazava@itu.int](mailto:cosmas.zavazava@itu.int)  
Internet: [www.itu.org](http://www.itu.org)**

## **Introduction:**

Technical cooperation projects, financed by trust funds, UNDP and government donors, related to telephone, telegraph, radio communication, data transmission, sound and TV broadcasting services. Assist telecommunication administrations with regard to organization, management, administration, finance training, network development regulations, as well as in planning, standardization, design, specification, installation, operation and maintenance of telecommunication equipment. Typical projects include establishment of telecommunication training centers, research and test centers, carrying out feasibility, manpower planning and propagation studies.

## **Procurement:**

The Business Development Unit of the Telecommunication Development Bureau (BDT) procures equipment and subcontracts consultancy services for projects under implementation. The average annual value of purchase orders and subcontracts is approximately US\$ 10 million. Since its establishment in the 1960s, equipment and consultancy services have been procured for over 700 projects throughout the world, for a total of more than US\$ 500 million.

The equipment, services and works procured by the Business Development Unit include telecommunications systems and equipment, audio-visual equipment and teaching aids, complex scientific equipment, computer hardware and software, measuring and testing equipment, vehicles, reproduction equipment, electronic components, tools, power supplies, generators and technical books, needed for the achievement of project objectives.

Depending on the value of a purchase, invitations to bid are sent out or a public international bidding competition is arranged.

## **PROCUREMENT 2003**

Equipment: US\$ 1,360,162.00

Services: US\$ 12,279,454.00

# WORLD METEOROLOGICAL ORGANIZATION (WMO)



**Chief, Procurement and Travel Office**  
**7 bis, avenue de la Paix**  
**Case Postale No.2300**  
**CH-1211 Geneva 2, Switzerland**  
**Tel: (41-22) 730 8111**  
**Fax: (41-22) 730 8181**

## **Introduction:**

The purposes of WMO are;

-To facilitate worldwide cooperation in the establishment of networks of stations for the making of meteorological observations as well as hydrological and other geophysical observations related to meteorology, and to promote the establishment and maintenance of centres charged with the provision of meteorological and related services;

-To promote the establishment and maintenance of systems for rapid exchange of meteorological and related information;

-To promote standardization of meteorological and related observations and to ensure the uniform publication of observations and statistics;

-To further the application of meteorology to aviation, shipping, water problems, agriculture and other human activities;

-To promote activities in operational hydrology and to further close cooperation between Meteorological and Hydrological Services;

-To encourages research and training in meteorology and, as appropriate, in related fields, and to assist in coordinating the international aspects of such research and training.

## **Procurement:**

The total volume procured in 2004 was over USD 10 million, out of which about 40 % were professional services, the rest being goods.

The breakdown of procurement activities implemented under four sources of funding:

Trust Fund (TF)	USD 5,532,423
Regular Budget (RB)	USD 3,494,874
United Nations Development Programme (UNDP)	USD 1,640,674
Voluntary Cooperation Programme (VCP)	USD 235,663

## **Top ten items/product groups procured throughout 2004 (by their respective value in USD)**

Meteorological radars	USD 3,402,977
Automatic weather stations	USD 1,640,674
Translation and printing services	USD 1,219,521
Upper-air stations, consumables and services	USD 927,497
IT equipment, software and services	USD 778,957
Building maintenance services	USD 641,602
Office equipment renting, maintenance and consumables	USD 442,766
Building cleaning services	USD 381,261
Meteorological satellite receiving equipment and services	USD 323,525

Procurement of goods and services by country of procurement (top three countries):

Industrialized countries	Developing countries
Germany	China
Switzerland	Nigeria
France	Brazil

**Registration procedure:**

The Procurement and Travel Office maintains a roster of approximately 600 suppliers from all over the world. Suppliers may be manufacturers or general traders. New suppliers who offer goods and services of current interest are encouraged to send their catalogues and leaflets in order to be included in the list of potential suppliers.

**Competitive bidding:**

**EQUIPMENT**

Whenever practicable, procurement is effected on the basis of international competitive bidding. Sealed tenders are sought from suppliers selected from the roster of companies for orders of USD 100,000 or more. Selection is made on the basis of price, technical acceptability, quality, delivery schedules and standardization.

**SERVICES**

WMO rarely engages the services of consulting firms but does directly hire consultants from the organisation's roster of government experts.

# INTERNATIONAL MARITIME ORGANIZATION (IMO)



**Facilities Manager  
International Maritime Organization  
4, Albert Embankment  
London SE1 7SR, England  
Tel: +44 (0)20 7735 7611  
Fax: +44 (0)20 7587 3210  
E-mail: [info@imo.org](mailto:info@imo.org)**

## **INTRODUCTION**

The International Maritime Organization (IMO) is a specialized agency of the United Nations concerned with the safety of shipping and protection of the marine environment.

## **PROCUREMENT**

Training aids and publications for seminars and workshops.  
Equipment for demonstrations in classrooms.

## **REGISTRATION PROCEDURE**

A roster of firms that have expressed interest is maintained. This roster is the basis for the selection of consultants.

### **• EQUIPMENT**

Quotations are normally obtained for purchases over US\$ 10,000 in value, while sealed bid tenders are sought for purchases estimated to cost US\$ 25,000 or more. Contracts are normally awarded to the lowest bidder except where factors of quality, delivery time or other conditions may dictate otherwise.

## **PROCUREMENT**

Field Activities (Equipment and Services): US\$ 342,306.09

# WORLD INTELLECTUAL PROPERTY ORGANIZATION (WIPO)



Head, Procurement and Contracts Service  
World Intellectual Property Organization  
34, Chemin des Colombettes  
CH-1211 Geneva 20, Switzerland  
Tel: (41-22) 338 81 86  
Fax: (41-22) 338 82 10  
E-mail: [wipo.mail@wipo.int](mailto:wipo.mail@wipo.int)  
Web site: [www.wipo.int](http://www.wipo.int)

## INTRODUCTION

Creating or modernizing treaties, legislation and government institutions, stimulating inventive activity and the transfer of technology, training specialists, creating a corps of practitioners, exploiting the technological information contained in patent documents and facilitating access to foreign works protected by copyright. Administrative activities concerned with the international registration of industrial property rights.

## PROCUREMENT

Principally, office furniture, equipment and general administrative supplies.  
Consultant services may be called upon for highly specialized expertise as required.

## REGISTRATION PROCEDURE

### SPECIAL NOTE

WIPO applies the principles and procedures of the United Nations Secretariat as related to procurement. Interested organizations should send descriptive materials and price lists to the above address.

## PROCUREMENT

Goods and Services: US\$ 41 million

# INTERNATIONAL FUND FOR AGRICULTURAL DEVELOPMENT (IFAD)



**Director, Administrative Services Division  
Finance and Administration Division  
International Fund for Agricultural Development  
Via del Serafico, 107, 00142 Rome, Italy  
Tel: (39-06) 545 91  
Fax: (39-06) 504 3463  
E-mail: ifad@ifad.org  
Internet: www.ifad.org**

## **INTRODUCTION**

The International Fund for Agricultural Development (IFAD), a specialized agency of the United Nations, was launched in December 1977 with the mandate to serve exclusively the rural poor in developing countries.

IFAD is unique among United Nations Agencies in that it is primarily a financial institution which provides loans and grants to its developing member nations for programmes and projects that are geared to the needs of the poorest and most marginalized segments of rural populations whether they be landless, small holders, women, artisans, fisher folk, pastoralists or indigenous people.

Throughout the twenty years of its operations, IFAD has developed specific approaches to poverty eradication enunciated on the capacity of its rural clients to be the agents of change by assigning to them the dual role of participants and beneficiaries.

IFAD's investments aim at enabling the poor to have access to the means of production, land and water, technical inputs, training and extension, markets, adaptive research for sustaining the resource base, credit and community services.

The Fund's loan operations are directed to co-financing rural grassroots projects of other institutions and of non-governmental organizations (NGOs), as well as whole or part-financing of projects from its own pipeline. IFAD-financed projects are executed by borrowing governments or by cooperating institutions who may be other United Nations Agencies, International Financial Institutions or Regional Banks.

## **PROCUREMENT**

### Field Operations

All purchasing for projects financed through IFAD loans is the responsibility of the borrowing government either directly or through the cooperating institutions that are project executing agents.

Equipment and supplies purchased under IFAD loans include agricultural implements, fertilisers, pesticides, food processing equipment, construction and agricultural research services. Information on approved loans and grants may be obtained from IFAD's Programme Management Department.

### Headquarters Operations

Under its yearly administrative budget, IFAD procures goods for its Headquarters operations, which relate essentially to office equipment, supplies and services. The responsibility for procurement of goods and all types of services at IFAD Headquarters lies with the Procurement Unit in the Administrative Services Division.

Major goods and services purchased by the Procurement Unit fall under the following main categories (amounts in US Dollars):

<b>HEADQUARTERS EXPENSES</b>	
Security and Custodial Services	1,200.000
Communications and computer services	1,300.000
Utilities & Premises	11,700.000
Supplies and Printing	540.000
Office Equipment & Maintenance	160.000
Other	58.000
<b>TOTAL</b>	<b>14,958.000</b>

### **REGISTRATION PROCEDURE**

Goods and supplies, as well as technical and maintenance services at Headquarters are mostly obtained from sources based in Italy but, occasionally, depending on the type of goods, international tendering may be sought.

The Procurement Unit maintains a computerized roster of suppliers by industry - category. The roster is updated regularly on the basis of market research and priority is given to manufacturers and suppliers who can provide quick delivery and efficient technical maintenance.

### **COMPETITIVE BIDDING**

Market surveys and researches are undertaken based on technical specifications and types of goods and services. Emphasis is placed on obtaining the best possible quality with due regard to prompt delivery and technical servicing. Single purchase orders in excess of US\$ 32.000 are subject to formal tendering. For purchases below this amount, but in excess of US\$ 6.400 procurement staff are required to compare at least three written offers from registered vendors or through market research. A single purchase order in excess of US\$ 64.000 must be submitted for adjudication by the Contracts Review Committee. Long-term standing contract arrangements are preferred for routine goods and recurring services, e.g. photocopiers, maintenance and cleaning services.



# UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION (UNIDO)



**Director, General Services Section**  
**P.O. Box 300**  
**A-1400 Vienna, Austria**  
**Tel: (43-1) 26026 3600**  
**Fax: (43-1) 26026 6815 (Contracts/Services)**  
**Fax: (43-1) 269 6816 (Purchases/Equipment)**

## **INTRODUCTION**

For over 30 years, UNIDO, a member of the United Nations family, has implemented its mandate of assisting developing economies and those in transition to accelerate sustainable industrial development. In exercising this mandate, UNIDO also provides a global forum for the social, economic and technological consequences pertaining to industry. UNIDO is the developing world's most important repository of industrial information and knowledge and thus disseminates knowledge and best industrial practices widely. In pursuance of its objectives, UNIDO offers a comprehensive programme of services ranging from industrial policy advice, institutional capacity building to enterprise level demands in the areas of investment, technology, including the establishment of cleaner production processes.

UNIDO's services are customized and have been designed to be easily integrated into packages that will address specific country needs. UNIDO recognizes that different ranges of industrialization require different forms of assistance. "Gap analysis" - which studies the difference between what exists and what is needed - reveals where efforts need to be concentrated in terms of services, expertise, training, equipment, technology and techniques. UNIDO then aims to fill the gap. In particular, UNIDO's specialists have helped countries to build capacity to promote a more competitive industry sector ready to receive investment and technology inflows to be able to generate employment while being environmentally friendly. Particular emphasis has been placed on sub sectors of agro-industries, metrology and standardization, pollution control and waste management. UNIDO specialists have also helped in the phasing out of ozone-depleting substance from production processes under the Montreal Protocol.

## **PROCUREMENT**

The General Services Section is responsible for procurement related to UNIDO technical cooperation projects, as well as for the United Nations Drug Control Programme, and for the maintenance and operation of the Vienna International Centre.

## **SERVICES**

Services in connection with technical cooperation projects cover general surveys and studies, assistance to small and medium size enterprises, cleaner production technologies, establishment of pilot plants, training, maintenance, repair, as well as conversion of industrial processing plants to eliminate ozone depleting substances. UNIDO is also responsible for all contracts related to the requirements of the Vienna International Centre such as, services for catering, computer operations, international travel and office cleaning, etc.

## **GOODS**

### **FOR TECHNICAL COOPERATION PROJECTS:**

Machinery and equipment to replace and substitute ozone-depleting substances in production processes; industrial process machinery and equipment for agro-related applications, including textile (natural and man-made fibres), leather, packaging and allied industries. All such equipment may be laboratory, pilot or full scale. In addition, UNIDO procures metrology equipment as well as equipment for material testing, measuring and checking instruments and appliances; audio-visual equipment, computer hardware plus software, vehicles, technical books and periodicals. For UNDCP technical cooperation programmes, UNIDO procures surveillance and control systems.

## **FOR UNIDO HEADQUARTERS AND THE VIENNA INTERNATIONAL CENTRE**

Computer hardware and software, office furniture, machines and supplies, documents reproduction equipment and supplies, stationery supplies, security and safety equipment, kitchen and cafeteria furniture, equipment and supplies.

### **REGISTRATION PROCEDURE**

UNIDO maintains computerized rosters of Industrial Consulting Firms/Organisations and of Vendors of Equipment. Registration in the appropriate roster requires the completion of a questionnaire obtainable from UNIDO. Data received in reply to the questionnaires are stored in the relevant roster, which is used for the selection of firms that will be invited to submit proposals or quotations. Prior registration, or expression of interest in a particular project, are important elements in the identification of invitees. In preparing lists of invitees, due consideration is given to the experience and qualifications of firms and to geographical balance, with special attention to firms from the developing and under-utilized major donor countries.

### **COMPETITIVE BIDDING**

The prevailing method of procurement in UNIDO is to call for competitive proposals or quotations on a wide international basis. Contracts for less than US\$ 20,000 may be awarded after assessment of competitive quotations based on conformity with specifications, delivery schedules and prices. Advertising may be used to solicit expressions of interest in a particular project or for rostering purposes. It is a requirement that each proposal must be submitted in a sealed envelope if the value of the intended commitment is US\$ 70,000, but less than US\$ 1 million. If the value of the intended commitment is US\$ 1 million or more, then each proposal must be submitted in two sealed envelopes, one of which shall contain the Technical Offer without price(s), while the other shall contain the Commercial Offer with price and commercial terms. Intended procurement of US\$ 70,000 or more is subject to review by the UNIDO Committee on Contracts.

In the case of goods, requests for competitive proposals or quotations are issued to selected suppliers of equipment. Proposals or quotations are reviewed for technical suitability and the costs are compared. Orders are placed with the vendor that has offered equipment fully meeting the relevant specifications and quoted the most competitive price. The technical aspects considered in the evaluation include standardization, warranties offered, servicing and spare parts facilities, available in the country of destination, delivery time, as well as services for training counterpart personnel and for the installation, commissioning, testing and start-up of the equipment.

Regarding services, proposals should consist of two parts: a technical elaboration on the understanding of the terms of reference and the methodology proposed for the work, and a detailed cost schedule with a clear indication of the work days/weeks or months of professional services which will be provided. Contracts may cover the provision of services and supply of equipment as an integrated package. Proposals received are reviewed from a technical and financial/cost point of view. In accordance with UNIDO's Financial Rules, contracts are awarded to the consulting firm/organization having submitted the lowest cost, technically acceptable proposal.

### **PROCUREMENT**

Goods:	US\$ 9,420 million
Services:	US\$ 24,439 million

# INTERNATIONAL ATOMIC ENERGY AGENCY (IAEA)



Vienna International Centre  
P.O. Box 100  
1400 Vienna, Austria

- Requirements for technical cooperation projects in developing countries and for research contracts, contact:  
**Field Procurement Section (FPS)**  
Division for Planning, Coordination & Evaluation Department of Technical Cooperation  
Tel: (43-1) 2600 22362  
Fax: (43-1) 2600 29590 Email: h.yamashita@iaea.org
- Operational, maintenance and administrative requirements for research laboratories, safeguards and all IAEA offices worldwide, contact:  
**Procurement and Supply Section (PSS)**  
Tel: (43-1) 2600 21180  
Fax: (43-1) 2600 29073  
Email: j.lunn@iaea.org

## INTRODUCTION

Founded in 1957 by the General Assembly of the United Nations, the International Atomic Energy Agency is mandated to accelerate and enlarge the contribution of atomic energy to peace, health and prosperity throughout the world and to ensure, so far as it is able, that assistance provided by it, or at its request, or under its supervision or control, is not used in such a way as to further any military purpose.

IAEA promotes the uses of atomic energy for peaceful purposes and assists in atomic research and applications; promotes the use of radioisotopes in medicine, agriculture, hydrology and industry; promotes information exchange, gives technical aid, provides experts and fellowships, organizes training courses, and arranges for the supply of materials, equipment and facilities; applies safeguards against diversion of materials for military use, and implements controls under the Treaty on the Non-Proliferation of Nuclear Weapons; sets safety standards, dispatches safety missions, and assists in the drafting of laws and conventions; and operates the International Nuclear Information System (INIS) which collects and disseminates information on publications dealing with nuclear matters.

## PROCUREMENT

Major items procured by FPS are pilot scale uranium extraction plant; research reactor and its components including nuclear fuel; electron accelerators; cyclotrons; laboratory and semi-industrial gamma irradiators; a full range of laboratory analysis equipment including supplies and chemicals; nuclear electronic instrumentation, radiation detectors, dosimeters; mass spectrometers, hot cells for production of radioisotopes, radiation therapy equipment, radiation monitoring equipment and protection instrumentation; radioactive sources and material; special data acquisition and processing systems and desk top computers, electronic testing equipment; inspection equipment for non-destructive testing. The types of equipment actually procured will vary according to the biennial Technical Co-operation programme.

Major items procured by PSS are Surveillance/Control System; Processing Units for EDP and accessories and parts thereof; Radio and Television receivers, Recording, Reproducing; Laboratory Equipment; Software, Computer including Manuals; Input/Output Units for EDP, Accessories and Parts thereof; Measuring, Checking and Testing Instruments and appliances; Pulp, Paper and Paperboard; Electricity Distribution or Control Apparatus and Equipment and parts thereof; Furniture; Expendables and accessories for use with EDP Equipment; Accumulators, primary cells and primary batteries and parts; Electronic Components; Machinery, special purpose, other and parts thereof; Television and radio transmitters and parts and accessories; Photographic Equipment, Optical, measuring and testing Equipment;

Major services procured by PSS are Operations, Maintenance and Support; Special Purpose Equipment and Machinery Maintenance and Repair; Construction; Quality Control; General

Management Services; Automation Strategies and MIS; Vocational Training; Leasing or Rental Services; Telecommunications; Installation of machinery and equipment; Printing, Publishing and Bookbinding; General Building Maintenance; System installation; Photographic, and similar graphics services.

PSS purchases goods for approximately US\$ 22 million, and services for US\$ 9 million.

#### MAJOR GOODS PURCHASED BY PSS

STANDARD DESCRIPTION	AMOUNT IN US\$
Surveillance/Control System	3,935,433
Processing Units for EDP and accessories and parts thereof	2,509,244
Radio and Television Receivers, Recording, Reproducing	1,984,447
Laboratory Equipment	1,692,792
Software, Computer including Manuals	1,590,610
Input/Output Units for EDP, accessories and parts thereof	1,368,838
Measuring, Checking and Testing instruments and appliances	1,288,576
Pulp, Paper and Paperboard	543,661
Electricity Distribution or Control Apparatus and equipment and parts thereof	392,823
Furniture	381,886
Expendables and accessories for use with EDP equipment	350,352
Accumulators, primary cells and primary batteries and parts	341,103
Electronic Components	340,375
Machinery, special purpose, other and parts thereof	317,111
Television and radio transmitters and parts and accessories	298,745
Photographic equipment; Optical, measuring and testing equipment	290,290

#### MAJOR SERVICES PURCHASED BY PSS

STANDARD DESCRIPTION	AMOUNT IN US\$
Operations, Maintenance and Support	1,999,564
Special Purpose Equipment and Machinery Maintenance and Repair	1,148,201
Construction	884,089
Quality Control	873,758
General Management Services	812,236
Automation Strategies and MIS	747,720
Vocational Training	728,999
Leasing or Rental Services	568,504
Telecommunications	491,231
Installation of machinery and equipment	284,442
Printing, Publishing and Bookbinding	228,369
General Building Maintenance	210,845
System installation	131,610
Photographic, and similar graphics services	96,953

#### MAJOR GOODS PURCHASED BY FPS

STANDARD DESCRIPTION	AMOUNT IN US\$
Laboratory Equipment and Supplies	5,665,700.45
Nuclear Research / Radiation Monitoring Instruments	2,438,747.20
Computer Equipment, Other	1,200,410.03
Chemicals	1,070,677.35
Medical Equipment	1,067,516.93
Spares	989,668.33
Radiotherapy Equipment - Teletherapy Equipment, Cobalt-60 Machine	802,622.32
Entomological Equipment & Supplies	792,878.44
Nuclear Medicine Equipment	613,773.08
Irradiator Gamma, Semi-Industrial	580,990.35
Gamma Camera	530,957.00
Isotopes, Radioactive	483,755.04
Isotopes Stable, Nitrogen - 15 Fertilizer, Standing Offer	454,127.00
Spectrometer Nuclear	437,809.48

Geophysical Equipment	435,285.74
Radiotherapy Equipment – Simulator	430,000.00
Dosimeter	423,687.79
Computer Software	409,817.62
Computer System, PC	401,111.01
Chromatography, HPLC	390,948.53
Non-Destructive Testing Equipment (Non-Radioactive)	359,343.54
Spectrometer Mass	348,101.17
Reactor Equipment	330,607.02
Chromatographic Equipment	329,781.17
Books/Journals	318,925.56
Counter, Liquid Scintillation Automatic	318,923.13
Hydrology Equipment	308,277.15
Radiotherapy Equipment - Cobalt-60 Machine - Standing Offer	305,479.00
Non-Nuclear Industrial Equipment	285,532.69
Agricultural Equipment	281,561.39
Electronic Equipment and Components	280,552.37
Precipitator - electrostatic, for industrial purposes	263,173.67
Chromatography, Gas	257,878.55
TLD Reader - Standing Offer	254,760.00
Isotopes, Radioactive, Large Radiation Source	251,180.83
Nuclear Medicine QA Equipment - Standing Offer	248,801.97
Irradiation Equipment	246,331.43
Testing Equipment	246,162.80

#### MAJOR SERVICES PURCHASED BY FPS

STANDARD DESCRIPTION	AMOUNT IN US\$
Services, Training	773,100.98
Services, Engineering Design	716,822.15
Services, Repairs	576,704.68
Services, Sample Analysis	420,672.53
Services, Feasibility Studies	226,448.97

#### REGISTRATION PROCEDURE

It is the IAEA's practice to extend the competition to as wide a geographical range as possible, subject to limitations which may be imposed by the nature of the equipment or by the conditions tied into extra-budgetary contributions by donor countries. FPS maintains a computerized roster of more than 5000 vendors of equipment and service suppliers, as well as a reference library with suppliers profile, catalogues, prices, technical literature, trade index and dictionaries.

New suppliers who desire to be registered should write to the above address, to the attention of **FPS** or **PSS**, expressing their interest, and including a brief description of the range of products and/or services. If the types of products and services are found to be of interest to the IAEA, they will receive a registration form with detailed instructions.

#### COMPETITIVE BIDDING

Single purchase orders in excess of US\$ 25,000 are awarded on the basis of international competitive tenders unless exceptional factors preclude bidding. Orders are placed with the lowest tender who is technically acceptable, with due consideration given to quality, reliability, standardization, warranties and servicing arrangements.

# WORLD TOURISM ORGANIZATION (WTO)



**World Tourism Organization**  
**Capitán Haya 42**  
**28020, Madrid, Spain**  
**Phone: (34-91) 567 8100**  
**Fax: (34-91) 571 3733**  
**Email: [omt@world-tourism.org](mailto:omt@world-tourism.org)**  
**Internet: [www.world-tourism.org](http://www.world-tourism.org)**

## **Introduction:**

The World Tourism organization (WTO), a specialized agency of the United Nations since 2003, is the leading international organization in the field of travel and tourism. It serves as a global forum for tourism policy issues and a practical source of tourism know-how and statistics.

Its fundamental objective is the promotion and development of responsible, sustainable and universally accessible tourism. Through tourism, WTO aims to stimulate economic growth and job creation, provide incentives for protecting the environment and cultural heritage, elimination of poverty and promote international understanding, world peace, universal prosperity and respect of human rights and individual freedom among all the nations of the world, paying special attention to the interests of the developing countries.

It was established in 1975 with headquarters in Madrid, Spain, as a result of the transformation of the International Union of Official Travel Organizations (IUOTO) into an intergovernmental body. Since its early years, WTO's membership and influence in world tourism has continued to grow. By 2003, its membership included 149 countries and territories, and some 305 affiliate members representing local governments, tourism associations and private sector companies, hotel groups and tour operators, including airlines.

Since it was established, WTO kept close links with the United Nations system. In 1976 WTO became an executing agency of the United Nations Development Programme (UNDP) and in 1977 was entrusted by the United Nations General Assembly with the promotion and development of tourism.

## **Procurement:**

The procurement of goods involves most types of manufacturing equipment: transport (motor vehicles, transportation equipment), edifice (building and construction equipment, electrical equipment), office (telecommunication equipment, EDP equipment, computer equipment, software and supplies, office furniture and equipment, training products).

The volume of goods purchased in 2002 under the execution of UNDP projects amounted to USD 19,700. There was not any purchase of goods during 2003.

On the other hand, the procurement of services mainly involves professional and technical consultancies/experts as well as travel and related services. Consulting services endeavour to develop manpower in all sectors of tourism and travel trade, security and protection of tourists and tourist facilities, facilitation of international travel, preparation of tourism master plans, assistance in statistics, market research and promotion, feasibility studies, information and documentation on tourism activities, creation of jobs, protection of the environment and heritage of destinations, standard-setting activities in the field of tourism, establishment and/or expansion of institutions for professional and vocational training in tourism, training of hotel personnel and hotel management staff.

Services procured in technical cooperation activities amounted to USD 572,559 in 2002 and USD 909,161 in 2003.

## **Registration Procedure:**

Goods: WTO continues to have a roster of potential equipment suppliers for small items of equipment and relies on IAPSO to obtain information on potential suppliers of the more expensive

items of equipment.

Services: WTO maintains an extensive database of consulting firms, experts/consultants and travel and related suppliers.

**Competitive Bidding:**

Procurement is effected on the basis of international competitive tenders.

**PREPARATORY COMMISSION FOR THE COMPREHENSIVE  
NUCLEAR-TEST-BAN TREATY ORGANIZATION  
(PrepCom/CTBTO)**



**PROVISIONAL TECHNICAL SECRETARIAT**

**Chief, Procurement Services  
PTS/CTBTO  
Vienna International Centre  
Wagramerstrasse 5  
P.O. Box 1200  
A-1400 Vienna, Austria  
Tel: (43-1) 26030 6350  
Fax: (43-1) 26030 5948**

**INTRODUCTION**

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO PrepCom) was established on 19 November 1996 at a Meeting of States Signatories to the Comprehensive Nuclear-Test-Ban Treaty (CTBT). Under the CTBT, each State party undertakes not to carry out any nuclear weapon test explosion or any other nuclear explosion, and to prohibit and prevent any such nuclear explosion at any place under its jurisdiction or control.

Drafted at the Conference on Disarmament in Geneva, the CTBT was adopted by the General Assembly on 10 September 1996, and opened for signature on 24 September 1996. The Depository of the CTBT is the Secretary General of the United Nations.

To enter into force, the Treaty has to be ratified by 44 States listed in the Treaty as countries whose ratification is necessary under article XIV. As of 1 May 2000, 155 States have signed the Treaty, and 56 have ratified it, including 28 of those listed under article XIV, two of which are nuclear-weapon States.

As an international organization financed by the States Signatories, the Preparatory Commission consists of a plenary body - also known as the Preparatory Commission - and the Provisional Technical Secretariat. The Provisional Technical Secretariat started operations at its offices at the Vienna International Centre on 17 March 1997.

The main task of the Provisional Technical Secretariat is to establish the global verification regime foreseen in the Treaty so that it will be operational by the time the Treaty enters into force. A world-wide network of 321 monitoring stations will transmit, via satellite, data from four complementary technologies to the International Data Centre, located at the Vienna International Centre, where the data will be processed, analyzed and made available to States Signatories.

The Provisional Technical Secretariat also organizes workshops and training programmes on various aspects of monitoring, verification and on-site inspection.

**PROCUREMENT**

The procurement activities of the Secretariat are extensive and range from highly sophisticated technical and communications equipment to office stationery. Furthermore, and of great importance, are the site surveys, as well as site preparation and construction works for the monitoring stations to be carried out in many countries.

A prominent place in the procurement activity is taken by the four technologies (*Seismic, Hydroacoustic, Infrasound and Radionuclides*) and the Data-processing and Telecommunications allocated to the technical Divisions International Monitoring System (IMS) and International Data Centre (IDC). The requirements of the third technical Division, On-Site-



Inspection (OSI), show an overlap with those of IMS and IDC but will also include additional and specific needs.

As a new Organization in the building-up phase many aspects are being developed, both organizational and operational. In various areas consultants provide for additional short-term expertise.

#### **REGISTRATION**

The Procurement Services Section is establishing a roster of Qualified Vendors for the provision of goods and services to the Organization. Detailed information on the kind of goods and services that are required are available upon request. A questionnaire to potential suppliers is used for registration purposes. Registration as a Qualified Vendor is free of charge.

#### **PROCUREMENT**

The approved volume amounts to US\$ 45 million.

# AFRICAN DEVELOPMENT BANK (AFDB) AFRICAN DEVELOPMENT FUND



**The Head**  
**Procurement Monitoring and Consulting Services Unit**  
**African Development Bank**  
**01 B.P. 1387, Abidjan 01, Ivory Coast, Africa**  
**Tel: (225) 20 44 44 and Fax: (225) 20 49 07**  
**Email: o.kane@afdb.org**

## **INTRODUCTION**

The African Development Bank Group grants loans and provides technical assistance to projects and programmes of its Regional Member Countries (Borrowers) in the following sectors: Agriculture, Transport, Public Utilities (Energy, Telecommunications, Water Supply, Sewage), Social Infrastructure (Health and Education) and Industry. Funding activities also include Structural Adjustment Loans, as well as Institutional Support schemes. The Bank extends lines of credit to National Development Banks for the purpose of financing small and medium scale industrial and agricultural projects in the private sector. A special window for direct support to the private sector projects has been recently opened.

## **PROCUREMENT**

Goods, including equipment, fertilizers, textbooks, drugs and related services; Civil Works comprising construction and rehabilitation; and Consulting Services, are required by Borrowers for projects in the fields indicated above. The Bank Group itself also makes use of consultancy services in connection with technical assistance for feasibility and design studies and supervision of implementation.

## **ELIGIBILITY**

Procurement under AFDB Group financed projects/programmes is limited to member countries of the African Development Bank and participant States of the African Development Fund. Only contractors, suppliers and consultants from above countries are eligible to participate in the procurement process. For goods to be eligible, they must originate from a member country of the AFDB and/or a participant State of the ADF.

## **INFORMATION PROCEDURE**

Responsibility for procurement of goods and services under loans and technical assistance of the African Development Bank Group lies with the Borrower or beneficiary. Inquiries related to such procurement should be addressed to them. Information on loans and technical assistance can be obtained from the Bank's press releases; from the Quarterly Operational Summary of Projects issued by the Procurement Monitoring and Consulting Services Unit of the Bank (Fax: (225) 20 49 07 for enquiries); and from "Development Business" of the United Nations. The Bank maintains a register of consultants, as well as a list of suppliers of works and goods, for member country borrowers. The Bank's registers of consulting firms and individual consultants have been completely renewed in 1996 and consulting firms and individual consultants are encouraged to apply for a new registration.

The African Development Bank has launched a monthly publication called "*ADB-Business Bulletin*". The details of this new information tool can be found on the Bank's website: [www.afdb.org](http://www.afdb.org).

**PROCUREMENT - Borrowers Procurement: US\$ 1,239 million**

# ASIAN DEVELOPMENT BANK (ADB)



**Chief, Central Operations Services Office  
Asian Development Bank  
P.O. Box 789  
0980 Manila, Philippines  
Tel: (63-2) 632 4444  
Fax: (63-2) 632 6816 or 741 7961  
E-mail: adbhq@mail.asiandevbank.org**

## **INTRODUCTION**

ADB grants loans and provides technical assistance in the following sectors: agriculture and agro-industry, energy, industry and non-fuel minerals, transport and communications, social infrastructure, financial and multi-sector projects.

## **PROCUREMENT**

Goods, related services, and civil works, are required for projects in the sectors indicated above. Procurement of goods, related services, and works, must follow ***ADB Guidelines for Procurement*** to be eligible for financing. Consulting services are required for feasibility and other studies, design, assistance in strengthening institutions, or for project implementation, and for special services.

## **REGISTRATION PROCEDURE**

### **CONSULTING SERVICES**

The selection of a consulting firm, either by a borrower for a loan project, or by the ADB for technical assistance projects, usually begins with the preparation of a preliminary list of firms claiming expertise in the field of interest. The preliminary list is reviewed and a "short list" of 5 to 7 firms considered to be the most qualified and representing ADB's Member Countries is prepared and invitations for proposals are issued to these short-listed firms. Financial terms are generally not included in the proposals. The proposals are evaluated taking into consideration such items as expertise of the firm, work plans, schedules and qualifications of its personnel. Subsequent to ranking of firms based on technical merit, contract negotiations take place. For elaboration of the above, and for a description of the procedures required for the selection of consulting firms and individual consultants, details are included in the latest issue of the ADB's publication ***Guidelines on the Use of Consultants by the Asian Development Bank and its Borrowers***, published in 1995, which can be accessed by visiting the ADB Home Page at: <http://www.adb.org> and select: Business Centre/Consulting Services/Consultant Guidelines. For other information, you may write to the:

**Office of External Relations  
Asian Development Bank  
P.O. Box 789  
0980 Manila, Philippines**

ADB maintains a database of consulting firms/organizations and individual consultants, which is referred to during the process of selection of consultants for ADB-financed projects. To register as a consulting firm, a company or organization should visit the web site and select: Business Centre/Consulting Services/Data on Consulting Firms (DACON)/ Registration Request. Individual consultants will also find the procedures for registration at the web site by accessing Data on Individual Consultants (DICON) instead of DACON. Firms/individuals may directly express their interest on a particular project through the web site, by selecting Business Centre/Business Opportunities/Proposed/New Projects. All firms submitting Expressions of Interest are considered during the process of shortlisting of consultants, along with those firms generated from the database.

## EQUIPMENT AND CONSTRUCTION WORKS

Procurement is made primarily through international competitive bidding. However, other procedures such as international shopping, direct purchase, local competitive bidding, etc. are also allowed in appropriate cases. Contracting of civil works is generally done through a prequalification procedure. Since procurement is the responsibility of the executing agency implementing the project, enquiries regarding potential procurement opportunities should be addressed to the executing agency concerned. Relevant information may also be obtained from the ADB's monthly publication *ADB Business Opportunities*, which can be accessed through ADB's web site at: <http://adb.org>.

The procedures and requirements of ADB applicable to international competitive bidding, and to the other possible modes of procurement, are found in the latest issue of ADB's publication *Guidelines for Procurement Under Asian Development Bank Loans*, published in February 1999, a copy of which may be obtained by writing to the Office of External Relations at the above-mentioned address. The *Guidelines* are also included in the ADB web site and select: Business Centre/Procurement/Procurement Guidelines.

## PROCUREMENT

1.	Borrowers Procurement:	
	Goods and Related Services, Civil Works:	US\$ 4,494 million
	Consulting Services:	US\$ 144 million
2.	ADB's Technical Assistance Procurement:	
	Consulting Services:	US\$ 124 million
3.	Goods and Related Services procured for ADB's Administration:	US\$ 26.5 million

# EUROPEAN BANK FOR RECONSTRUCTION AND DEVELOPMENT (EBRD)



European Bank for Reconstruction and Development  
One Exchange Square  
London EC2A 2JN  
United Kingdom  
Tel: (44-20) 7338 6000  
Fax: (44-20) 7338 6500

## INTRODUCTION

The European Bank for Reconstruction and Development (EBRD) was established in 1991. It exists to foster the transition towards market-oriented economies and to promote private and entrepreneurial initiative in the countries of central and eastern Europe and the Commonwealth of Independent States (CIS) committed to, and applying the principles of, multiparty democracy, pluralism and market economics.

The EBRD helps its 26 countries of operations to implement economic reforms, such as decentralization and privatization, taking into account the particular needs of countries at different stages of transition. Its activities include the promotion of private sector activity, the strengthening of financial institutions and legal systems, and the development of the infrastructure needed to support the private sector. The Bank encourages co-financing and works in close cooperation with international financial institutions and other international organizations.

## PROCUREMENT IN EBRD PROJECTS

Responsibility for the procurement of all goods, works and services under loans provided by the EBRD rests with the borrower (client) and not the EBRD. The client must determine what is required to carry out the project and which procurement procedure is most suitable for each contract. The EBRD's role is to ensure that the client's work is carried out properly, that the agreed procurement procedures are observed, and that the entire process is conducted openly and fairly. An overall procurement plan must be prepared by the client and cleared by the EBRD before any procurement begins.

While specific procurement procedures may differ depending on the type of operation, the EBRD believes that competition is the foundation for good procurement practice. The Bank requires its public sector clients, to obtain goods, works and services through open tendering procedures and, where appropriate, encourages the use of competitive tendering methods by its private sector clients. Open tendering is normally required for all contracts in the public sector whose value is estimated to equal or exceed EUR 200,000 for goods and services and EUR 5 million for works.

To assist interested firms in keeping abreast of upcoming operations, the EBRD publishes consultancy assignments and business opportunities on the *Procurement Opportunities* page of its website ([www.ebrd.com](http://www.ebrd.com)). The site contains information on new projects approved during the previous month, new project proposals, contract award information and procurement notices. The EBRD also arranges publication of General Procurement Notices in the United Nations' *Development Business* and tender notices in the Supplement of the *Official Journal of the European Union*.

The EBRD's *Procurement Policies and Rules* sets out in detail the procedures for procurement in Bank-financed operations. It is available free of charge from the EBRD Publications Desk, in English, French, German and Russian, and can be accessed on the EBRD's website.

The majority of consultant activities are financed through the Technical Cooperation Funds Programme, which the EBRD administers. For contracts financed by Technical Cooperation Funds, the Bank is normally the Executing Agency and, as such, engages the consultants. These Technical

Cooperation projects are also routinely published in the Procurement section of the EBRD's website.

Procurement Department  
European Bank for Reconstruction and Development  
One Exchange Square  
London EC2A 2JN, United Kingdom  
Tel: (44-20) 7338 6000  
Fax: (44-20) 7338 7472

### **EBRD PURCHASES**

The EBRD's Purchasing Unit, based within the Evaluation & Operational and Environmental Support Vice Presidency, manages the purchase of all goods and services required for the operation of the Bank's headquarters and its 30 Resident Offices throughout Central and eastern Europe and the CIS.

Details of forthcoming contracts in excess of GBP150,000 are advertized through the ***Procurement Opportunities*** section of the EBRD Website, and the Supplement of the ***Official Journal of the European Union***.

A copy of the Bank's ***Internal Purchasing Policy and Procedures*** is freely available from the Purchasing Unit at the address below:

Purchasing Unit  
European Bank for Reconstruction and Development  
One Exchange Square  
London EC2A 2JN, United Kingdom  
Tel: (44-20) 7338 7276  
Fax: (44-20) 7338 7857

# INTER-AMERICAN DEVELOPMENT BANK (IDB)



Office of External Relations  
Inter-American Development Bank  
1300 New York Avenue, N.W  
Washington, D.C. 20577, USA  
Tel: (1-202) 623 1397  
Fax: (1-202) 623 1403  
Telex: 64141/248352  
Cable: INTAMBANC  
Email: [business@iadb.org](mailto:business@iadb.org)

## INTRODUCTION

The IDB extends loans and technical co-operation to its developing member countries in Latin America and the Caribbean over a wide range of activities, including agriculture and fisheries; energy; industry; tourism; transportation and communications; environmental programmes; public health; education, science and technology; urban development, and pre-investment. In addition, the IDB introduced private-sector lending into its programme of activities in 1994.

## PROCUREMENT

Equipment, materials, civil works and services for projects in the above fields.

## REGISTRATION PROCEDURES

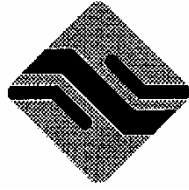
Procurement of goods and services under IDB loans, and technical cooperation, is done by the borrower or beneficiary. Therefore, inquiries regarding such procurement should be addressed to the executing agency for the project in the borrowing country. Information on loans and technical cooperation can be obtained from the Bank's procurement publication entitled *IDB Projects* (available through subscription), the Bank's website [www.iadb.org](http://www.iadb.org), news releases, and *IDB America*, a monthly newsletter.

Generally, the Bank requires that there be international competitive bidding for projects which are partially financed by Bank loans when the value of goods to be procured exceeds US\$ 350,000, the value of civil works is greater than US\$ 5 million, or the value of the consulting services surpasses US\$ 200,000. Only companies in the Bank's member countries may participate in this bidding process. In the hiring of professional and technical services, the borrower is responsible for the selection and contracting of qualified firms or individuals, subject to the requirements established in the agreement with the Bank and to Bank approval of the selection.

## PROCUREMENT

Disbursement of convertible currencies for procurement  
of goods, works and professional services      US\$ 7,811 million

# NORTH AMERICAN DEVELOPMENT BANK (NADB)



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## **INTRODUCTION**

The North American Development Bank, jointly funded by the United States and Mexico, provides loans, guaranties and institutional strengthening assistance to develop environmental infrastructure in the U.S./Mexican border region, defined as the area within 100 km of either side of the border. The NADB finances public- and private-sector projects in water, wastewater and municipal solid waste from its own resources, as well as administers the Border Environment Infrastructure Fund, which provides construction grant assistance to border water and wastewater projects.

## **PROCUREMENT**

**Eligible goods and services are:** any civil works, and equipment and consulting services required to construct water/wastewater, and municipal solid waste infrastructure.

## **PROCUREMENT PROCEDURES FOR NADB PROJECTS**

Procurement of goods and services for NADB projects must be carried out in accordance with the Bank's procurement procedures as defined in the document, *Procurement Policies and Procedures*. Procurement is carried out by the project sponsor, hence contracts for goods and services will be with the project sponsor rather than with the Bank, except in the case of consultants contracted directly by the Bank for project development and implementation, or to carry out institutional strengthening projects through the Institutional Development Cooperation Programme (IDP).

The NADB requires international competitive bidding for contracts over US\$ 3 million for civil works, US\$ 250,000 for goods/equipment and US\$ 150,000 for consultant services. There are no restrictions on the origin of goods or services, which may be supplied from any country, however, contracts are awarded in dollars or pesos. While the NADB does not carry out bidding for Bank-financed projects, it does review the procurement process to ensure that it has been carried out in compliance with NADB procedures.

## **INFORMATION ABOUT BUSINESS OPPORTUNITIES**

Information about the Bank's lending programme may be obtained from the Internet site <http://www.nadbank.org>. Additionally, the Bank publishes an electronic newsletter, *NADBank News*, which may be received, free of charge, by subscribing at the Bank's web site. *NADBank News* publishes all calls for bids for Bank-financed contracts and/or consultant services contracted directly by the Bank.



## **ANNEX I**

### ***COMMON GUIDELINES FOR PROCUREMENT BY ORGANIZATIONS IN THE UN SYSTEM***

#### **THE INTERNATIONAL NATURE OF UN BUSINESS**

The global extent of the United Nations activities presents opportunities for commercial firms and entities to receive international exposure and resultant recognition may lead to increased business opportunities. Acknowledging this fact, and also taking into consideration the unique humanitarian role of the United Nations system, suppliers of equipment and services to organizations in the United Nations system often grant preferential prices

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# INTRODUCTION

## THE PURPOSE OF THE COMMON GUIDELINES IS TO:

... **COMMUNICATE BASIC PRINCIPLES FOR PROCUREMENT BY THE ORGANIZATIONS WITHIN THE UN SYSTEM;**

... **GUIDE PROCUREMENT ACTIVITIES AND FACILITATE HARMONIZATION OF PROCUREMENT PROCEDURE AMONG UN ORGANIZATIONS.**

### 1. PREAMBLE

The objective of procurement activities within the UN system is the timely acquisition of goods, works and services while addressing the following:

- the objectives of the UN Organizations concerned;
- fairness, integrity and transparency, through competition;
- economy and effectiveness;
- best value for money.

Procurement in the UN system is governed by the established regulations and rules of each UN Organization. While such regulations and rules may differ in matters of detail, all organizations are guided by this document.

These Common Guidelines cover procurement stages from sourcing activities that precede a requisition to the execution of a procurement contract. They do not cover either the details of procurement, logistics or contract implementation matters that may be particular to each UN Organization concerned (**Procuring Entity**).

### 2. PARTICIPATION BY SUPPLIERS

#### 2.1 Suppliers (i.e. providers of goods, works and services)

participate, as a general rule, in procurement proceedings without regard to country of origin, unless the UN General Assembly or Security Council decides otherwise. The geographical scope of procurement may also be limited in certain cases determined by the Procuring Entity in accordance with the rules of each organization.

#### 2.2 Eligibility of Suppliers

- 2.2.1 To be eligible, Suppliers must satisfy certain objectively justifiable minimum requirements, which include the legal capacity to enter into a contract, the necessary professional and technical competence, financial strength, plant, equipment and other physical facilities and qualified personnel to satisfy the requirements of the Procuring Entity.
- 2.2.2 Such minimum eligibility requirements should be distinguished from pre-qualification procedures used to determine the suitability of a Supplier for a specific project or contract. Being eligible for contracts with a Procuring Entity does not mean that a Supplier will be solicited to participate in bidding procedures or will pre-qualify for each relevant procurement activity.
- 2.2.3 Subject to the right of a Supplier to protect its intellectual property or trade secrets, the Procuring Entity may require the Supplier to provide documentary evidence or other information that it may deem useful to verify that the Supplier meets the requirements referred to above.
- 2.2.4 A Supplier that has been found at any time to have intentionally submitted false, materially inaccurate or materially incomplete information will not be considered eligible.

### 2.3 REGISTRATION

- 2.3.1 Rosters of eligible Suppliers are maintained by the Procuring Entity to ensure that a list of potential Suppliers is readily available.
- 2.3.2 Suppliers, wishing to be registered, should communicate directly with the Procuring Entity to request inclusion in its roster. Instructions on how to register will be provided by the Procuring Entity.
- 2.3.3 The information submitted by the Supplier will be evaluated by the Procuring Entity to establish the eligibility for inclusion in the roster.
- 2.3.4 Procuring Entities may invite from a Supplier directly or indirectly, e.g. by advertisement or other means, expressions of interest for general purposes, or a particular procurement activity.

### 3. SOLICITATION DOCUMENTS

#### 3.1 General

- 3.1.1 Solicitation Documents are used to request bids, proposals or quotations (offers) from Suppliers for the goods, works or services required. While the details and complexity of Solicitation Documents will vary according to the nature and value of the requirements, they will contain all information necessary to prepare a suitable Offer. Solicitation Documents will include, as appropriate: an invitation to offer, instructions to the offerer, form of the offer requested (bid, proposal or quotation), form of the proposed contract, conditions of contract - both general and special, technical specifications, lists of goods or bills of quantities and drawings, description of work, as well as necessary appendices, evaluation criteria and minimum qualification requirements.
- 3.1.2 In the Solicitation Documents, descriptions of the required goods, works or services will normally be generic. References to brand names, trademarks, catalogue numbers or similar classifications should be avoided. If it is necessary to quote a brand name or catalogue number of a particular manufacturer to clarify an otherwise incomplete description, the words "or equivalent" will be added after such references.
- 3.1.3 Solicitation Documents will specify internationally accepted standards, such as those issued by ISO, wherever these are available and appropriate. When particular national or other standards are required, the Solicitation Document will indicate that other standards may be acceptable, provided they ensure an equivalent or higher level of performance than the specified international standard.
- 3.1.4 Where it becomes necessary to clarify the Solicitation Documents for any reason, all Suppliers who have received the Solicitation Documents will be notified simultaneously in writing of the clarification. At any time before the deadline for submission of Offers, the Procuring Entity may, for any reason, whether on its own initiative or because of a request for clarification by a Supplier, modify the Solicitation Documents by issuing an addendum. The addendum will be communicated promptly to all Suppliers, to which the Procuring Entity has provided the Solicitation Documents and will be binding on those Suppliers.

#### 3.2 Types of Solicitation Documents

- 3.2.1 Invitation to Bid (ITB): A Solicitation Document issued by a Procuring Entity in which the requirements for formal competitive bidding are specified. The ITB describes the Procuring Entity's requirements quantitatively and qualitatively in a manner which permits prospective bidders to submit bids on the same basis so that the award can be made to the lowest priced, technically acceptable bidder or best value bidder as evaluated in accordance with the ITB.
- 3.2.2 Request for Proposals (RFP): A Solicitation Document issued by a Procuring Entity in order to obtain proposals to satisfy a requirement which cannot be described in a complete or definitive manner. An RFP leads to the selection of the proposal that offers the best value in accordance with the evaluation criteria. Where appropriate,

the RFP will indicate that negotiation may be undertaken in respect of one or more proposals.

- 3.2.3 **Request for Quotation (RFQ)**: An informal Solicitation Document, normally used for low value procurement requirements, in which Procuring Entities request prices and commercial terms from Suppliers, for goods, works or services that meet standard specifications and are readily available on the market.

## 4. SOLICITATION OF OFFERS

### 4.1 Competition

- 4.1.1 Procuring Entities, as a general rule, use competition to procure goods, works or services. Such competition may be undertaken on an informal or formal basis and be either open or limited. As many Suppliers as is practicable will be given the opportunity to offer the required goods, works or services.

### 4.2 Open International Competition

- 4.2.1 Open International Competition (OIC) is initiated by an advertisement, which invites interested Suppliers to request the Solicitation Documents from the Procuring Entity. Use of OIC is appropriate for goods, works or services of a relatively high value.
- 4.2.2 The Procuring Entity, at its discretion, may arrange the publication of a Procurement Notice in the United Nations' "Development Business", UNDP/IAPSO's "Procurement Update" or a publication of wide international circulation. The advertisement will contain information such as the scope of procurement, name and address of the Procuring Entity, and the scheduled date for availability of Solicitation Documents .
- 4.2.3 For complex or specialized goods, works or services, pre-qualification may be undertaken by advertising. Any Supplier requesting to participate will be provided with pre-qualification documents, which will contain instructions on preparing and submitting applications, the procurement requirements contemplated, and any specific qualifications that may be deemed necessary for pre-qualification. Only suppliers that have been pre-qualified following evaluation are entitled to participate in further procurement proceedings for the specific requirement.

### 4.3 Limited International Competition

- 4.3.1 Limited International Competition (**LIC**) is limited to a short-list of qualified Suppliers selected in a non-discriminatory manner by the Procuring Entity from rosters, pre-qualifications, expressions of interest and other sources. LIC is appropriate where OIC is unsuitable for economical and efficient procurement because of the value, urgent demand or limited availability of the required goods, works or services.

### 4.4 Local Competition

- 4.4.1 For specified reasons the Procuring Entity may restrict the use of the solicitation methods as described in 4.2 and 4.3 to Suppliers located in the country or region where the goods, works or services procured will be used.

### 4.5 Direct Contracting

- 4.5.1 As an alternative to competition, and in the interest of the Procuring Entity, Direct Contracting through negotiation may be an appropriate method when, for example:
- the contract relates to the procurement of proprietary goods, works or services;
  - standardization of equipment or spare parts require compatibility with existing equipment;
  - rate contracts or standing offers were established by the Procuring Entity or following joint negotiations by several Organizations of the UN system;
  - the urgency of the requirement is such that the delay involved in applying other methods of procurement would be unacceptable;

- offers for identical items have been obtained through competition within a reasonable period and the prices and conditions offered remain competitive;
- the monetary value of the proposed contract is considered insufficient to make competitive procurement economical.

## **5. SUBMISSION, RECEIPT, OPENING AND EVALUATION OF OFFERS**

### **5.1 General**

- 5.1.1. All Offers will be received, accepted, opened, recorded and evaluated in accordance with impartial procedures established by the Procuring Entity.

### **5.2 Submission and Receipt of Offers**

- 5.2.1 Suppliers must comply with the procedure for submission of Offers as well as the technical requirements expressed in the Solicitation Documents in order to protect the confidentiality, and allow for fair and non-discriminatory treatment, of their Offers.

- 5.2.2 An Offer may be modified or withdrawn before the deadline for its receipt. Such modification or withdrawal shall be made in the form indicated in the Solicitation Documents for the Offer.

### **5.3 Opening of Bids and Proposals**

- 5.3.1 The Procuring Entity will fix a date and place for the opening of bids and proposals. Where the opening is public, the date, time and place will be indicated in the Solicitation Documents. The purpose of the opening is to verify that all formalities indicated in the Solicitation Documents are met, including the timeliness of the receipt of each bid or proposal and, where required, their sealed condition.

- 5.3.2 When the opening is public, Suppliers who have submitted bids are entitled to attend the opening, where each bid is opened and the names and addresses of each bidder, as well as the total value of each bid is announced.

### **5.4 Evaluation of Offers**

- 5.4.1 Once bids, proposals or quotations have been received and opened, they will be evaluated to determine which Offer best responds to the requirements established by the Solicitation Documents.

- 5.4.2 The Offers will be evaluated in accordance with the evaluation criteria specified in the Solicitation Documents. To the extent appropriate, the evaluation criteria will be given relative weight. Bids, proposals and quotations submitted in different currencies will be converted into a single currency, usually US dollars, using the United Nations operational rate of exchange in effect at the date specified in the Solicitation Document.

- 5.4.3 Except when negotiations have been authorized by the Procuring Entity, Suppliers will not be allowed to alter any Offer after the deadline for receipt provided for in the Solicitation Documents. The Procuring Entity may, however, request clarification of any offer during the evaluation.

### **5.5 Rejection of Offers**

- 5.5.1 The Procuring Entity may reject any or all Offers at any time before the conclusion of a procurement contract.

## **6. PROCUREMENT CONTRACTS**

### **6.1 Formalization of Procurement Contracts**

- 6.1.1. Once the Procuring Entity has decided on the award of contract, that decision is formalized by the establishment of a legally enforceable relationship with the successful offeror. Normally, this is accomplished by a written procurement contract between the parties.

- 6.1.2 After a procurement contract has been awarded or the procurement proceedings have ended, unsuccessful offerors normally will be sent a formal letter of regret by the Procuring Entity.

- 6.1.3 The Procuring Entity will not disclose:
- information that may prejudice legitimate commercial interests of the parties or inhibit fair competition;
  - information relating to the examination, evaluation and comparison of Offers.

## **6.2 Terms and Conditions**

- 6.2.1 All procurement contracts are subject to the General Conditions of the Procuring Entity. The Solicitation Documents will include a copy of, or incorporate by reference, the General Conditions of the Procuring Entity and Special Conditions, if any.
- 6.2.2 The General Conditions will include, inter alia, a clause on the settlement of disputes by arbitration and relevant provisions concerning the privileges and immunities of the United Nations that apply to the Procuring Entity.

## **6.3 Performance Securities**

- 6.3.1 The Procuring Entity may require Suppliers to provide a security to guarantee performance in accordance with the procurement contract. This performance security may be requested in the form of a bank guarantee, a standby letter of credit, or other means, in an amount related to the value of the goods, services or works involved and the payment conditions.

## **7. ETHICAL BEHAVIOUR AND RELATIONSHIPS WITH SUPPLIERS**

- 7.1 All procurement officials will maintain an unimpeachable standard of integrity in all their business relationships both inside and outside the Organizations in which they are employed. They will never use their authority or office for personal gain and will seek to uphold and enhance the standing of their Organization.

## **8. STATISTICAL REPORTING**

- 8.1 Each Organization of the UN system will keep appropriate statistics on its procurement activities, including details of geographical distribution of contracts. These statistics will be made available regularly to the Member States through the General Assembly of the United Nations.

## **ANNEX II**

### **UNDP COUNTRY OFFICE DIRECTORY**

*The UNDP Resident Representative in a given country is generally also the Resident Coordinator of the UN system of operational activities for development*



## **UNDP COUNTRY OFFICES**

(please also refer to [www.undp.org](http://www.undp.org) for information regarding UNDP country offices)

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UNDP, RESIDENT REPRESENTATIVE  
P.O. Box 551  
SANA'A, **REPUBLIC OF YEMEN**  
TEL: (967-1) 415455/415505  
FAX: (967-1) 412541  
EMAIL: UNDPYEMR@Y.NET.YE

UNDP, RESIDENT REPRESENTATIVE  
UNDP LIAISON OFFICE, P.O. Box 644,  
11001 BELGRADE, **YUGOSLAVIA**  
TEL: (381-11) 683 199  
FAX: (381-11) 658 395  
EMAIL: FO.YUG@UNDP.ORG

UNDP, RESIDENT REPRESENTATIVE  
P.O. Box 31966, LUSAKA,  
**REPUBLIC OF ZAMBIA**  
TEL: (260-1) 250 800/254 417  
FAX: (260-1) 251 201/253 805  
EMAIL: FO.ZMB@UNDP.ORG

UNDP, RESIDENT REPRESENTATIVE  
P.O. Box 4775  
HARARE, **ZIMBABWE**  
TEL: (263-4) 792 681-86  
FAX: (263-4) 728 695  
EMAIL: FO.ZWE@UNDP.ORG



## **ANNEX III**

### ***CURRENT UNITED NATIONS PEACEKEEPING MISSIONS and SPECIAL MISSIONS***

**CURRENT PEACEKEEPING MISSIONS** (as of August 2000)  
*Please contact the relevant New York numbers for up-to-date local numbers*

**UNTSO** (June 1948)  
United Nations Truce Supervision Organization  
P.O. Box 490, Jerusalem 91004, **ISRAEL**  
Tel: New York (1-212) 3001/2  
Fax: New York (1-212) 3012

**UNMOGIP** (January 1949)  
United Nations Military Observer Group in  
**INDIA AND PAKISTAN**  
P.O. Box 68, Rawalpindi, Pakistan  
Tel: New York (1-212) 963 3019  
Fax: New York (1-212) 963 3020

**UNFICYP** (March 1964)  
United Nations Peace-Keeping Force in **CYPRUS**  
P.O. Box 21642, Nicosia, Cyprus  
Tel: New York (1-212) 963 3006/7  
Fax: New York (1-212) 963 3006/7

**UNDOF** (June 1974)  
United Nations Disengagement Observer Force  
P.O. Box 5368, Damascus, **SYRIA**  
Tel: New York (1-212) 963 3005  
Fax: New York (1-212) 963 3005 ext. 5834/9930

**UNIFIL** (March 1978)  
United Nations Interim Force in **LEBANON**  
P.O. Box 5852, Beirut Lebanon  
Tel: New York (1-212) 963 3003/4  
Fax: New York (1-212) 963 3079

**UNIKOM** (April 1991)  
United Nations **IRAQ-KUWAIT** Observation Mission  
P.O. Box 1425, Safat, Kuwait 13015  
Tel: New York (1-212) 963 3076/7  
Fax: New York (1-212) 963 2679

**MINURSO** ((April 1991)  
United Nations Mission for the Referendum in  
**WESTERN SAHARA**, P.O. Box 80 000  
Laayoune, Western Sahara  
Tel: New York (1-212) 963 1954  
Fax: New York (1-212) 963 3024

**UNOMIG** (August 1993)  
United Nations Observer Mission in **GEORGIA**  
Samshitovaya Roscha, Pitsunda,  
Abkhazia, Georgia  
Tel: New York (1-212) 963 9562/3  
Fax: New York (1-212) 963 9561

**MONUC**  
United Nations Observer Mission in **CONGO**  
64 Boulevard Du 30 Juin  
Kinshasa, Democratic Republic of the Congo  
Tel: New York (1-212) 963 0103  
Fax: New York (1-212) 963 0205

**UNMIBH** (December 1995)  
United Nations Mission in **BOSNIA AND HERZEGOVINA**, 71210 Ilidza, P.O. Box 56  
Sarajevo, Bosnia and Herzegovina  
Tel: New York (1-212) 963 9957  
Fax: New York (1-212) 963 2838

**MICAH**  
Mission Civile Internationale in **HAITI**  
Batiment Ecem, Route Nationale # 1  
P.O. Box 1602, Port-au-Prince, Haiti  
Tel: New York (1-212) 963 9921  
Fax: New York (1-212) 963 9920

**UNAMSIL**  
United Nations Assistance Mission in  
**SIERRA LEONE**, 116 Pademba Road,  
Freetown, Sierra Leone  
Tel: New York (1-212) 963 9379  
Fax: New York (1-212) 968 4039

**UNMIK**  
United Nations Interim Administration Mission in  
**KOSOVO**, Headquarters Building  
38000 Pristina, Kosovo  
Tel: New York (1-212) 963-8442  
Fax: New York (1-212) 963-8113

**UNTAET**  
United Nations Transitional Administration in  
**EAST TIMOR**, Reserve Bank Building  
6 Bennett Street, Darwin, NT 0800 Australia  
Tel: New York (1-212) 963-0099, 2478  
Fax: New York (1-212) 963-2180

**UNMOP** (Parent office: UNMIBH)  
United Nations Military Observers in  
**PREVLAKA**, 71210 Ilidza, P.O. Box 56  
Sarajevo, Bosnia and Herzegovina  
Tel: New York (1-212) 963 9957  
Fax: New York (1-212) 963 2838

**UNLB-B**  
United Nations Logistics Base  
Via Umberto Maddalena Casalle 72011  
Brindisi,, Italy  
Tel: New York (1-212) 963 9915  
Fax: New York (1-212) 963 9916

**CURRENT SPECIAL MISSIONS (POLITICAL AND HUMANITARIAN)**  
*Please contact the relevant New York numbers for up-to-date local numbers*

**BONUCA**  
United Nations Peace-Building Support Office

In **CENTRAL AFRICAN REPUBLIC**  
Camp Beal, Bangui, Central African Republic

Tel: New York (1-212) 963-9718  
Fax: New York (1-212) 963-9715

**GREAT LAKES**

Office of the Representative of the  
Secretary-General for the Great Lakes and  
Regional Humanitarian Advisor  
Tel: New York (1-212) 963 9976  
Fax: New York (1-212) 963 3095

**MICIVIH**

International Civilian Mission in **HAITI**  
Batiment Ecem Route Nationale # 1  
P. O. Box 1602  
Port-Au-Prince, Haiti  
Tel: New York (1-212) 963 9921  
Fax: New York (1-212) 963 9920

**MINUGUA**

United Nations Mission for the Verification of  
Human Rights in **GUATEMALA**  
Apartado Postal 603-A  
Zona 9, Guatemala City, Guatemala  
Tel: New York (1-212) 963 9941  
Fax: New York (1-212) 963 9940

**UNGCI**

United Nations Guard Contingent in **IRAQ**  
Tel: New York (1-212) 963 3587  
Fax: New York (1-212) 963 3009

**UNOA**

United Nations Office in **ANGOLA**  
P.O. Box 5185, Luanda, R.P. Angola  
Tel: New York (1-212) 963 3011/1950  
Fax: New York (1-212) 963 3473, ext. 5304

**UNOB**

United Nations Office in **BURUNDI**  
c/o UNDP Burundi  
BP 1490, Bujumbura, Burundi  
Tel: New York (1-212) 963 2843  
Fax: New York (1-212) 963 2844

**UNOGBIS**

United Nations Office Peace-Building Office

in **GUINEA-BISSAU**

Bissau, Guinea-Bissau  
Tel: New York (1-212) 963 9562/3  
Fax: New York (1-212) 963 9561

**UNOHCI**

United Nations Office of the Humanitarian  
Coordinator for **IRAQ**  
Baghdad, Iraq  
Tel: New York (1-212) 963 3540  
Fax: New York (1-212) 963 3081

**UNOL**

United Nations Office in **LIBERIA**  
Monrovia, Liberia  
Tel: New York (1-212) 963 9925  
Fax: New York (1-212) 963 9924/5

**UNPOB**

United Nations Political Office in **BOUGAINVILLE**  
Section 11, Lot 44  
Namira House, Arawa  
Bougainville, Papua New Guinea  
Tel: New York (011 872 385054430)  
Fax: New York (011 872-761853656)

**UNPOS**

United Nations Political Office in **SOMALIA**  
Nairobi, Kenya  
Tel: New York (1-212) 963 3095  
Fax: New York (1-212) 968 3095/  
011 2542 622697

**UNSCO**

UN Special Co-ordinator in **GAZA**  
Gaza  
Tel: New York (1-212) 963 9568  
Fax: New York (1-212) 963 9967

**UNSMIA**

United Nations Special Mission in **AFGHANISTAN**  
Islamabad, Pakistan  
Tel: New York (1-212) 963 9977  
Fax: New York (1-212) 963 9977

## **ANNEX IV**

### **GENERAL TERMS AND CONDITIONS**

**FOR THE PROCUREMENT OF GOODS AND THE CONTRACTING OF SERVICES**

**NOTE:**

*Most of the provisions in the attached terms and conditions are common within the UN system of organizations, however, some provisions may vary in text depending on individual agency requirements*

## **GENERAL CONDITIONS FOR THE PROCUREMENT OF GOODS**

### **A. ACCEPTANCE OF THE PURCHASE ORDER**

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind the UN Organization unless agreed to in writing by a duly authorized official of the UN Organization.

### **B. PAYMENT**

(1) The UN Organization shall, on fulfilment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.

(2) Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.

(3) Unless authorized by the UN Organization, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.

(4) The prices shown in this Purchase Order may not be increased except by express written agreement of the UN Organization.

### **C. TAX EXEMPTION**

(1) Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the UN Organization's exemption from such taxes, duties or charges, the Supplier shall immediately consult with the UN Organization to determine a mutually acceptable procedure.

(2) Accordingly, the Supplier authorizes the UN Organization to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with the UN Organization before the payment thereof and the UN Organization has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide the UN Organization with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

### **D. EXPORT LICENCES**

Notwithstanding any INCOTERM used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

### **E. RISK OF LOSS**

Notwithstanding any INCOTERM used in this Purchase Order, risk of loss, damage to, or destruction of the goods shall be borne by the Supplier until physical delivery of the goods to the consignee has been completed in accordance with the terms of this Purchase Order.

### **F. FITNESS OF GOODS/PACKAGING**

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made

known to the Supplier by the UN Organization, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

G. INSPECTION

(1) The UN Organization shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.

(2) Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

H. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by the UN Organization of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold the UN organization harmless from any actions or claims brought against the UN Organization or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

I. RIGHTS OF THE UN ORGANIZATION

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order including, but not limited to, failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, the UN Organization may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

(a) Procure all or part of the goods from other sources, in which event the UN Organization may hold the Supplier responsible for any excess cost occasioned thereby.

(b) Refuse to accept delivery of all or part of the goods.

(c) Terminate this Purchase Order without any liability for termination charges or any other liability of any kind of the UN Organization.

J. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with the UN Organization to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by the UN Organization.

K. ASSIGNMENT AND INSOLVENCY

(1) The Supplier shall not, except after obtaining the written consent of the UN Organization, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.

(2) Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency the UN Organization may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

L. USE OF UNITED NATIONS ORGANIZATION NAMES OR EMBLEMS

The Supplier shall not use the name, emblem or official seal of any UN Organizations, for any purpose.

M. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UN Organizations without specific permission of the UN Organization in each instance.

N. SETTLEMENT OF DISPUTES

(a) **Amicable Settlement**

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to, this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then prevailing, or according to such other procedure as may be agreed between the Parties.

(b) **Arbitration**

Unless any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order, or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then prevailing. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

O. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

P. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention of the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle the UN Organization to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of the UN Organization.

Q. MINES

The Supplier guarantees that neither the Supplier's company, nor any of its affiliates, nor any subsidiaries controlled by its company, is engaged in the sale or manufacture of anti-personnel mines or of components utilized in the manufacture of anti-personnel mines. The Supplier recognizes that a breach of this provision will entitle the UN Organization to terminate its supply contract with the Supplier.

## **GENERAL CONDITIONS FOR THE PROCUREMENT OF SERVICES**

- 1.0 LEGAL STATUS:** The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of the United Nations.
- 2.0 SOURCE OF INSTRUCTIONS:** The Contractor shall neither seek nor accept instructions from any authority external to the United Nations in connection with the performance of its services under this Contract. The Contractor shall refrain from any action which may adversely affect the United Nations and shall fulfil its commitments with the fullest regard to the interests of the United Nations.
- 3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:** The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.
- 4.0 ASSIGNMENT:** The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of the United Nations.
- 5.0 SUB-CONTRACTING:** In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of the United Nations for all sub-contractors. The approval of the United Nations of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.
- 6.0 OFFICIALS NOT TO BENEFIT:** The Contractor warrants that no official of the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.
- 7.0 INDEMNIFICATION:** The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, the United Nations, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.
- 8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:**
- 8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury,



or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, aeroplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

- (i) Name the United Nations as additional insured;
- (ii) Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the United Nations;
- (iii) Provide that the United Nations shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

8.5 The Contractor shall, upon request, provide the United Nations with satisfactory evidence of the insurance required under this Article.

**9.0 ENCUMBRANCES/LIENS:** The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the United Nations against any monies due to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

**10.0 TITLE TO EQUIPMENT:** Title to any equipment and supplies that may be furnished by the United Nations shall rest with the United Nations and any such equipment shall be returned to the United Nations at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to the United Nations, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate the United Nations for equipment determined to be damaged or degraded beyond normal wear and tear.

**11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:** The United Nations shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At the United Nations' request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to the United Nations in compliance with the requirements of the applicable law.

**12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF THE UNITED NATIONS:** The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with the United Nations, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of the United Nations, or any abbreviation of the name of the United Nations in connection with its business or otherwise.

**13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION**

13.1 All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of the United Nations, shall be treated as confidential and shall be delivered only to United Nations authorized officials on completion of work under this Contract.

13.2 The Contractor may not communicate at any time to any other person, Government or authority external to the United Nations, any information known to it by reason of its association with the United Nations which has

not been made public except with the authorization of the United Nations; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

#### **14.0 FORCE MAJEURE: OTHER CHANGES IN CONDITIONS**

- 14.1 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the United Nations, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the United Nations of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the United Nations shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.2 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the United Nations shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3 Force Majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

#### **15.0 TERMINATION**

- 15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Arbitration" below shall not be deemed a termination of this Contract.
- 15.2 The United Nations may terminate forthwith this Contract at any time should be mandate or the fundings of the Mission/Agency be curtailed or terminated, in which case the Contractor shall be reimbursed by the United Nations for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3 In the event of any termination by the United Nations under this Article, no payment shall be due from the United Nations to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the United Nations may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the United Nations of the occurrence of any of the above events.

#### **16.0 SETTLEMENT OF DISPUTES**

- 16.1 **Amicable Settlement**  
The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in

accordance with the UNCITRAL Conciliation Rules then prevailing, or according to such other procedure as may be agreed between the parties.

16.2 Arbitration

Any dispute, controversy or claim between the Parties arising out or relating to this Contract or the breach, termination or invalidity thereof, unless settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then prevailing. The arbitral tribunal shall have no authority to award punitive damages. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

**17.0 PRIVILEGES AND IMMUNITIES:** Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

**18.0 TAX EXEMPTION**

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the United Nations to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes the United Nations to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the United Nations before the payment thereof and the United Nations has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the United Nations with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

**19.0 OBSERVANCE OF THE LAW:** The Contractor shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the terms of this Contract.

**20.0 AUTHORITY TO MODIFY:** Pursuant to the Financial Regulations and Rules of the United Nations the authority to agree on behalf of the United Nations to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor shall be decided by Procurement Offices. Accordingly, no modification or change in this Contract shall be valid and enforceable against the United Nations unless an amendment to this Contract is provided by the proper authority.