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# Doing Business with the United Nations Secretariat

Higher Standards • Better Solutions

## The United Nations Secretariat

The **Procurement Division of the United Nations Secretariat** is responsible for providing quality services and expert business advice to UN Headquarters in New York, to peacekeeping missions throughout the world, and to other UN organizations.

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

This enables our clients to carry out their mission and achieve their objectives via fair and transparent commercial partnerships between us and our vendors.

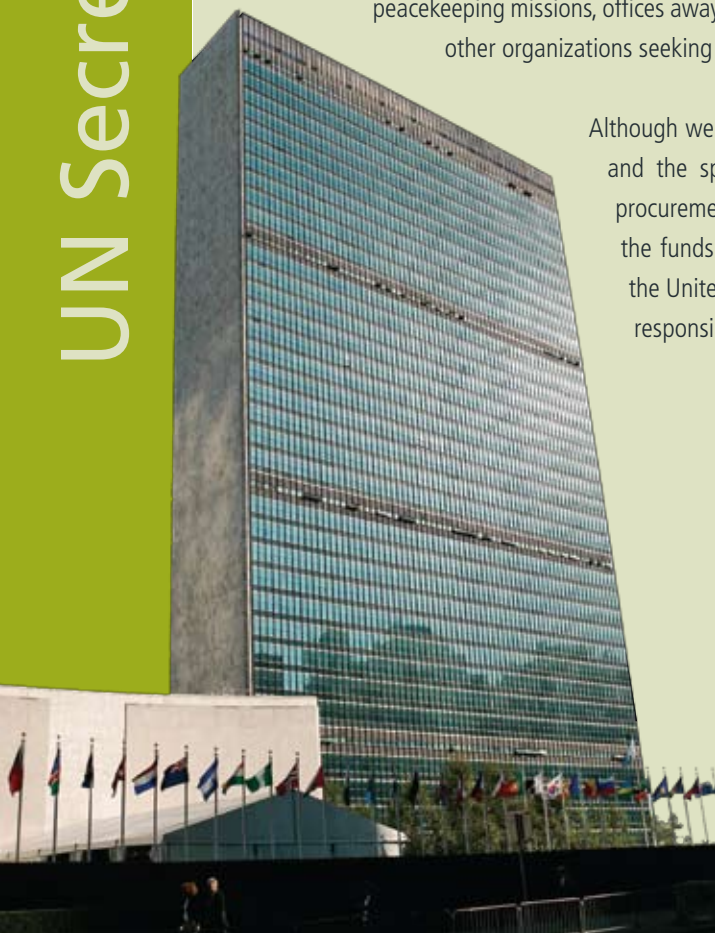
Our clients come from a range of UN Headquarters departments, such as the Office of Information and Communications Technology (OICT), the Facilities Management Service (FMS), the Department of Peacekeeping Operations (DPKO) and peacekeeping missions, offices away from Headquarters (OAHs), regional economic commissions, criminal tribunals and other organizations seeking procurement support services.

Although we do not make purchases for the entire UN system, i.e., the funds and programmes and the specialized agencies, some of these organizations may decide to conduct joint procurement under the umbrella of inter-agency cooperation. The specialized agencies and the funds and programmes, such as the United Nations Development Programme (UNDP), the United Nations Children's Fund (UNICEF) and the World Health Organization (WHO), are responsible for their own procurement activities and procedures.

To obtain more information about doing business with the UN system, please visit: <http://www.ungm.org>

### OUR VENDORS

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



## Registration

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

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

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

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

Vendors need to sign up in the pre-requisites for registration criteria section and select the level of business activity they wish to participate in that best matches their capacity, financial strength, business scope and commercial strategy.



Go to <http://www.un.org/depts/ptd/register.htm> for more details on registration.

As part of your registration you need to assign your products and/or services the relevant UN Common Coding System (UNCCS) codes. The Secretariat uses these codes to search for suppliers for bidding opportunities.

Applications will be evaluated and all applicants informed of the results via UNGM. Registration is free of charge.

The criteria for registration include the relevance of the goods or services to the needs of the UN as well as international business experience, the financial stability of the company and evidence of compliance with international quality assurance and management standards.

In addition to their applications, applicants are therefore required to submit information to validate their adherence to these criteria if they are to be considered for registration with the UN Secretariat.

## Competitive Bidding

One of the fundamental tenets of UN procurement is achieving the best value for money for the Organization. Bids and proposals are obtained through a competitive process.

There are three types of solicitation documents issued by the Secretariat to fulfil a procurement requirement. While each of the documents referred to below contains the information necessary to submit a suitable offer, they vary in accordance with the nature of the requirement and the estimated monetary value. All solicitation documents normally provide for generic specifications.

**Request for Quotation (RFQ):** An informal invitation to submit a quotation for requirements that meet our minimum value. Prices and other commercial terms and conditions are requested and award is usually made to the lowest-priced technically compliant offer.

**Request for Proposal (RFP):** A formal request to submit a proposal against requirements that are over the minimum procurement value but are not fully definable at the time of solicitation and where the innovation and specific expertise of the proposer are sought to better meet the procurement requirement. Price is only one of several factors constituting the evaluation criteria, which are determined before the RFP is released. A two-envelope system is used with the technical evaluation completed before commercial offers of technically compliant proposals are opened. Award is made to the offer that substantially conforms to the requirements set forth in the solicitation documents and is evaluated to be the best value to the UN.

**Invitation to Bid (ITB):** A formal invitation to submit a bid usually associated with requirements that are clearly or concisely defined, which are over a minimum procurement value. Normally price is the sole determinant in the making of an award. Where all technical criteria are met, award is made to the lowest bid.

**Public openings:** The Secretariat conducts formal openings of sealed bids and proposals, and companies that have submitted offers may send a representative to attend these openings. Trade representatives from Permanent Missions of Member States to the UN are also invited to attend public openings on behalf of the participating firm. In these openings of ITBs, prices are read out publicly. As price is only one of several determining factors, only the name of the company is conveyed in public openings for RFPs and only the technical proposals are opened.

**Expression of Interest (EOI):** Information about upcoming requirements is posted on the UNPD and UNGM websites, giving an opportunity for interested companies to identify new business opportunities and to participate in a particular solicitation. In addition, UNGM offers a service for automatic delivery of EOI.

**UN Secretariat  
policy on gifts  
and hospitality**

The UN has a “zero tolerance” policy and does not accept any type of gift or any offer of hospitality.

The UN expects vendors not to offer any gifts or any forms of hospitality.

# UN Global Marketplace

## United Nations Secretariat

United Nations Secretariat Procurement Division (UNPD)  
Peacekeeping/political missions (DFS)  
United Nations Office at Geneva (UNOG)  
United Nations Office at Nairobi (UNON)  
United Nations Information Centres (UNICs)  
United Nations University (UNU)

## Regional Commissions

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

## Tribunals

International Criminal Tribunal for Rwanda (ICTR)  
International Criminal Tribunal for the Former Yugoslavia (ICTY)  
United Nations Assistance to the Khmer Rouge Trials (UNAKRT)

## United Nations Specialized Agencies

Food and Agriculture Organization of the United Nations (FAO)  
International Fund for Agricultural Development (IFAD)  
International Labour Organization (ILO)  
International Telecommunication Union (ITU)  
Pan American Health Organization (PAHO)  
United Nations Educational, Scientific and Cultural Organization (UNESCO)  
United Nations Industrial Development Organization (UNIDO)  
World Health Organization (WHO)  
World Intellectual Property Organization (WIPO)  
World Meteorological Organization (WMO)

## United Nations Funds and Programmes

International Trade Centre UNCTAD/WTO (ITC)  
Office of the United Nations High Commissioner for Refugees (UNHCR)  
United Nations Children's Fund (UNICEF)  
United Nations Development Programme (UNDP)  
United Nations Office for Project Services (UNOPS)  
United Nations Population Fund (UNFPA)  
United Nations Relief and Works Agency for Palestine Refugees  
in the Near East (UNRWA)  
World Food Programme (WFP)

## Related Organizations

International Atomic Energy Agency (IAEA)  
Organization for the Prohibition of Chemical Weapons (OPCW)



## Supplier Code of Conduct

The complete unabridged version of the UN Supplier Code of Conduct can be found online at:

[http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

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

### Human rights

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

### Labour

5. Prohibition of forced, bonded or indentured labour or involuntary prison labour.
6. Non-engagement in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, the ILO Minimum Age Convention or the Convention concerning Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour.
7. Recognition and respect for the rights of employees to freely associate, organize and bargain collectively in accordance with the laws of the countries in which they are employed.
8. Zero tolerance for any form of discrimination in hiring and employment practices.
9. Compliance with all applicable working hour requirements as established by local law.
10. The UN expects its suppliers to comply, at a minimum, with all wage and hour laws and regulations, including those pertaining to minimum wages, overtime wages, piece rates and other elements of compensation, and to provide legally mandated benefits.
11. Suppliers must follow all relevant legislation, regulations and directives in the country in which they operate to ensure a safe and healthy workplace.

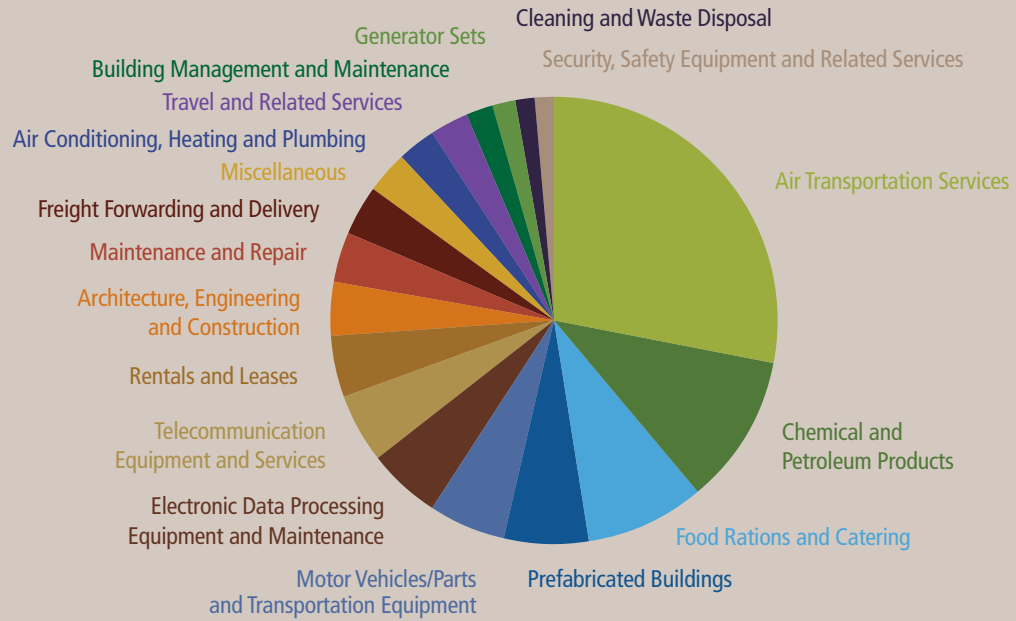
## **Environment**

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

## **Bribery and corruption**

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

## UN Secretariat Procurement Activities



*These activities correspond to the UNCCS code suppliers are asked to assign to their products/services to enable the Secretariat to source relevant suppliers for bidding opportunities.*



## UN Secretariat Offices around the World

### Africa (Region 1)

#### **Economic Commission for Africa (ECA)**

procurementeca@un.org

#### **UN Support Office for AMISOM**

unsoa-procurement@unsoa.org

#### **UN Integrated Office in Burundi (BINUB)**

procurementb@un.org

#### **UN Integrated Peacebuilding Office in the Central African Republic (BINUCA)**

<http://www.un.org/Depts/dpa/fieldmissions.html>

#### **UN Mission in the Central African Republic and Chad (MINURCAT)**

Minurcat-Procurement@un.org

#### **UN Operation in Côte d'Ivoire (UNOCI)**

onuciprocurement@un.org

#### **African Union–UN Hybrid Operation in Darfur (UNAMID)**

procurement-unamid@un.org

#### **UN Organization Mission in the Democratic Republic of the Congo (MONUC)**

monuc-procurement@un.org

#### **UN Mission in Ethiopia and Eritrea (UNMEE)**

unmee-procurement@un.org

#### **UN Integrated Peacebuilding Office in Guinea-Bissau (UNIOGBIS)**

<http://www.unogbis.org/homepage.html>

#### **UN Mission in Liberia (UNMIL)**

procurement-unmil@un.org

#### **UN Office at Nairobi (UNON)**

[http://www.unon.org/admin\\_pt.php](http://www.unon.org/admin_pt.php)

#### **UN Integrated Office in Sierra Leone (UNIOSIL)**

uniosil-procurement@un.org

#### **UN Political Office for Somalia (UNPOS)**

<http://www.un-somalia.org/Contacts/index.asp>

#### **UN Mission in the Sudan (UNMIS)**

unmis-procurement@un.org

#### **International Criminal Tribunal for Rwanda (ICTR)**

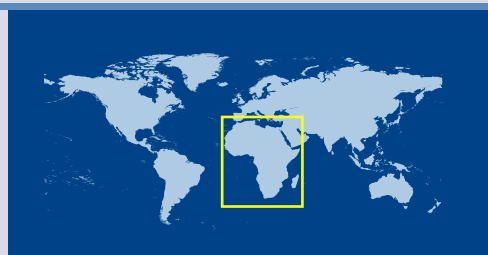
ictiprocurement@un.org

#### **Office of the Special Representative of the Secretary-General for West Africa (UNOWA)**

<http://un.org/unowa/>

#### **UN Mission for the Referendum in Western Sahara (MINURSO)**

minursoprocurement@un.org



## Americas (Region 2)

### **Economic Commission for Latin America and the Caribbean (ECLAC)**

adquisiciones@cepal.org

### **UN Stabilization Mission in Haiti (MINUSTAH)**

minustah-procurement@un.org



## Asia (Region 3)

### **UN Interim Force in Lebanon (UNIFIL)**

unifilprocurement@un.org

### **UN Military Observer Group in India and Pakistan (UNMOGIP)**

unmogip-procurement@un.org

### **UN Truce Supervision Organization (UNTSO)**

untsoprocurement@un.org

### **UN Disengagement Force (UNDOF)**

undof-procurement@un.org

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

untsoprocurement@un.org

### **UN Assistance Mission in Afghanistan (UNAMA)**

unamaprocurement@un.org

### **UN Assistance Mission for Iraq (UNAMI)**

unami-procurement@un.org

### **UN Mission in Nepal (UNMIN)**

unmin-procurementsection@un.org

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

<http://www.un.org/depts/dpa/fieldmissions.html>

### **Economic and Social Commission for Asia and the Pacific (ESCAP)**

ptu.unescap@un.org

### **Economic and Social Commission for Western Asia (ESCWA)**

procurement-escwa@un.org

### **UN Assistance to the Khmer Rouge Trials (UNAKRT)**

info@unakrt-online.org

### **International Independent Investigation Commission**

uniic-procurement@un.org



## Europe (Region 4)

### **UN Peacekeeping Force in Cyprus (UNFICYP)**

unficy-p-procurement@un.org

### **UN Interim Administration Mission in Kosovo (UNMIK)**

unmikprocurement@un.org

### **UN Logistics Base (UNLB)**

unlb-procurement@un.org

### **International Criminal Tribunal for the Former Yugoslavia (ICTY)**

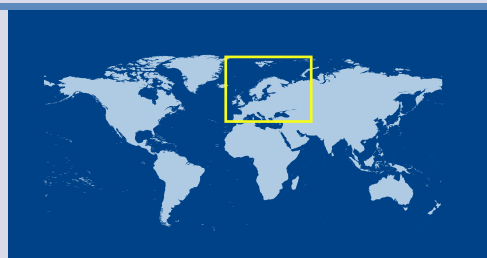
procurement-icty@un.org

### **United Nations Office at Geneva (UNOG)**

procurement@unog.ch

### **United Nations Office at Vienna (UNOV)**

procurement@vienna.org



## Oceania (Region 5)

### **UN Integrated Mission in Timor-Leste (UNMIT)**

unmit-procurement@un.org



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

*Simply log on to  
<http://www.un.org/aroundworld/unics/english/directory.htm>*

# Doing Business with the United Nations Secretariat

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