



**United Nations
Environment
Programme**

Distr.
LIMITED

UNEP/OzL.Pro/ExCom/40/10
11 June 2003

ORIGINAL: ENGLISH



EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Fortieth Meeting
Montreal, 16 -18 July 2003

**SOURCES OF INFORMATION ON PROCUREMENT PROCEDURES OF
IMPLEMENTING AGENCIES: FOLLOW-UP TO DECISION 39/11 (b)**

1. This document is submitted in response to Decision 39/11 which states:
 - “(a) To request the implementing agencies to update rosters of competent suppliers regularly, taking into consideration the need to add new competent suppliers;
 - (b) Also to request the Secretariat, in consultation with the implementing agencies, to provide citations to allow countries to find the following information:
 - (i) The criteria applied by each implementing agency when establishing the rosters;
 - (ii) The procedure applied by each implementing agency when inviting new competent suppliers to be included in the rosters;
 - (iii) The contact point of each implementing agency for information on the international competitive bidding and procurement procedure;
 - (iv) The current rosters established by each implementing agency (or how to access the list of rosters).”
2. The Secretariat consulted with the implementing agencies regarding the implementation of the decision. The agencies contributions are provided in Annex I to III of this document. They contain information and citations with regard to the rosters of suppliers and consulting firms maintained by the agencies. The annexes also describe the procedures by which new suppliers may register in the rosters.
3. While the World Bank does not maintain a roster of suppliers and consultants, UNDP and UNIDO use common rosters of the UN-System to which procurement personnel of the World Bank also has access.
4. It is evident from the information provided by the agencies that registration is simple and was made even easier recently. The agencies underline, however, that the registration is only a first step and does not guarantee a place on short lists for biddings. Therefore, it takes a proactive attitude of interested supplier companies to react to call for tenders and prepare qualified offers.

Annex I

UNDP

1. UNDP does not maintain a separate central register for supplier but has access to and utilizes the IAPSO supplier data and the UNCSD. UNOPS on the other hand, maintains its own roster, in addition to utilizing the UNCSD and IAPSO database. The UNCSD is a registry of supplier's database of 13 UN organizations, available to all UN and World Bank procurement personnel.
2. For companies to get on the roster, i.e. of IAPSO and UNCSD, they have to register in the respective website. Several changes of procedure have recently been introduced and are about to be applied. IAPSO and UNOPS will henceforth also use the UNCSD (United Nations Common Supply Database) only and will no longer maintain their own separate roster. That means from now on, companies can register in UNCSD only (there is a link from the IAPSO website to the UNCSD registration) and their registration in UNCSD will be accessible by UNDP, UNDP/IAPSO and UNOPS alike, as well as other UN system organizations.
3. The UNCSD is an internal UN roster for use by UN system procurement personnel only; it is not accessible by the general public. However, any company that register in the UNCSD will be assigned a UNCSD Supplier Number and password that they can access their own data in the UNCSD to update their own information. In addition, companies can also subscribe to the UNCSD email "alert" service, advising them of all tender opportunities that come up.
4. While it used to be that companies had to pay around US\$100 to register in the database, this is about to change and registration will be opened to all companies free of charge. With the new system, any company can just register. There is no restriction or pre-qualification process.
5. When UN procurement personnel access the UNCSD to select potential suppliers, they will evaluate the companies that have registered. If a UN procurement personnel selects a company that he/she has never dealt with before he/she will have to initiate a review process to determine whether such company can be qualified to be included in the shortlist. Therefore the critical hurdle is to be selected on the shortlist. Registering in the UNCSD does not guarantee that companies will win contracts with the UN or that they will be invited to bid. A company will be selected to be included in the shortlist only if the company is found to have the capacity and experience to supply the relevant good/services, and to be able to perform and is financially sound.
6. The UN system recommends suppliers to take an active role in marketing their capabilities directly to the appropriate UN organizations just as they would in other customer environments, make presentation and provide detailed information on their products and capabilities to the relevant procurement personnel.

7. A UN General Business Guide is available in IAPSO's website to help companies to learn which UN organizations purchase the goods and services the company supplies. The Guide describes the mandates, procurement needs, procedures and contract details of all UN organizations. Suppliers can also familiarize themselves with the UN General Terms and Conditions for Procurement of Goods. IAPSO has developed a booklet entitled Practical Tips for Doing Business with the UN outlining the procurement practices of the UN and how to go about becoming a supplier. Both publications can be downloaded from IAPSO's website (www.iapso.org).

8. The IAPSO website also provides statistics on procurement data on goods and services from 40 UN organizations and UNDP's network of country offices.

9. "Development Business" (www.devbusiness.com) is a publication providing a comprehensive source of information on opportunities to supply goods, works and services for projects financed by the United Nations, governments and the world's leading development banks.

10. In general, UN organizations review the credit and financial report of newly identified companies, their technical capabilities, production capacity, experience of export and network of local after-sales services, as basis for inclusion in the supplier database.

11. A UNDP website on procurement (www.undp.org) came online May 2003 detailing how UNDP procures goods and services for its projects and offices in New York and across the globe. The website is aimed at companies interested in doing business with UNDP. The site offers such information as competitive solicitation procedures, conditions of contract, procurement notices, statistics and contact particulars, and a FAQ section provides answers to frequently asked questions about UNDP procurement.

12. Furthermore, a website locator for UN organisations can be found at www.unsystem.org or alternatively UN agency procurement information can be viewed via <http://unbiz.un.int>.

13. Contact information for procurement personnel in relevant UN organisations can be found in the General Business Guide on the IAPSO website. Specific information on procurement on UNDP's MP programmes can be directed to suely.carvalho@undp.org or to takakazun@unops.org at UNOPS.

Annex II

UNIDO

1. According to the UNIDO Procurement Manual, advertisements shall be placed on the advertisements shall be placed on the UNIDO and UNDP/IAPSO's Web Sites in the Internet or be published in the United Nations "Development Business" and UNDP/IAPSO's "Development Update" or, when appropriate in newspapers, publications or technical journals with sufficiently wide circulation to attract the attention of potential suppliers. It shall state the following:

- (a) The nature, quantity and place of delivery of the goods to be supplied or the characteristics of the services to be provided.
- (b) The time or schedule for the supply of goods or completion of services.
- (c) The name, address and other details (facsimile, telephone, e-mail) of the official to whom suppliers should communicate their interest or obtain clarifications in writing.
- (d) The closing date for the receipt of responses and, if applicable, the fee that will be charged for providing the solicitation documents.

2. Bidding documents, in order to permit and encourage international competitive bidding, should describe clearly and precisely the services to be provided and/or the goods to be supplied, the location of the site, the place and period of delivery of goods and/or the provision of services. In addition, it should, where appropriate, define the lists, standards and methods which will be used to judge the conformity of goods as delivered or services as performed.

3. General Services maintain two computerized rosters (Vendors Roster and Consulting Services Roster) with potential suppliers/contractors for the supply of goods and provision of services. Suppliers are registered on the basis of the evaluation of the information provided by them in the application form. The roster contains data on the commodities and services of vendors of equipment and supplies and Industrial Consulting Firms/Organizations. Its use is unrestricted.

- (a) Vendors Roster: This roster registers manufacturers, vendors of equipment, supplies and related services in the industrial sectors within UNIDO's programmes as identified under the Business Plan. In addition, it includes firms or institutions offering measuring and testing hardware and software, technical literature, transportation equipment, as well as office and computer hardware/software, furniture and office supplies. Vendors are classified according to their product groups in accordance with the United Nations Common Coding System (UNCCS)¹.
- (b) Roster of Industrial Consulting Firms/Organizations: This roster registers firms or organizations which can provide assistance with the establishment, development or management of industrial entities, as well as of institutional or public infrastructure within UNIDO's programmes as identified in the Business Plan. It also includes those firms specialized in areas related to the Montreal and Kyoto Protocols, and for the maintenance and repairs of the Vienna International Centre (VIC). All firms and organizations are classified and registered according to the service they provide.

¹ The UNCCS for Goods and Services was developed by the Inter-Agency Procurement Services Office (IAPSO) of the United Nations Development Organization (UNDP). Common codes for goods and services have been developed for use by UN Organizations and are closely related to the Standard International Trade Classification (SITC).

4. The registration of a Supplier in any of the two Rosters is not to be considered a commitment of any form that a contract to provide services will be awarded, or even be invited to submit an offer. Registration serves to ensure that Suppliers which are placed on the Rosters are qualified to provide the goods and services for which they are registered.
5. The application for registration i.e. the Common Supplier Registration Form, solicits from the prospective supplier all information relevant to the procurement activities of FOA/FPC/GES. The form may be considered incomplete if it does not contain all information requested.
6. Evaluation is based on the following:
 - (a) Relevance of the commodity or service offered to UNIDO.
 - (b) Financial stability as per Section 2 of Registration form.
 - (c) Payment terms.
 - (d) Experience and capacity - at least three (3) years in business and sufficient number of full time qualified personnel to provide the registered services.
 - (e) Technical competence - quality assurance certification, provision of technical support services.
7. Inclusion in the Rosters can be by:
 - (a) The positive evaluation of a Supplier's application for registration.
 - (b) An unregistered Supplier being awarded a UNIDO contract. In such an event, registration will be on a temporary basis for a period of 90 days (3 months) or the duration of the contract whichever is longer. To remain on the roster, a supplier/contractor should normally complete the registration process, or be removed from the Roster. In cases where public advertising is used to solicit responses from a wide range of Suppliers, as a rule a short list of Suppliers shall be compiled.
8. The Member and Observer States of UNIDO may be allowed to provide particulars of possible applicants for inclusion in the Rosters. They may be provided with a list of registered suppliers from their respective countries which are already registered. Information on Suppliers from other countries will not normally be provided.
9. Final approval for Supplier Roster entry is the responsibility of the Director FOA/FPC/GES who, to the extent possible or upon request, will notify in writing, all Suppliers of the results of their applications.

Annex III

World Bank

1. The World Bank's policy on procurement is that the client is responsible for procurement. As such, the Bank would and does not have a roster of suppliers. However, the Bank has tools to facilitate the procurement process of its clients which are accessible through its website on procurement: "Procurement in IBRD and IDA-Financed Projects," at <http://www.worldbank.org/html/opr/procure/index.htm>.
2. Each region for which the Bank has client countries will have a team of Bank staff that includes one regional procurement manager and country-specific procurement specialists. Questions regarding specific procurement issues under a given project can be directed to those individuals. For information on the correct contact person, inquiries can be first directed to Bank's MP Coordination Unit (efeister@worldbank.org).
3. The Bank's procurement procedures are captured in two sets of guidelines: procurement guidelines and consultant guidelines. These guidelines must be adhered to by any client with a Bank project. Please refer to our report to the 39th Executive Committee for further information on the guidelines (Document UNEP/OzL.Pro/ExCom/39/15, Annex III). The guidelines themselves can be found through the above website.
4. Through its website, the Bank provides links to procurement-related sites of other organizations, including a link to a list of suppliers maintained by UNDP/IAPSO. Suppliers awarded contracts under Bank projects may be identified by performing a search in the Database of Contract Awards through the Bank's procurement website. Suppliers involved in Bank ODS projects are listed.
5. In addition, the Bank does maintain a list of suppliers that Bank clients cannot enlist for goods and services (<http://www.worldbank.org/html/opr/procure/debarr.html>) and a list of countries that are not eligible to participate in procurement financed by the Bank (<http://www.worldbank.org/html/pic/procure.html>).
